

**SUBMITTING WORK FOR TEXAS WATERCOLOR SOCIETY
NATIONAL JURIED EXHIBITION**

**By
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For many of you, this may be elementary information. For others it may make absolutely no sense. If you do not understand the information, you may need to get some help from someone with computer experience until you are comfortable with doing the steps yourself. Many of you may wish to hire someone to accomplish the task. If you hire someone, make sure that they understand the required criteria, as your submissions will be rejected if they do not meet the **Prospectus requirements**.

All the information you need to know about submitting your paintings for the Exhibition is detailed in the **Prospectus**. Be sure to print carefully and legibly **all** required information on the **Entry Form** (be sure to fill in all the blanks and to include your entry fee, if any). This is to be mailed to the Exhibition Chairman.

Submission of the images to be judged must be by e-mail or CD. These images must be in the form specified in the Prospectus and received by the **Entries Due** deadline. These images must be formatted as **jpeg** (Joint Photographic Experts Group). When these images are saved, they must have the extension **jpg** (which is the acronym for jpeg) i.e. bateman.jpg. This gives the image a name of **bateman** and an extension of **jpg**. For the 2011 Texas Watercolor Society 62nd Annual Exhibition, you will name your images with the first four (4) letters of your last name, number of the painting, and name of the painting. The computer will create the jpg automatically when it is saved as a **jpg** file. An example of this might be: Bate1Lillies.jpg, Bate2GreenLadder.jpg, and Bate3BoatsinHarbor.jpg, assuming you are submitting three images.

When a picture is made with a digital camera, it is given a name such as CIMG2809. This name, the file extension, format and characteristics are dependent on the camera. Normally, you will be taking pictures using the highest resolution possible in order to get as much detail as possible. This is desirable but does not necessarily meet the **Prospectus requirements**.

There are many forms of saving the images and jpg is a common form. JPEG, GIF, BMP, etc are some common forms. Texas Watercolor Society requires the JPEG form. The clarity of the image is defined by the number of Pixels (picture elements). The greater number of pixels (think of small colored dots) in an image, the greater the clarity of the image. The closer the pixels are packed together, the smaller the image will be physically when printed. Conversely, the lower the resolution, the more loosely those pixels are packed and the larger the image can be physically, although it loses definition and the print will look extremely undesirable. Resolution is defined by DPI (dots per inch) or PPI (pixels per inch).

The following is excerpted from National Watercolor Society News Spring 2010:

Any image file can be measured at 72, 96, 100, 300, etc. dpi or ppi. The importance is that you revise your image properly to the correct dpi as indicated in the **Prospectus**.

An image from a digital camera at a high-quality setting usually will produce a large image at a 72 dpi. **EXAMPLE:** The image opened in your imaging software shows measurements of 1600 pixels wide X 1200 pixels high and a 22.22 inches wide X 16.667 inches high at a 72 resolution (pixels/inch). If the prospectus requires a 72 resolution with a specified size, all you need to do is change the size. Many prospectuses require a 300 resolution (good for printing catalogs).

THE FOLLOWING IS VERY IMPORTANT!!

There is more to increasing the resolution than to just changing the number in the resolution box. The point is to change the resolution of the image without messing with the number of pixels. If your image program has a "Resample Image" checkbox, uncheck the box and then change the resolution to 300. This will take the example above and change the dimension in inches to 5.333" X 4" and yet leave the pixel dimension at 1600 X 1200. Thus you have exactly the same number of pixels you started with but they are packed more tightly together.

Both Photoshop and Photoshop Elements have the "Resample Image" checkbox. Many of the other photo image editing programs may not have this feature but all will probably allow you to adjust the size of the images.

DO NOT just revise the resolution number. All you will accomplish is to create a blurry image.

NOW THAT YOU ARE TOTALLY CONFUSED, the following information should help those with some computer skills. You may wish to have your kids, grandkids, neighbor, etc help.

When I found that I needed to convert high-resolution images into a format that complied with a prospectus, I **Googled** the phrase **image format converter freeware**. After trying several programs, I downloaded and installed **IrfanView** and **Paint.net**.

I use **IrfanView** to change the dpi to 300 or whatever is needed in the prospectus. I use **File, Open**, and then choose the image I wish to change or check. Then choose **Image** and then **Information**. In the **Resolution** boxes, change the resolution to the desired resolution, i.e. 300 X 300 dpi. Be sure to check **Change**. I then go to **File, Save As**, then check the location to save the file, I change the **file name** in order to keep the original as well as the new copy of the image and make sure the **Save as type:** is set to **JPG**. Then choose **SAVE**.

This is a good time to change the file name to that required by the Prospectus.

At this point, I open the new file with **Paint.net** in order to check the **Resolution** and the pixels.

When using **Paint.net**, I use **File, Open**, and open the image I need to change. I select **Image** and then **resize**. I use this to check the **Resolution** and change the pixel size, if necessary. I usually change the **Width** to 1200 and the **Height** will change to 1652 automatically. Note that the **Print Size** will now be **Width** of 4" and **Height** of 5.51 inches. This is usually desired for printing in catalogs. Now click on **OK** and then **Save** the file. If the requirements are for a minimum of 1200 X 1800 pixels, then you will need to change the height to 1800 and the width will be 1308 automatically and the print size will be 4.36" X 6.0".

The requirements for the 2011 TWS National Exhibition are JPEG files only, minimum size is 1200 X 1800 pixels (4" X 6") and 300 dpi is required. Images that are submitted that do not meet these requirements will be rejected.

You are now ready to email the file, making sure the name is correct according to the prospectus.