

# How to Size Your Images for an Artist's Call

This is a simple tutorial on how to Size and Configure your images when submitting online for an artist's call. It is very important to size your images correctly, because your submission can be rejected if your call is not done correctly. Most calls do not contact you if you submit incorrect information, images, or omissions; they just reject your work and don't tell you why. You will never know whether the rejections was because of your art or the errors in your submission.

We are going to only address the images for an artist's call. We are using an Artist's Call for the Black Artist's of DC (Still We Rise) but it could be for any Artist's call. Most calls will ask for your images to be sized to 5" x 7' (this is not the original size of your image that will remain the same). This is not hard and fast as long as the longest dimension is 7" you'll be OK if the other dimension is more than or less than 5". They want this dimension because it is ideal for publication in a catalog. They also want DPI (dots per inch) to be 300 DPI this allows for better quality for images. If they are not using a catalog, they may ask for 72 DPI or if they want very high quality images, they may ask for 600 DPI. For this tutorial we will use 300 DPI. They also will almost always ask for "jpeg" images.

To configure your images you will need a photo editor. Adobe or Corel are excellent. Your Paint on your Microsoft is not sufficient to use for configuration check on your Mac to see if it is compatible. You can get Adobe Photoshop or Corel Paint for Under \$100 they are excellent photo editors. Next slide

# Using a photo editor

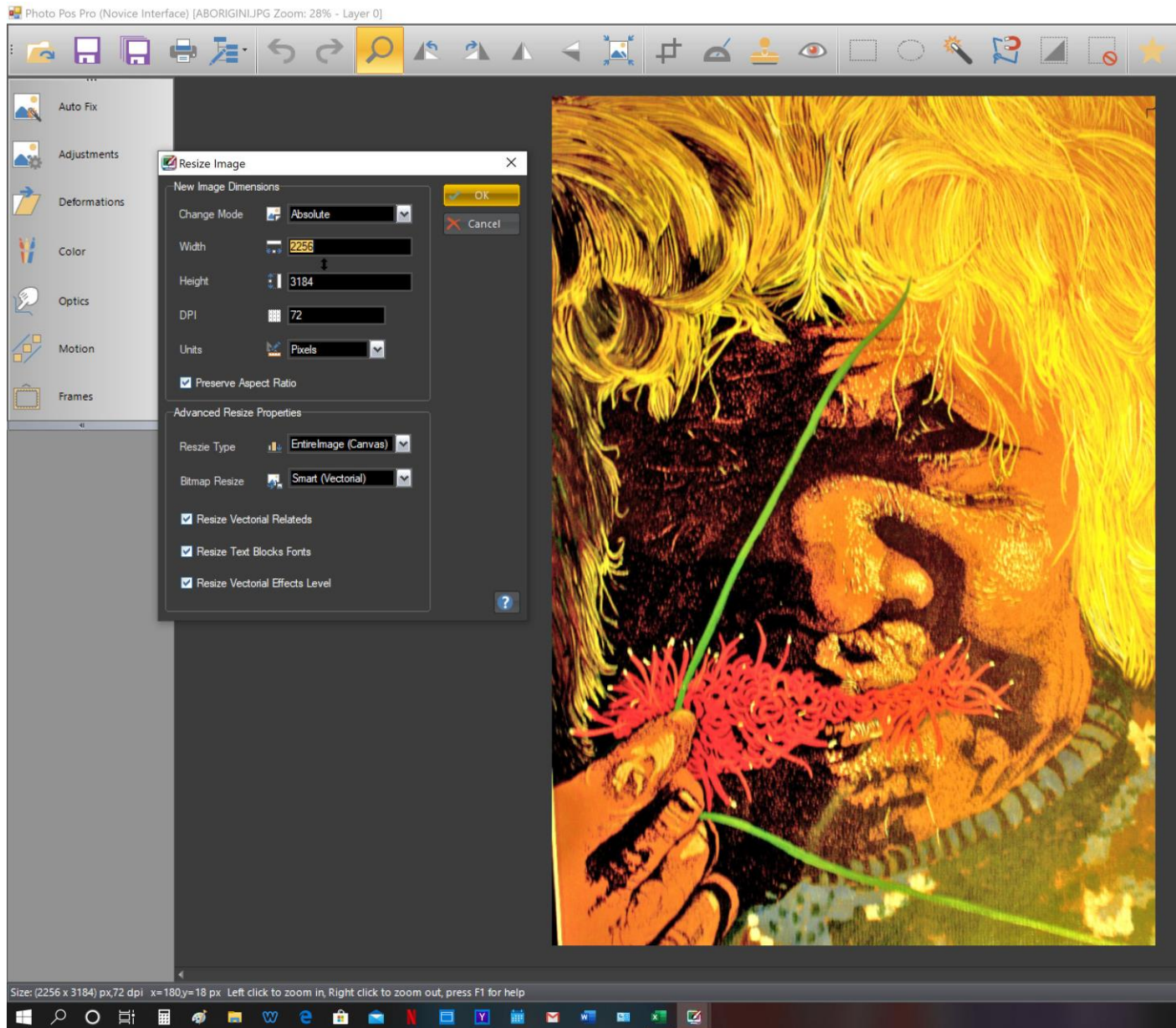
As stated previously Adobe Photoshop and Corel Paint are excellent Photo Editors. If you do not want to pay for a photo editor there are numerous free photo editors that you can download to your computer, either for mac or windows. Some are PhotoPosPro (we will be using this one for this tutorial), Photoscope, GIMO, Paint.net, RawTherapee, and many more. When using the free editors realize they may not be supported in the future. All photo editors are slightly different so make sure to become familiar with the software before configuring your images.

