



## Digital Requirements for Entering Large Fine Art to MasterWorks

Only emailed digital entries of work will be accepted - no slides or CD's.

### 1. Setting your camera:

Set for to the highest number of MB it will allow. Ex: If you have a 4MB camera, set it for 4MB.

If there is an option to the type of file the image will be saved at, choose .jpg.

2. If possible, use a tripod so that the image will be as clear as can be without any blurriness.

3. Stand about 4 feet back from the painting and using the zoom feature on the camera, zoom in filling the screen with as much of the painting as possible. It is better to use the zoom feature than to stand close to the painting as distortion could happen.

4. Stand your painting upright so that it is squared with lens to prevent distortion.

5. Download the image to the computer. Using the program that comes with your camera, Adobe Photo Elements, Adobe Photoshop or any other editing program that will allow you to crop all excess off of the image leaving only the painting itself. No mat, frame or extraneous materials are allowed to show.

6. Adjustments to the image can be made if it better represents the actual painting. If the image does not accurately represent the actual painting, your work after being juried into the show it will be rejected.

7. Resize the image to **1200** pixels on the longest side of the painting, be it the width or height and at an image resolution of **300** dpi. **(This is a change from the 2012 entry requirements)**

8. Once you have made your adjustments, now is a good time to save the image with the file name as listed in the next step. Use the Save As command so not to eliminate your original image. At this point you should have the option to specify high quality or low quality. Select high quality.

9. Before emailing, change the file name as indicated – first 4 letters of last name, first 4 letters of first name (if your name does not have 4 letters, fill in with 'Xs'), A, B, C for entry number and O for oil/acrylic, P for Pastel and W for watermedia.

Example: Johnathan Smith has three entries in the Oil/Acrylic Division:

smitjohnAO first entry file name;

smitjohnBO second entry file name;

smitjohnCO third entry file name (3rd entry only for Oil/Acrylic or Watermedia)

### **Digital Email Information:**

1. SUBJECT LINE: MasterWorks Entries Smith (Use YOUR LAST NAME)
2. EMAIL MESSAGE: Your Full Name, Address, Phone Number, Email Address, List of File Names with their corresponding Painting Title, Unframed Painting Size, Medium and Price.
3. ATTACH IMAGE FILES: Submit all image files as an email attachment in a single email per Division.

**DO NOT** embed the image into the email message.

### **Still having problems:**

If you still have problems, call the contact person listed in the Prospectus for the Division you are entering. The sponsoring societies can direct you to someone who will do the process for you which may involve a fee or answer your question so that you can do it yourself.

**IMPORTANT:** Do not wait until the last minute in getting your digital images submitted. Once submitted you will get a confirmation that they are received. If submitted early enough, the filemaster will have the time to look at your image to insure that it is acceptable for the jurors to view.