

## **DIGITAL IMAGE PRESENTATION GUIDELINES**

If you wish to use the club's projector and laptop for your presentation, we currently use a maximum display resolution of 1400 by 1050 pixels.

**Your photos must not be larger than 1400 pixels wide by 1050 pixels tall.**  
JPEG format only and sRGB Colour space.

If you prefer to use your own laptop, we recommend a DVI port for best image quality.



Please save your photos inside a folder titled with your name.

Save everything onto a USB memory stick.  
Bring a backup copy on a separate USB stick or CD - Just in Case!

### **\*\* IMPORTANT \*\* - NAMING IMAGES CORRECTLY!**

If you wish to present your photos in a certain order, it is strongly recommended that you use the following JPEG file names for your photographs:  
(if you don't – your presentation will almost certainly be out of sequence!)

Name and Save each photo in Ascending Numerical Order - as follows:

0001.jpg 0002.jpg 0003.jpg 0004.jpg 0005.jpg 0006.jpg 0007.jpg  
0008.jpg 0009.jpg 0010.jpg 0011.jpg 0012.jpg and so on...

**\*\*Do not use any other text/characters in the name.**  
**\*\*ALWAYS use all four digits.**

This method will guarantee your images stay in correct sequence for your talk.

If you wish to add extra images into your sequence, you don't need to renumber everything, simply add them in as follows:

0011.jpg 0012.jpg **0012.01.jpg 0012.02.jpg 0012.03.jpg** 0013.jpg

**If you wish to present A/V slideshows:**

**\*\*Please inform us well in advance of your talk\*\***

A Committee member will then ensure that loudspeakers are available on the night!

All image and A/V files will be copied onto the laptop for a smoother running presentation, and then deleted afterwards.