## Preparing for a call

When preparing for a call here are some tips. Create a folder for the call: I have created a folder “2020-07\_Still We Rise” for this call. I will put all information about the call in this folder including the configured images. Select the images you wish to enter in the call (for this call BADC has asked for up to 10 images. This means you can submit from 1 to 10 images). Do not configure or rename your images until you save them in the call folder. You always want to keep an original image of your work in your files.


If you need to take a photo of your work the best light is outside on a cloudy day. The clouds negate any shadows from structures, trees, and etc. You can use your phone to take the picture, however a camera is best. If your art is framed, under glass, you should remove it from the frame or have a professional photography take the photo. You should never use flash photography to take a photo unless you are a professional as it will show glare and hot spots in your image. Also square up your image in your camera or phone frame so that the picture is not distorted ( a tripod is best for this). Remember a good photograph will go a long way for your submission to be accepted.

Next Slide

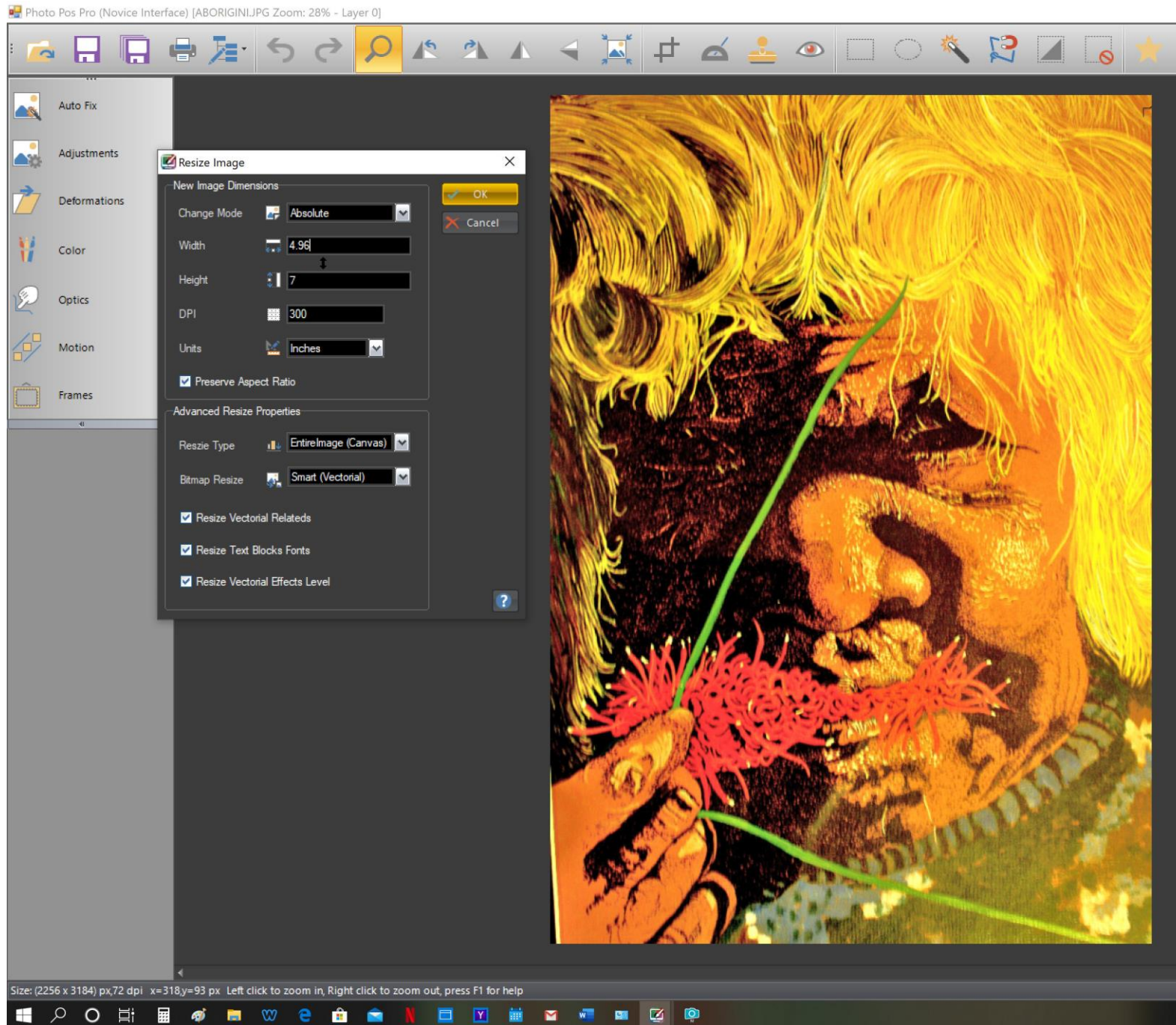


Ok lets get started

Remember I am using a free photo editor software called “PhotoPosPro”. All editors are similar but do have slight differences. For this call the images must be sized to 5” x 7”, with 300 DPI, and no larger than 2mg or 2,000 kb. The images must be labeled with the number from the image list, the name of the artist, and the title of the artwork.

Open the image you want to configure. Then click on resize  Then click on the down arrow next to “Units” and select Inches.

