

# Posting Photos to the TOGnews FTP Site

To upload files/pictures to [www.ftp.tognews.com](http://www.ftp.tognews.com) website, send them to Harvey Karten [hjkarten@ucsd.edu](mailto:hjkarten@ucsd.edu) or Bruce Pappas [bruce@brucepappas.com](mailto:bruce@brucepappas.com) Keep the total size of any group of photos/files to less than 10 MB. We'll resize them for the site, if necessary.

**Types of files:** Best to use jpeg (\*.jpg) format.

**Naming conventions for pics on the FTP site:** Use short descriptive titles for each photo. If you wish the photos to be viewed in some particular order (e.g., to show the sequence of a repair), precede each file name with a number. If you think that you will have more than 9 photos, label them as 01, 02, etc. Computer software has a funny way of sorting numbers. The title of the files (and folders) can contain several words, but do not separate words with a blank space. Please insert an “underscore” between each word or phrase. (The underscore is on the same keyboard key as is the hyphen. But hyphens are not permitted in many operating systems. Press the shift key, while striking the hyphen key).

**Naming your folder:** All content will be placed in a folder. Please indicate the name you wish to use for the folder. I suggest that the name indicate the content followed by either your name or the name of your boat (e.g., Chainplate\_Repair\_T37\_HKarten). Do not nest such folders inside a folder with only the name of the vessel as people will not readily find it. If you wish to post some nice photos of your boat, then you can name the folder appropriately.

**Suggested file sizes for the pics:** Your files are most rapidly downloaded if you reduce them in size to that suitable for downloading over the internet and viewing on a typical laptop. I recommend that if you are using Microsoft Windows, you download a program called JPEG\_Resizer. (<http://www.virtualzone.de/resizer/>). This very rapidly resizes JPEG files to the dimension and degree of compression desired. I suggest that you resize to a dimension of about 800x600. You can use a compression of about 4. Your final file size of the JPEG file is best if you can keep it no larger than about 100 – 120 KB for a full frame photo. A smaller cropped field can be less. Avoid excess reduction in file size as the image will lose too much detail. Or you can use the Send To Mail Recipient function in Windows and have Outlook (or other email program) downsize your photos, before you send them.

**Accompanying text file:** Please include a short text file describing the nature of your photos, the date of the posting, your name (and vessel name/number). The file can be in either MS-WORD as a \*.doc file, a simple rich-text-file (\*.rtf), or preferably, a web-based file (htm). To get an “htm” file in MS Word, click “Save as” and open the lower block containing file types. Select “htm”. If it is in \*.txt format, please make sure that you save the file with CR/LF (carriage return/line feeds) at the end of each line. If you do not do that, the line of text scrolls off the screen to the right until the end of the paragraph. The advantage of “\*.rtf” or “\*.htm” format is that you don't need an expensive word processing program in order to read the text. It is also a smaller file, making downloading much faster.

*Originally by Harvey Karten [[hjkarten@ucsd.edu](mailto:hjkarten@ucsd.edu)] - April 2005*

*Updated by Wayne Strausbaugh - June 2006*

*Updated by Bruce Pappas [[bruce@brucepappas.com](mailto:bruce@brucepappas.com)] - December 2011*