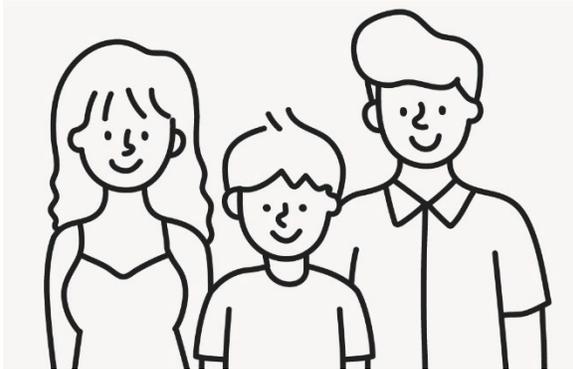


## HOW TO TAKE PHOTOS

For both Family and Individual photos, shots should be focused on head and shoulders, not full length photos. Try to find a neutral background that won't compete with your photo, but please, no Christmas décor or any holiday decorations in the background. Wear bright colors if your background is truly neutral. Pets can be in your family photos, if you wish.

**Family Photos:** Arrange the family to sit or stand close together in layers – not in a line up.

*This:*



*Not Full Length:*



**Individual Photos:** These should also be head shots, not full length pictures. We would like to have individual photos for every member and friend of Lewinsville. Individual photos are not needed for children who are not members.

*This:*



*Not This:*



You can take your photos on your phone, your tablet, or with an actual camera. Please make sure your device is in **LANDSCAPE MODE** for all photos. It is very helpful to have a tripod –

even a very small one – to hold your device. You can also prop a phone or tablet with books to put into a good position. It is also helpful to use the timer mode on your device to set up your shot and then jump into the picture. Also, if you have a selfie stick or are able to hold your device far enough away, this is also an option.

If you would prefer to have someone else take your photo, we will have a photo booth set up at church before and after church services starting in January. No appointments necessary. No pets are allowed in the building, however. We will take folks first come, first served. Each shoot should take no more than 5 minutes for an individual or 10 minutes for a family.

If you have an existing, relatively current family photo or individual photo that you would like us to use, you may upload it using the form below. Just be sure the photo is a high resolution one or a large size. If you don't have an electronic version of an existing photo that you would like to use, you can scan it with a resolution of 300 dpi to transmit. Or you may contact [Bettie McElroy](#) directly to make arrangements to use any existing photos.

## HOW TO TRANSMIT PHOTOS

Once you have taken photos and identified which family photo you wish to use as well as individual photos, the next step is to submit them to Lewinsville. There are several ways this can be done.

### Three Ways to Submit your Photos:

1. The best way to transmit your photos is to use the form provided on the Photo Directory page on the church's website to upload each photo to be used. We only need your name and email address plus the name of each individual photo. Just follow instructions on the form.
2. You may also send your photos to [bettie@mcelroyassoc.com](mailto:bettie@mcelroyassoc.com) using the wetransfer.com app. This is a free transfer app for large files. You may need to click on the small "I just want to send files" at the bottom of the wetransfer.com home screen. From there, click the plus sign to add all the photos to be send, enter your email address, the email address provided above in the TO field and click on SEND. Unless you have an account with wetransfer.com, you will need to enter a verification code that will be sent to your email address. Keep the browser window open until you receive an email that your files were successfully sent.
3. You may also send your photos to [bettie@mcelroyassoc.com](mailto:bettie@mcelroyassoc.com) via email if you wish. You will need to send each photo separately since each photo file should be quite large. This is not the preferred method, however.

**Always submit your photos in the largest/actual size available. This will ensure good resolution both online and in print.**