

## Electronic Submission Guidelines:

Submit images by email ([mailto:art\\_arthistory@wright.edu](mailto:art_arthistory@wright.edu))

Images should be saved as:

- JPG/JPEG files only
- 1200 pixels on the longest side
- 72 ppi (pixels per inch) resolution
- We suggest a compression setting of 8 or 9 (High) when saving in Photoshop or Elements.
- File size should range from 700kb to 2MB in the JPG's closed and compressed state. JPGs that are open in an application will be much larger. It's the closed size that matters.

### File Naming:

All entry files must be labeled with consecutive numbers followed by your name (for example: **1FirstName\_LastName.jpg**). Each submission should correspond with your submission form. Please do not include any additional information in the file name.

### Example:



1Pat\_Smith.jpg



2Pat\_Smith.jpg



3Pat\_Smith.jpg



4Pat\_Smith.jpg



5Pat\_Smith.jpg

Do not submit links to jpeg files (Google Docs or otherwise).

### Submitting Videos:

We request that all video submissions be in the form of a link to a viewable online copy. The work should be shown online in its full length.

Video links should be provided in the email and on the submission form and should link directly to online or downloadable content that does NOT require a login, password or membership to view. These may be in the form of Youtube, Vimeo, Dropbox, or other similar links

## How to Resize Images:

### Using Windows Photo Gallery

1. Select the photo to resize from the Windows Photo Gallery, click "Edit," from the Properties group, and then click "Resize."
2. Click the "Select a size" list and select one of the sets of preset dimensions that you want your image to be resized to. Click "Resize & Save" to overwrite the original file. Click the "Browse" button if you want to save the image to a new location without losing the original. Select the location to save the image, enter a name for it in the File name box, and then click the "Save" button.
3. Alternately, select the "Custom" option from the list to enter custom dimensions. Enter the dimensions to use in the "Maximum dimensions" box, and then click "Resize and save." Click the "Browse" button and select the location to save the resized image if you want to transfer it to a new location without losing the original. Select the location to save the image, enter a name for it in the File name box, and then click the "Save" button.

### Using Preview (on a Mac)

1. Select the photo to resize and open using Image Preview
2. Go up to the **Menu Bar**, and choose **Tools > Adjust Size**
3. You'll see a window that shows the current size of your digital image. Make sure you change the resolution first. Once you've changed the resolution, you may change the pixel dimensions to your optimal size.
4. Go back to the **Menu Bar** and go to **File > Save As**.