
Instructions on Photo Submission


- ❖ Convert your picture into one of the digit formats:
jpeg / jpg, gif, bmp or png
- ❖ Send the digital copies of the pictures, as attachments, to
ayj50anniversary@gmail.com


Please follow the guidelines below when composing the email and naming the attached image files.

1. Subject of email: **Photo Submission**


2. Names of image files:

<yyyy>_<mm>_<occasion><#>.<extension>

 yyyy = year of the picture taken


 mm (optional) = month (2 digits) of the picture taken

 occasion = the occasion in which the picture taken

 # (optional) = number the picture in the case when a set of pictures from the same occasion are attached

 extension = file format: jpeg / jpg, gif, bmp, png

Example 1: a set of 3 photos, which were taken at the prom in May 1979, should be named

 **1979_05_Prom1.jpg, 1979_05_Prom2.jpg and 1979_05_Prom3.jpg.**

Example 2: a single photo taken at Music Night in 2005 should be named

 **2005_MusicNight.jpg**

3. Body of email (optional): additional information about the pictures
