

MEDIA TEAM

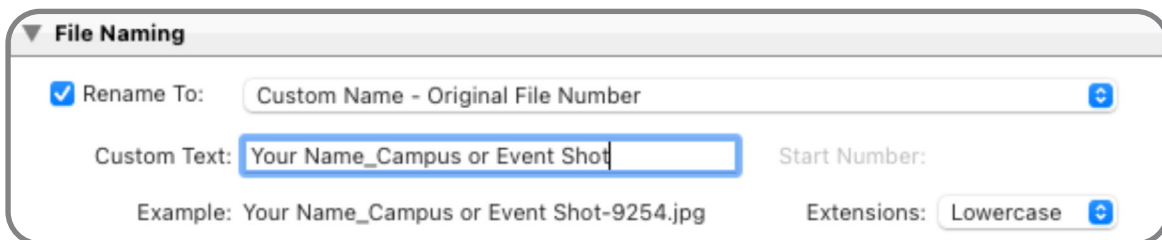
UPLOADING GUIDE

Bayside Photography Photo Uploading Guide

Editing & Exporting Your Photos

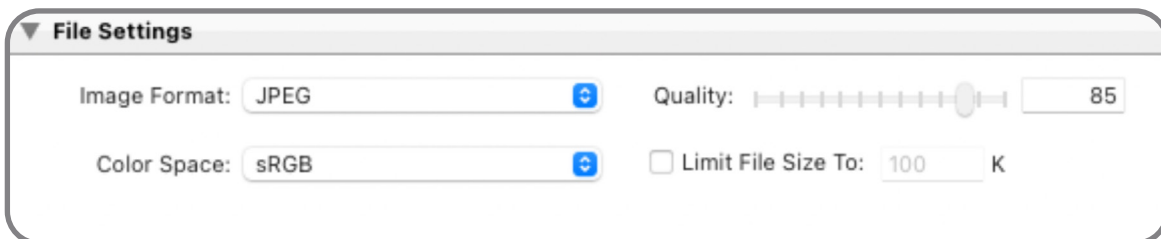
Step 1) Upload, edit and export 25-30 of your best shots using your preferred photo editing software. (ie Lightroom)

Step 2) Name your photos by adding your full name, then the campus or event you shot at.

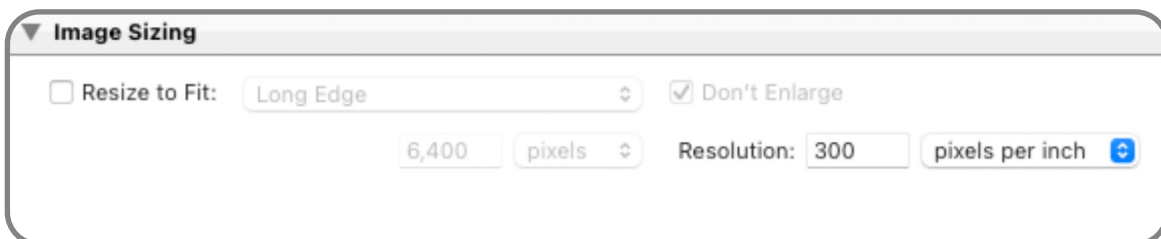


The screenshot shows the 'File Naming' panel in Adobe Lightroom. It features a checked 'Rename To:' checkbox with a dropdown menu set to 'Custom Name - Original File Number'. Below this, the 'Custom Text:' field contains 'Your Name_Campus or Event Shot' and is highlighted with a blue border. To the right, the 'Start Number:' field is empty. Below the custom text, an example shows 'Your Name_Campus or Event Shot-9254.jpg'. At the bottom right, the 'Extensions:' dropdown is set to 'Lowercase'.

Step 3) Make sure to change your file settings if not formatted like the example shown below.
(JPEG, sRGB, High-quality, 300 PPI)



The screenshot shows the 'File Settings' panel in Adobe Lightroom. It includes 'Image Format:' set to 'JPEG', 'Quality:' set to 85 (indicated by a slider), 'Color Space:' set to 'sRGB', and a checked 'Limit File Size To:' field set to '100 K'.



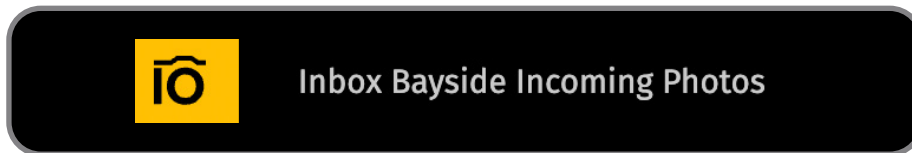
The screenshot shows the 'Image Sizing' panel in Adobe Lightroom. It features a checked 'Resize to Fit:' checkbox with a dropdown set to 'Long Edge'. Below this, the dimensions are '6,400 pixels'. The 'Resolution:' is set to '300 pixels per inch'.

Uploading Your Photos To Pics.io

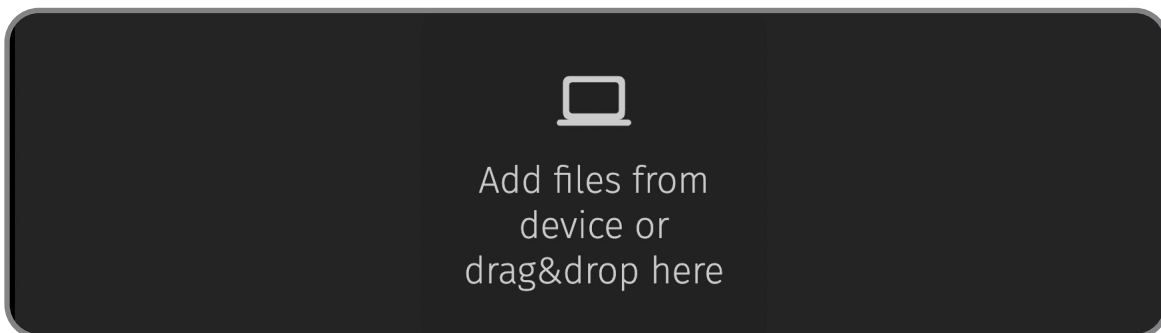
Step 1) Go to our Incoming Photos Drop-site

Click Here: [Bayside Incoming Photos](#)

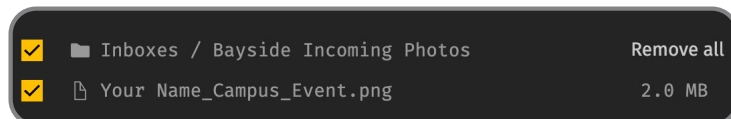
Or visit this URL: InBoxes.Pics.io/BaysideIncomingPhotos



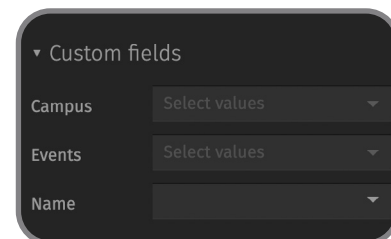
Step 2) Click the “Add Files From Device” or drag and drop your photos.



Step 4) Click the top checkbox to select all photos to then upload.



Step 4) Under “Custom Fields” - select the campus, event, and any other fields that your photos pertain to.



Step 5) Your Photos are all set!
Once sorted, your photos will permanently be organized into our archives [here](#).

