Digital Photo Tips & Tricks

SHOOTING & SAVING IMAGES:

1. Use a digital camera of at least 3.0 or 4.0 megapixels with a good lens so you get a quality image.
Set the camera's resolution to the highest setting, i.e. 3000 x 3000, or use 'RAW' if your camera has it. Shoot several photos of your paintings, "bracketing" the exposures if possible. Using a tripod and the automatic timer will help avoid any camera shake.

2. The camera's built-in flash is not recommended. You will get good results if you shoot outdoors in the shade, between 10:00 am and 2:00 pm.

3. Place painting so its surface is parallel to the camera lens. Be sure the image is square with the plane of the camera lens, so there is no distortion (edges not tilted or keystoned). Use an easel, or attach the painting to a board or wall, to keep it in place.

4. Do not photograph paintings under glass. If shot without a mat, be sure to know where to crop the image to represent the painting as it will be when matted and/ or framed.

5. Import the images into your computer.

6. Most cameras come with photo-editing software, but if yours cannot make the adjustments required to create the correct file specifications, consider purchasing Adobe "Photoshop Elements".

7. Once you have opened your image in the photo-editing software, and before you do any adjustments, make a duplicate of the file by selecting "save as" and giving it a new name. This will preserve your original image, in case you have to use it again.

8. Working on your duplicate image, use your photo-editing software to rotate or straighten it if necessary. Use the 'cropping tool' to "crop" or "mask" the image. Only the painting should show, as it will once it is matted and/or framed. No mat or other extraneous matter should show.

9. Do not adjust the color, unless it is to make the image look more like the painting. Some software allows you to "white balance" the image to correct for poor lighting.

10. In the Image Size dialog box, reduce longest side of the image to pixel dimensions specified in prospectus.

Since the dimensions are linked, this will automatically adjust the shorter side.

11. Save the image as a jpeg (.jpg) set to the maximum quality.

12. Rename the saved .jpg file. For example: a photo might come from your camera as IMG - 4924.JPG, then be duplicated and saved as IMG - 4924copy.JPG, but the file you submit _must_ be renamed according to File Name Protocol of the specific show being entered, which may differ from those of PSNM.

PSNM NATIONAL SHOW REQUIREMENTS:

**Image size: 700 pixels on longest side
Resolution: 300 dpi**
(Necessary for reproducing image in show catalog.)
**File Format: jpg (JPEG) - highest quality
File Name Protocol:** 1st 4 letters of Last Name, 1st 4 letters of First Name, Entry Letter (*corresponding to entry form*), Painting Title *(use up to maximum your computer allows for file names)*.
Example: Artist's Name: Robert Jones; Entry A; Title: Snow in Summer will be named: JoneRobeASnowInSummer.jpg

Please be sure if you use a professional photographer, or have your slides converted to digital files, all the entry criteria listed above are followed.

NOTE: Any file received that is not the correct size, may be reformatted by PSNM for use in the slide show created for the jury process.

PSNM SUBMISSION REQUIREMENTS:

• **Email Subject Line:** If someone else emails your entry, instruct them to use _Your Name_/PSNM.

• **Message Area:** Must have other required information (Entry A, B, C Titles to correspond with Entry Form) and attached (not embedded) jpgs.

• If you cannot email large files, burn your properly formatted images on a non-returnable CD and mail with your Entry Form and Fee Payment.

• Follow the rest of the rules in the prospectus about how to submit your entry.