Instructions for Image Preparation and E-Mailing Application

Image Preparation:

- Images are only accepted via email.CD or printed images will not be accepted
- Digital image files must be JPG files, 1920 pixels maximum (height or width), 72 dpi with a JPG compression of 12 (or the highest quality setting).
- Do not include watermarked images
- Label your image files; Last name, First Name, image #, title.

  For example: DoeJohn01SpringFlowers.jpg

How do I format my images?

- Formatting your digital images can be done on your own. You will need photo-editing software that can resize images, change image resolution, create new images, and save images as JPEGs.
- There a variety of products that can help you format your images successfully. Packaged software is available to purchase as well as free downloadable software. Recently various websites are offering online image editing tools as well.
  - Adobe (http://www.adobe.com) currently provides two photo editing products--Adobe Photoshop and Adobe Elements. Adobe Elements, the less-expensive option, provides a free 30-day trial if you would like to try the program before purchasing.
  - Get Paint (http://www.getpaint.net), a free open-source program for Windows-based computers, can also help to format images successfully. If you are a Mac user, download Gimp (http://www.gimp.org), a useful image editing program.
  - Sumo, Aviary, and Pixlr are some of the few websites out there that offer image editing right in the browser.

Other Helpful Sites:

Here is a website that tells you how to resize a photograph that you might find useful.
http://www.wikihow.com/Resize-a-JPEG

Here is an online video tutorial using X N View (free photo formatting software found online.)
http://www.youtube.com/watch?v=146eLMVzEcE (1 ½ minutes)

Here is which gives tips on using Lightroom, Photo Shop and Picasa to format pictures for online submission. another ***http://www.youtube.com/watch?v=Wm3baR105s4*** (8 ½ minutes)

How to E-mailing Application Form and Images:

- Save all images that you wish to attach to your application to your desktop, or another location you can easily access.
- Open up the PDF Application form and enter all your information. Required Fields will be highlighted in red. The application will not allow you to hit submit unless all the required fields are filled in.
- Upon completion of the Application form click the Submit Form Button in the lower right hand corner.
- This should open up an e-mail with your entry form attached. Our E-Mail address, auburnartwalk2@gmail.com will be in the Send to field. Subject line should read: Auburn Art Walk Application.

- If this does not happen or if you use an internet browser other than Internet Explorer, you will need to save your application form and then manually attach it to an outgoing e-mail. Use the mailto address: auburnartwalk2@gmail.com. Subject Line: **Auburn Art Walk Application**

- Do not send the e-mail yet. You will need to attach the images you saved to this e-mail. Your application and images must be sent together.
- On the message tab of your E-Mail find your "Attach File" button. Click on this.
- You will now need to locate your image files. If this was your desktop, Open up this location and locate your image files. Click on your saved image and the click on the "Insert" button. This will insert or attach this picture to your e-mail. Repeat this until all the images that you are submitting are attached. At this point you can send the e-mail.