



FAQ for preparing your information for AMW's web site, www.arizonamysterywriters.com

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What is a "head shot?"

It's a photograph of your face, generally from the top of your head down to your neck, but can go down below your shoulders. It generally goes from ear to ear and does not include much background. The picture online will be small, so you want to identify yourself by your face. An artistic shot of you on a hiking trail at sunset might look pretty, but it will be too small on screen for anyone to see who it is.

A head shot is only your head, not you and your dog, not you and your garden, not you and your spouse. Just your head, the face side.

If for some reason you don't want to show your face, but still want to have your bio posted, you may submit an avatar, some other photo or image you would like to represent you.

How do I get my photo into the required .jpg format?

Most photos that come out of your camera will already be in .jpg (or .jpeg) format; it's a standard. If you have some other format, you need to convert it. One simple way is to copy and paste it into a PowerPoint or Keynote slide then right click it and SAVE AS .jpg. Or you can use an image processor such as Picasa (free at <http://picasa.google.com/>) and SAVE AS .jpg. Or ask a friend to help you.

How do I get my photo down to the maximum required size of 300x300 pixels?

You need a photo editor to resize the picture. Photos right out of your camera will be too large. See a list of free editors for the Mac at <http://graphicssoft.about.com/od/pixelbased/tp/freephotoedm.htm>, and for Windows at <http://graphicssoft.about.com/od/pixelbasedwin/tp/freephotoedw.htm>. If that's too much for you, ask a friend to help.

What should I say in my member bio?

Whatever it is, you must say it in no more than 200 words! Look at the AMW web site to see how others are doing it. Generally, you want to introduce yourself as an author to the reading public, or, if you are not yet an author, introduce yourself as an enthusiastic mystery fan. You can include a link to your own web site. Test the link after you type it

to make sure you got it right! Export or Save As to .txt, .rtf, .doc, or .docx format. The AMW Communications chair will combine the text with your head shot.

How should I name the files for the bio text and head shot?

Name or re-name the files with your name and what the file contains. For example, your two files could be called “adams-headshot-2013.jpg” and “adams-bio-2013.docx”. To rename a file in Mac or Windows, you highlight the existing file name and type the new one in its place.

How do I submit my files when everything is ready?

Just email the two files to amwcommschair@gmail.com. The rest will happen like magic.

How do I submit my publication information?

The process is exactly as above for the bio information. For each book, article, movie, or other publication that you want to feature on the web site, you need a cover photo and text to go with it. You will thus have two files, one a .jpg (or .jpeg) picture no larger than 300x300, and the other, a text description no longer than 200 words. It's as if your publication had its own bio. The publication description should start with the publication title and the author's name so a link can be made back to your bio.

See the details above for preparing and submitting your member bio. They're the same for your publication.

The Communications Chair will combine the book or article's cover photo with the description. The description can include links out to other sites, such as places where the book can be ordered or where a free sample chapter is, or to your own web site. Anything goes, as long as it's within 200 words. It's best if you prepare one publication announcement for each publication you want to show, but it's up to you.

The Communications Chair will combine the bio and publication information for your profile page.

How do I get my book cover to show in that little rotating carousel at the top right of every web page?

The Communications Chair will put it into the cycle when you submit your publication announcement. A publication photo smaller than 134 wide x 214 tall cannot be shown in the carousel. Members can also submit a publication photo to add to the carousel even if they do not have a member page.

How long do my member bio and publication announcements stay up on the web site?

As long as you pay your AMW dues.

How often can I change my member bio or add new publications to my list?

As often as you like, until the workload becomes too much and then the Communications Chair will put a limit on the frequency of changes. However, remember that the Communications Chair will not make any changes or edits to your material. To

make any change, you must submit a whole new file. If you misspelled your name in your member bio, you must submit a whole new text file with the correction in it (but you don't have to submit a new photo, if that didn't change).

How do I submit a news announcement, such as a book-signing, a contest win, a publishing contract, or movie rights sold?

The process is just the same as for submitting material for the member bio or a publication. Submit a photo (optional) in .jpg format and text in 200 words or less. As before, you can link out to other web sites as you wish. Be sure to name your file something like "Adams-BookNews-Dec2013.txt" so I know what it is and who it belongs to.

What if I just want to make a comment on someone else's announcement?

There's a comment box at the bottom of every post. Just type there. You don't even have to be a member to congratulate someone!