

RAILPACE 101:

01: Uploading Your Photos using the free Railpace FTP Site

You can easily Upload your hi-res Digital photos to Railpace Newsmagazine using our free FTP Upload site.

1. When you have a newsworthy photo you'd like to contribute to Railpace, first **e-mail us a low-resolution copy of the photo "for approval"**.

This "thumbnail" should be approximately 9 inches in width at 72 d.p.i.

Make sure you save this preview image as a new file name, so that you don't over-write your original hi-resolution file!

2. **We will contact you by e-mail you if we can use your photo in an upcoming issue of Railpace**, and we will provide you with a unique **passcode** which allows you access to the Railpace Upload system, which is found at **<http://www.railpace.com/upload>**

3. You then can Upload up to 4 digital image files, **one-at-a-time**.

.JPEG files work best, but you can also Upload .RAW, .CR2, .NEF and .TIFF file formats.

Kindly **do not edit** your hi-res photo, just send us your out-of-the-camera image, we will make any necessary adjustments to exposure, contrast, crop, sharpness, etc. in PhotoShop.

Please **do not** use the following characters in FILE NAMES:

! @ # \$ % ^ & * () + = [] { } \ " : ; | < > , ? /

Using prohibited characters in file names will cause your Upload to Fail. And you don't want to do that.

Spaces dashes – and underscore _ are allowed.

Enter your unique, 1-time use, passcode: [*example:* TJN120509]

The Upload System allows you to type in your **name, mailing address** (so we can send you a complementary copy of the issue in which your photo appears) and **detailed caption information** which will appear with your photo. Kindly provide well-written, coherent caption information, including the date, location, train number or symbol (if known), and explain why the photo is newsworthy and what it represents.

The next time you wish to use our Upload Service, we will send you another, unique passcode.

Passcodes are deactivated a few days after you've requested them, or after you've Uploaded four images.)

PLEASE BE PATIENT when using the Upload Service!

- It may take a few minutes for the Upload to indicate "Complete".
- * Please do not click on the Upload button multiple times, this will not make it work faster.
- Upload speeds are fastest late at night, after 10 PM.

THINK LIKE A NEWS REPORTER: Send in news photos as soon as you've captured them. Remember other contributors may be sending in similar views. You don't want to be "scooped!"

Our nominal "deadline" is the First of each month, however, many times photo space is completely filled by the last few days of the month. Just send in your photo as soon as you can!

Thanks for your support of Railpace Newsmagazine.

If you have questions using our free Upload Service, kindly e-mail us for help at: railpace@ptd.net