

Digital Image Preparation Guidelines:

Labeling and Presentation:

- Each image must be 300 dpi/resolution @ 6 inches in longest dimension
- Each image file must be a "jpeg".
- Each file should not exceed 5MB.
- Label your JPEG files "01 to 10" followed by your last name. For example, Joe Smith's image files would be: 01Smith.jpg, 02Smith.jpg, etc.
- Number the image file names in the order you would like them viewed. Make sure these numbers correspond to your Image Description Sheet.
- Put only the images you are submitting for the application on the CD.
- CDs will not be returned.

Materials for Digital Image Presentation

- PC formatted CD-ROM, available at office supply stores or general stores such as Fred Meyer or Bartell's.
- CD case to protect CD from scratches, etc., available at office supply stores or general stores such as Fred Meyer or Bartell's.

Image List

- Make sure your name is on the Image Description Sheet.
- This list should be in numerical order and correspond to the numbers on the digital files/slides as you have ordered them.
- Include this information for each image: title, medium, date completed, and dimensions (H" x W" x D"). You may also include here any other details about the piece that you'd like to add (in a sentence or two). You may want to include a brief explanation of unusual or complex techniques.
- A "thumbnail" of each image is helpful on this sheet, but not required.