Next slide



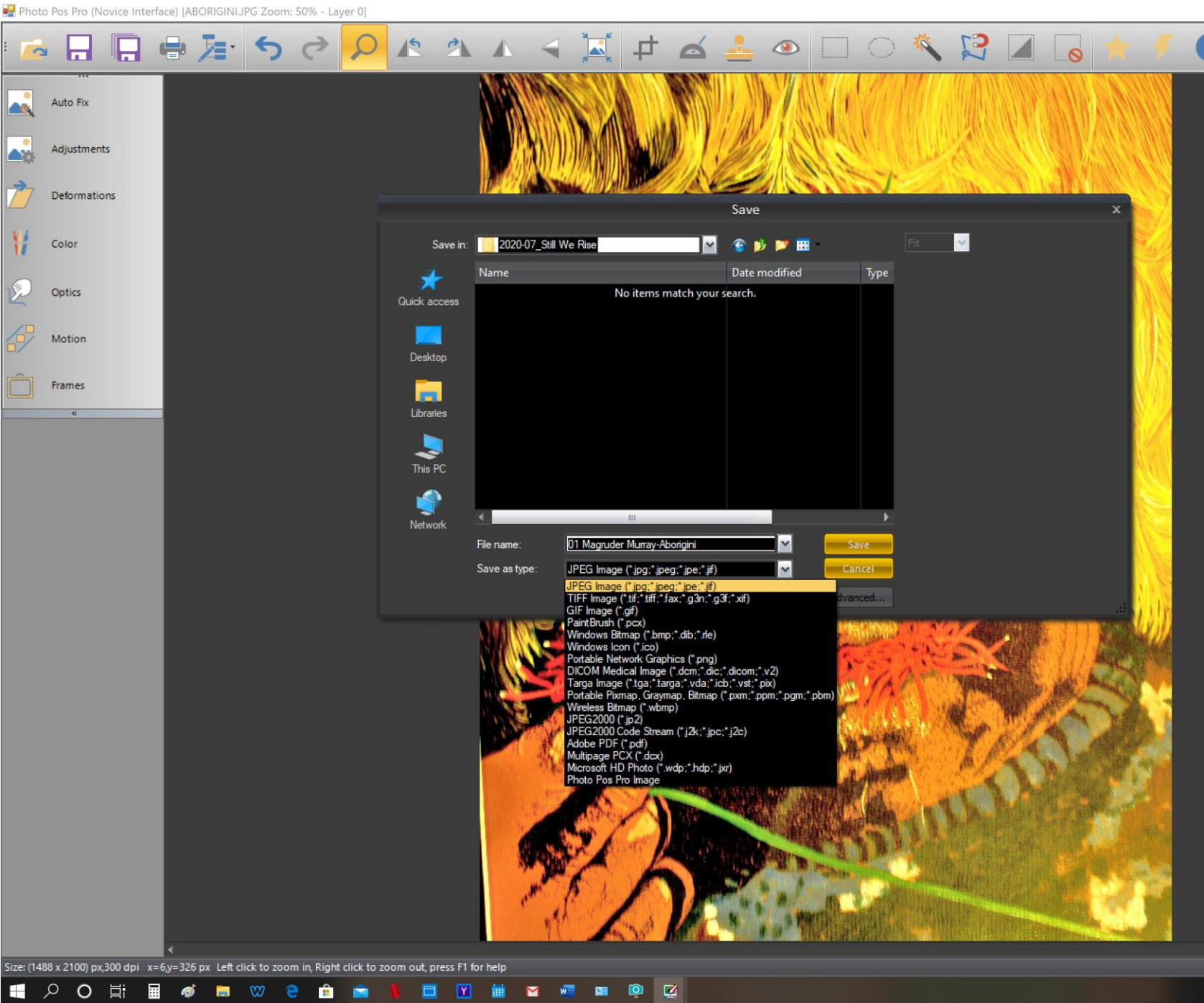
Next click in the “DPI” box and type in “300”.

Then click the “Preserve Aspect Ratio” box make sure there is a check in the box.

Then click in the Height Box (or Width box whichever is the longest dimension) and enter 7, the other dimension will automatically adjust, remember the other dimension does not have to be exact it can be larger or smaller than 5

Then click OK

Next slide



Now let's save the image

Click on "Save As"

