Instructions for uploading images to the ARLIS/NA Archives Box folder

1. ==Whenever possible, please upload files in the following formats==:
   a. **Images**: TIFF, PNG, JPEG
      i. We would prefer high-resolution images if you have them (600 dpi), but lower-resolution images are fine.
   b. **Text files**: DOC, DOCX, TXT, PDF

2. The submission link can only handle files, not entire folders. You may submit multiple photographs at a time. If you are submitting digital photographs, we recommend copying the original photos you would like to submit into another folder and renaming the copied photos with your name and an image number (for example, "Smith01", "Smith02", etc.). This will help us keep track of which images you have uploaded.

3. Please provide as much information (metadata) about the photographs as you can when submitting the images. We would particularly like to have **names, dates, and locations** (events, conferences, cities, etc.). You can include this information as a separate file (PDF, TXT, DOCX, handwritten list that is scanned as a PDF) with your name in the title.
   a. If this information is already included on the back of each photograph, feel free to scan the backs of the photographs and ensure that the front and back side of each photo is named similarly (ex. Smith01a and Smith01b).
   b. If this information is not included on the back of the photograph, make a separate list with any identifying information and include it with your submission. Make sure that the information accompanies the correct image by referencing the image name in your list. For example, "Smith402 – 1992 Annual conference, image of cake being sliced by June Smith and John Smith." Please name the file according to this convention: "LastName_FirstName_DateOfUpload."

4. Submit your files (images and metadata) to the Box folder.

5. When submitting your files, **please fill out and submit this Google Form** (linked below) with your contact information: https://forms.gle/qYjJ9BasHWsfom4h6

Thank you for taking the time to share your photos with the ARLIS/NA Conference Archival Projects Team!