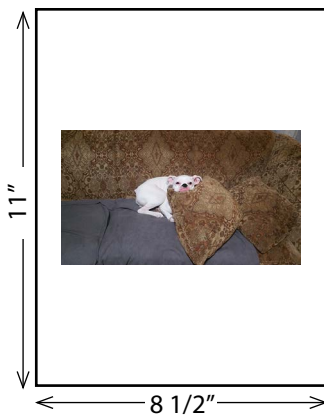


# SUBMITTING A COVER PHOTO TO OSHER AT DARTMOUTH

We love to feature photos by our members and volunteers on the cover of each upcoming course catalog. Photos featured on our covers earn their authors credit for one free Osher at Dartmouth course!

Before you submit any image to us, please check the quality of your digital file and follow the submission guidelines listed here.

**QUICK TIP:** Test the quality of your image file by printing a copy at home on standard 8.5" x 11" paper. Your photo should fill the page (if it's smaller than 8.5 x 11", you may need to re-size it). It should print clearly, with no blurring or loss of fine detail. If your image prints too small, or doesn't match the quality of the image on your computer screen, you may need to edit your file before sending it to the office. Here's an example:



*This image printed at its original size, which is smaller than the page. This means it would have to be enlarged in order to fit the catalog cover. I need to modify the resolution and/or dimensions of the image to bring it to the correct size and make sure it prints clearly.*



*After working on the image, I've enlarged it and focused on the part I most wanted to show. The resolution and dimensions of the image now follow the guidelines listed below, and the picture prints without blurring or loss of detail.*

1. First, you need a digital file of your image. If you want to submit artwork you created via another medium (watercolor, sketching, sculpture, etc.), you should take a digital photo of your artwork (using settings that will allow for a resolution of at least 300dpi) or if possible, scan the image on a scanning device and create a digital file from the scan.
2. The resolution of your image should be 300dpi (dots per inch) or better.
3. Both the height and width of your image should be at least 1,000 pixels each. If your image dimensions were, for example, 600x400, we would have to enlarge the image to fit on the cover, which could result in a loss of quality.
4. Your image file should be a jpeg, tiff (or tif), or psd file.
5. Send your image as an ATTACHMENT to your e-mail message to the office. PLEASE DO NOT send your image by doing any of the following:
  - drag and drop the file into the body of your e-mail message
  - insert the image into the body of your e-mail message
  - send a copy of your image that was saved using 'for web' or 'for email' settings

There are hundreds, if not thousands, of websites that can guide you through the steps of editing your images, often using the software that came with your home computer or laptop.

When your image is ready, email it to the office at [osher@dartmouth.edu](mailto:osher@dartmouth.edu), unless an alternate address is specified.

Thank you for sharing your images with Osher at Dartmouth!