

Here are some practical tips when capturing digital images of artwork. **See next page for JPG formatting details.**

- **For 2-D Artwork:** The camera lens should be parallel to the artwork surface. Do not angle the lens as this distorts the image. Experiment with a variety of lighting to see what works best. Avoid camera flash back or images that are too dark. Fill the frame of the camera with the artwork. Do not allow school red brick appear in the shot! For 2-D artwork which will fit on a bed of a digital scanner, scan the image at 100%.
- **For 3-D Artwork:** Regional Affiliates may submit up to 4 images total of three-dimensional artwork, including Sculpture, Ceramics, Mixed Media and Design. Consider using a black or white background.
- **Adjusting with Software:** The Alliance asks that images are ONLY altered in the following ways:
 - **Orientation:** Works should be rotated properly so that a work is not lying on its side when viewing. Re-orientation may distort the dimensions of the image.
 - **Cropping:** crop background other than the artwork.
 - **Color adjustment:** Only to adjust for lighting during photography and not to enhance the artwork itself.

Regional Affiliates must save JPG images in the following format.

- **JPG files:** JPG should be captured by a 2+ megapixel camera. Set camera for "fine" or "extra fine" resolution not "web" or "normal." For photograph AND 13s participants may scan the print at 100% and save as a JPG file.
- **Image Print Size:** Each JPG file must be at least 1500 x 2100 pixels.
- **Image Quality:** should be at 300 dpi.
- **File Size:** Each JPG file should be at least one megabyte but no greater than 10 megabytes (Generally, JPG files at 1500 x 2100 pixels are approximately 4 – 5 megabytes or less.)
- **Save File As:** Students must register the titles of works during the registration process. Untitled works should have use descriptions of the work instead. Name the files as follows:

LastName_FirstInitial_Category_Title or Part of Title.jpg

Example:

Smith_J_Painting_Surreal Landscape.jpg