

## **GUIDELINES FOR THE SUBMISSION OF IMAGES FOR THE WEBSITE**

**Updated: May 2020**

Guidelines for the submission of images to the website are as follows:

1) To post an image to the website, the image must not exceed 1200 pixels on the longest side (i.e. horizontal or vertical).

**Example 1:** If the image file is 1350 pixels wide x 1000 pixels high, the image must be resized to become 1200 pixels wide (the longest side) and the height will automatically resize accordingly.

**Example 2:** If the image file is 1000 pixels wide x 1560 pixels high, the image must be resized to become 1200 pixels high (the longest side) and the width will automatically resize accordingly.

In the event that you are unable to do this, do not understand how to resize images, or do not have the image software to resize, please submit your image to the **web administrator** and we will be happy to take care of it for you.

2) It is important that we take every precaution possible to protect our member's artwork images from being stolen from the Arteast Ottawa website and used to produce reproductions. One way we can help address this is by posting final images to the website with 72 dpi to prevent quality reproductions. If you can resize your own image, please set the dpi at 72 and ensure that you do not exceed the maximum size requirements as outlined in item (1).

3) It is highly recommended that a watermark be added to any artwork posted on the website, an additional precaution that can help prevent reproductions. While not 100% foolproof, it can dissuade any casual use of your artwork.

There are many apps and photography software that can be used to add a watermark to your image. If you are not sure how to use them let the web administrator know and we will take care of it for you. You will be provided with an opportunity to approve your image with the watermark prior to posting to the website.

4) We will no longer accept, or post, images that are pixelated, of poor quality, have distorted dimensions of an individual's artwork, are unevenly cropped, show reflections in glass and/or are not level.

Arteast Ottawa wants to ensure that all events are represented in a professional manner. Images taken at Arteast Ottawa events, for posting to the website, should always be taken with this in mind.

### **Submitting Images to the Web Administrator:**

Images that meet the above guidelines may be submitted to the attention of the **web administrator** by **email only** as an attached file. The web administrator reserves the right to refuse any image that does not meet Arteast Ottawa's guidelines.

***Please note that for security reasons we will no longer accept images by Drop Box, Google Drive, One Drive etc.***