

HOW TO SUBMIT IMAGES FOR ONLINE EXHIBITIONS

The images you send with your application for an online exhibition are those that will be used for the final online display. Therefore, it is important to send us the best images you can. Here is some advice on how to send us good images:

Start with high quality images

Taking photos:

Make sure your images are well lit with bright soft light. Too much or too little light can look bad. Try using daylight or a lamp. Using the flash on your camera can be too harsh.

You do not need a digital camera to take your photos, a lot of smartphones now have very good cameras.

Unless the place your item is photographed in is key to the work itself, we suggest using a neutral background for your image so that your work is the focus of the image.

It is best to start with a high-quality image file and resize it to a smaller quality. If you start with a low-quality image you cannot resize it to a better quality.

Saving your images:

You may have the option to ‘save for web’ and this should make your image suitable. If you do not have this function, try using the following advice:

We suggest using the following programs on your computer to open and resize your files. Both are free to use.

Windows: Microsoft Paint – this program is free and should already be installed on any Windows PC / Laptop.

Mac / Smartphones / Tablets: <https://www.image-size.com/>

File type: JPEG

Photographs should be saved and uploaded as JPGs.

Most simple image programs (such as Microsoft Paint mentioned above) let you choose JPG by going to “**Save As,**” and choosing the type.

By using JPEGs, you won’t end up with an enormous file.

File size:

Minimum file size of 125KB (kilobyte).

Please do not send images larger than 1MB each.

Image size:

This is measured in dpi (Dots per inch) rather than in inches or CM.

We recommend sending images of **3000 dpi wide.**

Image Resolution:

Measured in dots per inch (dpi). **72dpi or 92dpi** are suitable.

How do you find the file information?

You can find the file size and image size on your computer.

If you’re on a PC, right-click on the image file, choose “Properties” and then the “Summary” tab.

On a Mac, Ctrl+click on the image file and choose “Get Info.”

Sending your images:

Please attach your jpeg images to your email when you send in your application form. Please do not paste your images into the body of the email.

If you are not able to do this, please use a free file transfer website such as WeTransfer:

<https://wetransfer.com/>