

## Submitting Show Results to MEMO

As you all know the most daunting task of putting together each issue of Memo is ciphering through the show results that are submitted by all of you. Making sure that everything is accurate is my first priority and that only comes with your help. The following are a few guidelines that will help ensure the success of your show results appearing correctly in Memo.

### Class Results

All show results must be typed and submitted on a disk or via E-mail using the proper template(s). Templates are on the NPGA website. If you can not type them up on the provided template(s), then you can e-mail me or call to see if we can find the problem or simply send your results on paper to me with a \$25.00 check and they will be typed up for you. Do not send a paper copy of the results. If you send a paper copy then also send a check for \$25.00 to have them re-typed. Paper copies need to be retyped to digital format to submit to the publisher.

**HINT:** Always back up your information onto a disk and save until you see your show results in the MEMO. Things get lost in the mail and it is so hard to get that information back together.

For those of you that understand the process you can skip past this next part. For those of you that are still getting comfortable with your computer, this next part should really help you.

To use the templates go to the NPGA website, <http://www.npga-pygmy.com>. Move your mouse to FORMS and a drop down menu will appear. Place your mouse over “show result templates”. It will be highlighted, click on it to open. At the bottom of the page you will be able to select from:

- Champion Submission Form
- 1st through 5th placings - 1 show
- 1st through 5th placings - 2 shows
- 1st through 5th placings - 3 shows

If you have a one day show you would use the 1 show, two day show uses the 2 shows and three day shows uses the 3 shows. Once you determine which form you need to use click on that line. You will have a window that pops up asking if you want to open or save this file. You want to save it. You will then have another window that pops up asking to “Save As”, save this file where you will remember it. I have mine on my desktop as I use it frequently. Then you will have a window that pops up telling you the download is complete. Click on open. You will then go to a window that asks you to extract the file. Click on extract file. Another window will pop up. This is the extraction wizard. The extraction wizard will take you through saving it. It will ask you to “select a destination”. I chose my desktop but you can save it to your document file or where ever you will remember where you saved it to. Where ever you saved it you can now go there and open the template by double clicking on it. You will now see a form that looks like this:



### Championship Results

When it comes to the championship information, please include as much information as possible on the pedigree, Owners, Sire, Dam, Name of the goat. It is not fair to those that won if no information is provided to put in Memo. I find it sad when all people send in is the name of the goat and who owns it. Many people enjoy looking at the pedigrees and it is also a good way to show off your lines. On occasion, people submit just the registration numbers on the pedigree lines. While this provides great use of the online herd book, it can become very time consuming and can lead to mistakes.

### Championship Photos

Preparing your photos properly can make or break whether they are usable in Memo. Each show can have between 6 and 30 photos and each issue has between 15 and 20 shows. That adds up to be a lot of pictures to process. If done properly, the process isn't terribly difficult because relatively few adjustments have to be made. Just scan them in, if they're prints, convert them to grayscale and do any cropping necessary. Minor adjustments are usually made to make sure they will look their best when printed.

The best ways to make sure your photos are usable in Memo are to just abide by a few simple rules that make it better for all of us. When sending in prints try to get them printed on glossy paper. The satin paper looks really good but when scanning in, it leaves little dots all over the photo. This requires extra work to get rid of those dots. Do not trim or cut the photos to fit just the goat. Any cropping that is needed can be done on my part so I can make sure that the photos will fit properly in their boxes. Adjusting pictures on your own can result in part of the goat not being visible in Memo. If you are scanning in your own photos to put on a CD you need to make sure that you have your scanner set to 300dpi for optimal printing resolution. You don't need to worry about making them grayscale or anything else, just scan them in and put them on a disc. When saving them, make sure you save them as tiff or jpeg files. If you save them as jpeg files, make sure your settings are on the highest quality possible (least compression).

For those of you that are using digital cameras then this whole process just became a lot easier. First thing you have to check though is if your camera has a high enough resolution. Most cameras you buy now are easily good enough for this. Figure on a 4 x 3 size at 300dpi would have to be 1200 x 900. If your camera can shoot at this or a higher resolution then you are in business. Again make sure your camera is saving them in its highest quality. After that just label them properly and burn them onto a CD. Either E-mail the photos to me or mail me the disk with the photos on it.

When labeling your photos, I have found the easiest method of handling them is if they are stuck on the back of the photos using labels. They are then flush with the photo and are not going to get torn off, fall off or just not be on them when I get them. Attaching sticky labels to the bottoms of the photos and/or taping pieces of paper to them seems to be quite cumbersome especially when you are mailing them. You have this huge mass of papers that has to be folded around the photos just to fit in the envelope. I give credit to those that have managed doing it this way. The problem arises when you have to pull them out of the envelope and then re-insert them multiple times.

The most important factor in submitting your show results photos starts when you first take the picture. Make sure you are in a well lit area but not direct sunlight. Direct sunlight usually washes out your pictures. Keep the goat as the center point of the photo and make sure you are close enough for the goat to fill most of the frame. You don't want to be too close but you also don't want to be so far away that the goat is just a little blob. Try to find a background that is

subtle and that offers enough contrast to the color of the goat you are taking a picture of. You don't want to take a picture of a black goat against a really dark background because you won't be able to see the goat. You also don't want to take a picture of that same animal against a really bright background because most cameras will try to compensate for the brightness and all the features of the goat will be blown out. This is why you should avoid taking your photos, if you're inside, right in front of a doorway. Many times I get photos that are very dark and I try to enhance them to the point that at least you can see the animal but that is not always possible. Just make sure that you plan out where you are going to be taking them and always have back-up spots just in case. Remember, lighting is everything. Hopefully these will give you an idea of what works best.



too dark



too far away



too small



Getting better



GREAT!!

#### 10 Keys for success:

- 1) Save your information on a disk until you see it appear in MEMO.
- 2) Make sure you are using the correct template for the amount of shows.
- 3) Send \$25.00 if you send paper copies of 1 – 5 placing for having to retype.
- 4) Make sure you have Winners name, Sire, Dam, and owner for each picture.
- 5) Put contact information (phone number, e-mail) incase I need to get in touch with you.
- 6) Watch your backgrounds and lighting for pictures.
- 7) Try to have the goat fill as much of the picture as possible.
- 8) Look at the show results in your old MEMO and see what is there and what you like. Try to duplicate it.
- 9) Send information to me on Disk or CD with something that tells me what pictures go with what win.
- 10) E-mail me or call if you have ANY questions.

Following the information above and these keys should make for a smoother transaction from you to me to MEMO.

Thank you,

*Staci*