How to submit your pictures to *Water Alternatives Photo Library*

1. Make a strict selection of your best photos. Photos must be of good technical quality but also have a 'professional value', that is, to reflect one aspect of water, as defined by our categories (see Flickr website).

2. Check size and format. Send files in jpg.format (.png files, for example, do not have the same metadata available) and make sure the resolution is acceptable (this should, in general, translate in files 'weighing' at least 100K).

3. Rename your files with a short title (e.g. 'Paddy fields in Bali'; 'Well and pump in Gujarat'; 'Villager transporting wood by boat, Ethiopia', etc)

4. Send your pictures to us (if you chose the **fast-track mode**). Without much detail on the context of your pictures, however, we might miss out and fail to select pictures of interest.

For the **smart-track mode**, add the following steps:

For Windows: When browsing through your pictures with Explorer or another file manager you can add metadata to each file.

In the case of Explorer, metadata of a selected file appear at the bottom of the screen (see examples at the end of this file) and you can directly enter:

Author(s) ['Add an author' field]: the author(s) of the photo whose name will have to be mentioned in case of non-commercial use of the photo (by default, yourself, unless otherwise stated).

Comments ['Add comment' field]: *describe what the situation shows in a few words and provide context to enhance the understanding of the situation and the interest of your picture*. Always indicate the place where the picture has been taken, even in general terms (e.g. 'upper Rio Grande River Basin', 'Walawe Irrigation Scheme', 'Cochabamba suburbs', 'central Nile Delta',…). You may add, again, your name in the comments, indicating the credit to be mentioned. Also specify the year (possibly approximate) in which the photo has been taken.

Example:
Credit: Rebecca Smith. Flood of the river Mekong in September 2010 at the border between Cambodia and Vietnam, Chau Doc city, view from the Hang Pagoda hill.

In some cases the title can be sufficient (e.g. *Rice terraces of Ping'an, China*): just add the credit and the year in the comments.

Important note: You can also select several or all pictures and then enter your name in the 'Author' field. The information will be added **to all files in one go**. In the 'Add comment' field, type 'Credit: name surname' to attach the information to **all** photos. You can then add additional information for each picture in particular. Last fill in the 'Add a title' field.

For Mac: see https://support.apple.com/fr-fr/guide/photos/add-titles-descriptions-and-more-phta4e5a733f

Alternatively, you can send us the description of your selected photos in a separate word file (make sure each comment can be linked to a particular photo title) to be uploaded together with the photos.

If you want to add metadata to photos more conveniently, use a dedicated freeware such as XnView

Once you have selected and tagged your photos, upload them/send them to us through the '*Send your photo*' item of the left-column menu.