

## PWCS Guidelines for Digital Entries

Begin with a good quality image of your work, using the best resolution your camera allows, taken without flash in “open shade” with the camera “squared” with your painting. Open shade is defined as anywhere not in direct sunlight, such as in the shadows of a building on a sunny day, or anywhere on overcast days.

The instructions below are for *Photoshop Elements*, but the general principles apply to other photo editing software as well.

**Transfer the file from your camera card and OPEN it on your computer using Photoshop Elements.**

**CROP the image so that only your painting is visible.**

If you need to adjust the contrast or color saturation, this is the time to do it. Remember that your final product must match your painting in both value range and color saturation. Digital enhancement of the work is not allowed.

**Get the image to the correct size and resolution:**

- Open the Image Size dialogue box
- GO TO: Image > Resize > Image Size
- Be sure Scale Styles, Constrain Proportions, and Resample Image > Bicubic are all checked.
- First: Change the resolution to 300 pixels/inch
- Second: Change the longest dimension to 1000. The other dimension will change accordingly.
- Click OK.

**Save Your Image:**

- GO TO: File > Save As
- Enter file name with entry letter prefix: A.Title.JPG or B.Title.JPG. (Example: B.Sunny\_Day.JPG)
- File format must be JPG
- Click SAVE
- On the next screen, change Quality to Maximum.
- In the Format Options, choose Baseline (“Standard”)
- Click OK.

**Copy Your File(s) to CD:**

If you don't know how to do this, use the HELP function on your computer. After you are done, please make sure you have actually burned the CD. Take the CD out of your computer, put it back in and open one of the images on the disk to make sure the disk has burned correctly. Using a thin permanent marker, label the CD with your name, A and B entry letter prefix and title of each entry. Don't attach any labels to the CD. Put the CD in a protective sleeve before mailing.

**Submitting Your Entry:**

You must mail your entry with the completed registration form and your check. There is no online submission for this exhibit. Do not email your images.

**If additional help is needed:**

There are many websites with instructions for taking photos of your work with a digital camera, adjusting it in one of the photo software programs, and writing it to a CD. Look at the following sites for general instructions:

[www.appalachian-pastel-society.org](http://www.appalachian-pastel-society.org) How to create a CD for Art Show Entry

[www.zapplication.org](http://www.zapplication.org) Image Preparation and ZAPP Help

[www.juriedartservices.com](http://www.juriedartservices.com) Help

*(With thanks to Sharon Green of Baltimore Watercolor Society for having generated these guidelines and for giving us permission to duplicate them. They have been slightly modified to match requirements specific to PWCS.)*