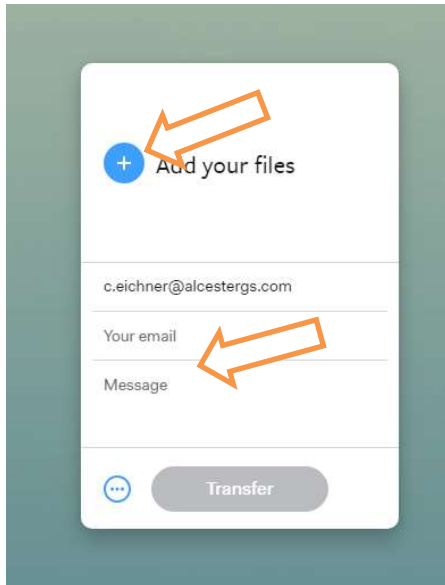# Digital Portfolio Submission
Step-by-step Guide

1. Go to www.wetransfer.com and click on **TAKE ME TO FREE**.

2. Add your files:
   - **THREE** photographs as a response to the **Diptych Exercise**.
   - **Your SUMMARY** (If you don't have access to Word or similar you can email your summary directly).
   - **THREE** additional images you've taken in the past that show your photography skills.
3. Email to: photography@alcestergs.com
4. Include your name in the message.
5. Click on Transfer.
6. You will get an email confirmation when the files have been sent successfully.
7. When we download your submission (within 7 days) you will also get a confirmation email, so you will know for sure that we have received your files. If you have not heard from us, please make it your responsibility to check!

Have fun putting together your portfolio and remember to send it by **Friday 28th February 2022.**