



Tony Bagwell
Photo Editor - Swiss Express
Pateana
Hope Corner Lane
Taunton
Somerset
TA2 7PB
Tel 01823 253186
Email – fading.images@tiscali.co.uk

Picture Submissions

Part of the Photo Editor's job is ownership of the Society's vast collection of photos that have been submitted by members over the last few years. Identifying their content and location has in the past been difficult as many have little or no information associated with them.

As Photo Editor can I please ask that in future picture submissions follow a few simple rules that will help us all. It will make cataloguing them easier and if they can be found there is more chance of them appearing in Swiss Express.

Please be subjective and select just the few that you think are of particular significance or pictorial merit and submit those. Obviously if you are choosing particular pictures to illustrate a written article, the choice becomes obvious.

If submitting digital pictures please :-

- Ensure they are at the full resolution taken by the camera – don't worry about cropping/improving; that can be done by me for the SRS.
- Please give your images suitable titles. In whichever file browser you use (My Computer, Explorer, PhotoShop Bridge etc), right click on the file name and select "Rename". This will highlight the file name in blue, press the "Delete" key and then type in a new name. This ideally should be in the form :-
Your name followed by xxx where xxx is a three digit sequential number starting 001
then a dash
then a description of what and where the picture is including the railway company concerned. **Do NOT use any of the characters / \ < > * ? " | : or ;**

E.g. Jochen Bloggs 003 – SBB Class 460 no xyz at Arth Goldau

Then press the Enter key or click another file.

There's no need to give it a date etc as that was automatically stored in the Metadata associated with the picture file when you took it.

- If you wish to expand the information about each picture, please make a list of the pictures and give them longer captions. The more information, the better. Save this as a Word document and add it with the pictures on the CD.
- Copy all the pictures you wish to submit onto a CD, ensuring that you un-tick the “Allow files to be added later” box (if using Nero – or the similar box on any other CD writing software). If this multi-session option IS selected when writing, it is likely the CD will only be able to be read on your computer.
- When the CD has been written, check that the contents are what you think they are, and then hand write your name and SRS membership number (we do have some members with duplicate names) on the disc with a suitable soft pen.
- Put it in a plastic or paper CD envelope and post it off with a covering letter (ensuring you have the correct postage, please).
- If you want the disc returned to you, please enclose a stamped, self-addressed envelope.

If you're still taking photos on slides or prints that's not a problem; we can scan them. But again give each one a clear identifying number and submit them with a sheet of captions giving similar information as above. However, in these cases dates of taking should be given, if relevant, as they are obviously not stored on the film! Ensure you wrap them securely and again add sufficient postage (and a stamped, self-addressed envelope for their return).

If we all follow the above it will make everyone's job a lot easier and ensure that when we need a shot of a particular location/loco/event etc, there's a better chance that yours will get selected.

Please note that whilst we will take every possible care of your photos, the Swiss Railways Society cannot accept any liability of any loss or damage, howsoever caused.

Thanks

Tony Bagwell