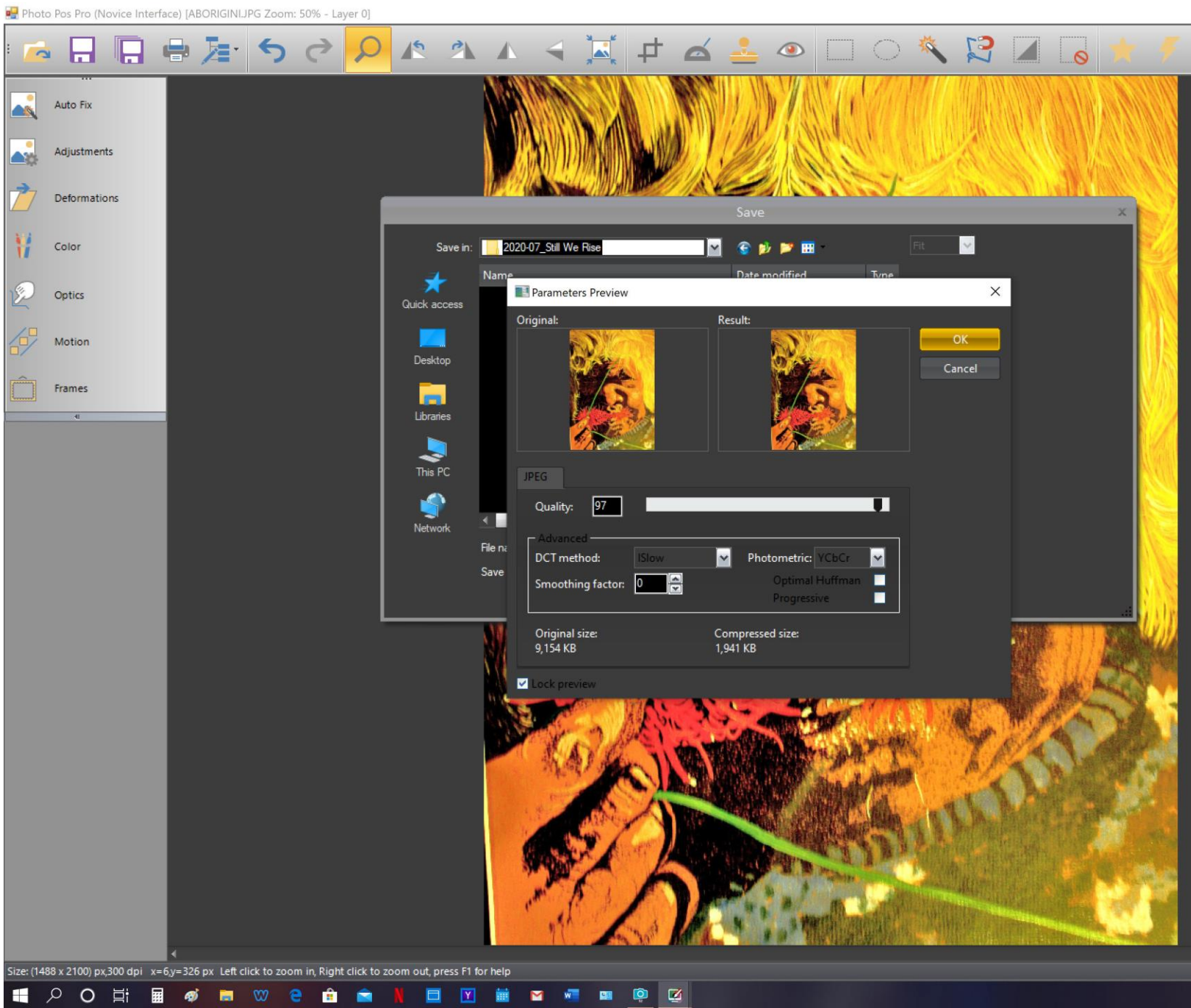


Then in the "Save In" box find the folder you are saving the images in for the call, as you can see, I have created a file "2020-07\_Still We Rise".

Next click in the File Name box and replace the name of the file with the file name as the call indicates. For this call the file name must include the number, name of artist, and the title of the image (i.e. 01 Magruder Murray-Aborigini)

Next click the arrow next to the "Save as type" and select the "JPEG Image (\*.jpg, \*.jpeg, \*.jpe, \*.jfi)" type.

Next Slide



Next select “advanced” at the bottom of the “Save As” box.

Then click on “Lock Preview” at Bottom and make sure there is a check in the box

Then Click on the slide bar in the “Quality” box and slide the bar until you get to 2,000 KB (2 MG) or less where it says “Compressed size”. This is to the right of “Original Size”. You do not have to be exact just so it is less than 2 MG (2,000 KB).

Now you are done. Click OK and your image will save in your file. To do another image click open and select another image. When you do this a message might come up saying “Save the Changes to this Image”. Always click on “NO” if you click yes it will change your original image and you do not want to do this. Hope this helps