The purpose of this document is to outline the steps needed to finalize images for display on the MAPS website.

1. Photos are to be cropped and adjusted so that they are the "final product".

2. Name your photos with your name followed by a sequence number.
   - Example: BDuke01, BDuke02, etc.

3. Photos are to be saved/exported to a JPG or JPEG format.
   - Compression - Most photo editors offer some form of compression. When saving/exporting the "final product", consider compressing the image to some degree.
     - In Lightroom use a Quality of 75.
     - In Photoshop use a Quality of 8.
   - Color Space - Most photo editors offer color space conversion. When saving/exporting, specify "sRGB" or "sRGB IEC61966-2.1".

4. Photos are to be saved/exported with 1,000 pixels on the longest size.
   - Some photo editors (ie: Lightroom) will provide this option in the export menu.
   - Some photo editors (ie: Photoshop) will require that you resample the image.
   - Photo editors want a resolution, even though it is not really needed for what we are doing. Use a value between 200 and 300.

5. If your photo editor offers output sharpening when saving/exporting, select "sharpening for screen".

6. If you have been told to upload your images, follow the steps outlined in "Photo Upload Process".

7. If you have been told to email your images:
   - You will be provided with an email address to use.
   - Do not let your email program resample or down size the images.
   - Do not let the total size of any one email go above 10 MB.
     - Some email systems have limitations on how large of an email they can send or receive.
     - If your email is too large, it will eventually bounce back to you.
     - Some email systems may take a couple of days for this bounce back to occur.
     - This means that you must check your aggregate file sizes before sending.
   - When the images have been received and saved, a confirmation email will be sent back to you.