

## INSTRUCTIONS FOR SUBMITTING PHOTOS:

If you uploaded your photos to your computer, you should rename them using this convention: School number (or name), the borough, followed by a sequence number. For example:

jhs125q\_01.jpg  
jhs125q\_02.jpg

If more than one person per school is submitting photos, then use the following convention:

ps125q\_lastname\_02.jpg

### Renaming files in Windows:

- Start **Windows Explorer**. To do so, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.
- Select the file.
- After you select the file, press **F2**.
- Type the new name, and then press **ENTER**.

\*\*\*

To e-mail:

- Address your e-mail to [uftgalleries@email.smugmug.com](mailto:uftgalleries@email.smugmug.com)
- Type this password into the subject line: **blue**
- Attach photo file (jhs125q\_stamatis\_01.jpg) to e-mail. If sending more than one image at a time make sure that photos are labeled with sequential numbers.
- Type the photo's caption/description into the body of the e-mail and please be specific (photographer's name, school, borough and description if you have one). Your e-mail should be sent as plain text only, not HTML. (See below.)
- We reserve the right to exclude photos if they contain inappropriate content.

To view the online gallery, go to [www.uftgalleries.smugmug.com](http://www.uftgalleries.smugmug.com)

## How to send message as plain text in the following e-mail clients:

### Send a Message in Plain Text from Hotmail

To send a message that uses only pure and genuine plain text from Hotmail:

- Make sure the rich text editor is turned off.
  - Select *Tools* from the toolbar while composing an e-mail in Hotmail.
  - Choose *Rich-Text Editor OFF* if available.

(If you see *Rich-Text Editor ON*, the rich text editor is already disabled.)

- Click *OK*.

\*\*\*

### Send a Plain Text Message in Outlook

To send a message in pristine and pure plain text from Outlook:

- Select *Actions / New Mail Message Using / Plain Text* from the menu in Outlook.
- Create your message as usual.
- Click *Send* to deliver it.

\*\*\*

### Send a Message in Plain Text from Yahoo! Mail

To send an e-mail using only plain text in Yahoo! Mail:

1. Follow the *Options* link in the Yahoo! Mail navigation bar.
2. Select *General Preferences* under *Management*.
3. Make sure *Compose messages as plain text* is selected under *Composing E-mails*.
4. Click *Save*.
5. Click *Compose* to start your message.

To switch back to rich text editing, go the same route as above, but select *Compose messages as color and graphics* (you can still use letters, too).

\*\*\*

## Send a Message in Plain Text from AIM/AOL Mail

To compose a message and ensure it is sent in plain text only from AIM/AOL Mail:

1. Select *Settings* from the top AIM/AOL Mail navigation bar.
2. Go to the *Authoring* category.
3. Make sure *Use Rich Text / HTML Editing* is not checked under *Composing*.
4. Click *Save*.
5. Now click *OK*.
6. Follow the *Mail* link from the navigation bar on top.
7. Click *Compose*, write and finally send the message.
8. Optionally, re-[enable rich text editing](#).

\*\*\*

## Send a Message in Plain Text from Gmail

To compose and send an e-mail in pure plain text in Gmail:

- Select *Compose Mail* from the left navigation bar.
- If you can see a formatting bar, click « *Plain text*.
  - You can even use the « *Plain text* link after you have started typing your message.

All text will be preserved.

- If you have already applied formatting to your message, clicking *OK* will strip it and convert the message to plain text. Hyperlinks will be removed, too, so copy and paste them in plain form before switching to plain text.