

How to Submit your Files to DIGITS using ShareFile

(A copy of this document should be placed on your desktop)

Upload Links:

- a. [Critique](#)
- b. [Future Meetings](#)
- c. [Gallery](#)
- d. [Homework](#)
- e. [Koffee Klatch](#)
- f. [Photo Challenge](#)
- g. [Photo Outings](#)
- h. [Photo Sharing](#)
- i. [Presentations](#)
- j. [SIG Night](#)
- k. [Videos](#)

Read Me First

1. Click (or Ctrl + Click) on the applicable link to Open the Upload Page.
2. Drag and drop your file(s) to the Upload Page (or Browse for the files), to prepare them for uploading.
3. Click on the Upload button (large files will take a bit of time to upload).
4. If you made an error, such as uploading the wrong file or uploading a file to the incorrect link, please contact the applicable coordinator.
5. If you upload files for a future meeting, please send an email to the meeting coordinator to tell them what you have uploaded.
6. If you try to upload a file and receive an error message “Item failed to upload”, click on the Upload Link again and perform another upload. Do not click on “continue”. Click on the Upload Link again and perform another upload.

Please be sure to read “How to Resize and Rename Files”, on pages 2-3, that tells you resizing and renaming information for your files before uploading them to Digits.

How to Resize and Rename Files

1. File Handling Process (**same as in the past**):

- a. If you have already done so, create a folder on your computer called: **! DIGITS Uploads** (this needs to be done only once):
- b. Prepare your files for uploading:
 - i. To provide a clean start, if there are any old files in your **! DIGITS Uploads** folder, delete them before you put new files in this folder
 - ii. Resize and reformat the new files, and put copies of them in the **! DIGITS Uploads** folder. **The easiest way to do this is by using Lightroom Export presets.**
 1. For **all categories** other than Gallery and Videos:
 - a. Size: Longest side = 1500 pixels
 - b. Format: JPEG, high quality
 2. For the **Gallery** category:
 - a. Size: Full resolution images cropped to 16x20
 - b. Format: JPEG, high quality
 3. For **Videos** – there is no need to put these files in the uploads folder, unless you prefer to do so (they can be uploaded from any location on your computer, but be sure to rename them first). **This section includes some new stuff:**
 - a. Size: **No file-size limit**
 - b. Format: MP4, or as otherwise designated
 - c. Maximum length of video: **3 minutes** (unless otherwise decided)

2. After your images are in the **! DIGITS Uploads** folder (**same as in the past**):

- a. If required, rearrange the images in the order in which you would like them shown to the Group (click and drag the images to create the correct order)
- b. Rename the images:
 - i. For **all categories** other than Gallery, Critique and Videos, the file names should be as shown below. **The easiest way to do this is by using a Lightroom Rename preset.**
 1. Your first name and initial followed by a 2 digit sequential number
 2. Examples: June B 01, June B 02, June B 03, etc.

3. If you do not want us to display your image on our website, when you rename the image be sure to place parentheses around your name.
Example: (June B) 01.

ii. For the **Gallery**, the file names should be:

1. Your full name followed by the title of the image and the location (try to be as brief as possible)
2. Example: June Bright - Farm Scene - Narvon, PA
3. If you do not want us to display your image on our website, when you rename the image be sure to place parentheses around your name.
Example: (June Bright) - Farm Scene - Narvon, PA

iii. For the **Critique**:

1. Four random digits (this is to maintain confidentiality)
2. Example: 2698, 6584, 8298, etc.
3. If you do not want us to display your image on our website, when you rename the image be sure to place parentheses around your random digits. Example: (2698) .

iv. For **Videos**:

1. The title of the video followed by the initials of the creator
2. Example: Autumn in Vermont wrw
3. If you do not want us to display your video on YouTube, when you rename the video be sure to place parentheses around your initials.
Example: Autumn in Vermont (wrw).

3. If you would like to see a complete tutorial on *How to Submit Images to DIGITS*, including instructions on how to create the Lightroom presets, click on this [LINK](#). Note: This tutorial was created in January of 2015, so there may be some minor changes since then.

4. After files are resized and renamed, they can be uploaded to Digits using the information on page 1, titled "How to Submit your Files to DIGITS using ShareFile".

We have written a very detailed tutorial that will hopefully provide you with an easier way to prepare your **GALLERY** images for uploading to ShareFile. The tutorial is available via our website: Tutorial>Photoshop>2017, or by clicking on this [LINK](#).