PREPARING FOR ON-LINE ENTRY FOR A SHOW

This booklet will guide you through the process of preparing your artwork for on-line submission for a show..

Specifically, it provides 3 short sections which walk you through the steps required to professionally present your work for on-line viewing:

1. Photograph your artwork.
2. Edit the image of your artwork. There are instructions for phone editing and/or for computer editing. We think this is more easily done on the computer, but your smartphone can do it, too.   We provide instructions for editing on the computer and for editing on either IPHONES or ANDROID phones. Use the instructions for your type of phone. See which way you like best.
3. Submit your artwork on-line for entry into a show, Our website has an online form to do this. It is easy!

Each section is designed with 2 parts:

1. A **Quick Reference** for artists who have submitted work on-line in the past and who need only a list of the required steps to refresh their memories
2. A **Detailed Reference** for artists who have never prepared their work for presentation on-line.

If you decide you need the Detailed Reference, then you will want to review each step, and practice photographing and editing of your work.

HOW TO PHOTOGRAPH YOUR ARTWORK FOR ON-LINE ENTRY

Do you regularly use the camera app on your smart phone to take pictures? Do you share them with others using email or text messages?

Have you taken photos of your paintings in the past, or have you submitted them in the past for on line jurying?

If so, the **Quick Reference** below may be all you will need to refresh your skills in order to properly photograph your work for an on-line show. Same tips apply to digital cameras.

HOW TO PHOTOGRAPH YOUR ARTWORK – QUICK REFERENCE

1. Take your artwork out of the frame and mat. Make sure your artwork is perfectly flat.
2. Choose a location to photograph your artwork. A good place has no direct sunlight that will cause glare or shadows on your artwork. Avoid the brightest time of day.
3. Place your artwork on a flat surface.
4. Position your smartphone directly parallel to your artwork. Photograph your work a few times. Look at the pictures. Take more pictures if you need to adjust.

If you are __NEW__ to photographing your art with your smartphone, you need to know your camera's app's options!

Familiarize yourself with your phone's CAMERA APP. Different brands and different editions of smartphones have different camera options and/or settings. They can all provide options to take the high quality images that you need. How does **your** phone's CAMERA APP work? You're going to have to know! Check it out. Practice. Understand your options and settings?

- You may have an HD option available on your screen to select when you take a photo. High Density takes a high quality photo.
- Newer cell phones may allow you to make Settings on your CAMERA APP to ensure that you get a digital image composed of a certain number of megabytes—a high quality image will be 1MB or more.
- Your APP's settings may allow you to set a timer and/or use gridlines to help with framing your photo. Though you won't need one, if you have a tripod, it might help when taking vertical photos.
- Practice taking some pictures.
- Look at them in your phone's Camera Roll or Gallery.

When you have a good working relationship with your phone's camera, you will be ready to photograph your art using the **DETAILED REFERENCE** on the next page.

HOW TO PHOTOGRAPH YOUR ARTWORK—DETAILED REFERENCE

1. Take your artwork out of the frame and mat.
2. Choose a location to photograph your artwork
   - A good place has no direct sunlight that will cause glare or shadows on your artwork.
   - Avoid the brightest time of day
   - Lighting is important and outdoor lighting is the best (and easiest) if available. If not, there are a variety of ways to set up indoor lighting on your artwork which are explained on YouTube. Most have light coming from multiple angles and diffused to avoid glare and shadows on your photo
3. Place your artwork on a flat surface
   - It can be vertical or horizontal– just make sure the camera is parallel to artwork and not blocking the light source (casting shadows).
   - Some photograph their artwork flat on the ground or table with their camera overhead.
   - Some attach their artwork to a vertical surface that has good light or ask someone to hold the artwork.
   - It helps the white balance to have the artwork on or next to a white background.
   - Orient your camera horizontally or vertically to match your painting's shape.
   - Position your smartphone directly parallel to your artwork.
   - Photograph your work a few times. Look at the pictures. Take more pictures if you need to adjust
4. Frame the artwork with the camera.
   - Fill most but not all of the camera frame with the artwork to avoid bent edges.
   - Use the grid lines to make sure the camera is parallel and the image is not skewed (not rectangular).
   - Tap on the focus dot (on most cell phones) just before taking the photo.
   - Use the timer and a tripod if you want.
5. Next, see Editing Digital Images for Shows for how to crop and rotate.

This painting is taped to a sun lit door. If the painting is horizontal, hold the phone camera **horizontally**.
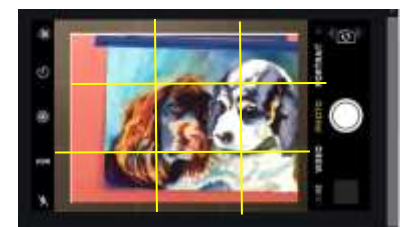
WATCH SOME YOU TUBE VIDEOS TO POLISH YOUR SKILLS

It seems there is a **You Tube how-to video** for everything!

Learn how others photograph their art work by checking out YouTube videos. **How to Photograph Paintings with a Cell Phone** is a video (6 minutes) with great tips for outdoor lighting and taking the photo with your cell phone. **iPhone Photography: 2D Art** is a video with the first 5 minutes on taking indoor photos with tripod and iPhone tips on framing and lighting. If you want to learn more, there are many other videos available on how to photograph your artwork.

HOW TO EDIT AND CROP YOUR ARTWORK FOR ON-LINE ENTRY

PREPARING THE PHOTOGRAPH OF YOUR ARTWORK TO SUBMIT FOR SHOWING/JURYING

You took a very good picture with your digital camera or cell phone. **NOW WHAT?**

If you have entered an online show before, the QUICK REFERENCE below may be all you need to refresh your memory.

QUICK REFERENCE: EDITING AND CROPPING YOUR PHOTO

Using **ONLY*** the CROP/ROTATE photo editing features on your phone or your computer

1. Straighten your painting's image as necessary

2. Crop the image as necessary, so that only the painting is visible

3. Save the newly edited image of your painting, selecting "large" or "original" size in order to maintain your high quality image

4. If you edited on your phone, e mail this cleaned up image to yourself using the largest file size (rather than allowing your phone to opt for a smaller, lower quality image)

5. Open the email on your computer and save it in your PICTURES giving it the name required for the show you wish to enter

*FORGET ALL THOSE FANCY EDITING APP "FILTERS"! YOUR ARTWORK CAN BE DISQUALIFIED IF YOU USE ANY OF THEM TO BEEF UP YOUR DARKS OR ENHANCE COLORS.

If you have never entered an online show, or have not cropped, straightened or named a photograph on your computer or cell phone, then you can learn how from the DETAILED REFERENCES which follow.

DETAILED REFERENCE: SEND THE IMAGE FROM THE SMARTPHONE TO THE COMPUTER

Editing an image is easy on your computer. Because the screen is bigger than that of the smartphone, and because the keys on the keyboard are bigger, most people first edit photos on their computer (though you may move to your phone later). The first step is to get your image from your smartphone to your computer.

Easy enough!

1. Select the image from your smartphone's photo gallery.

2. Select the option which will allow you to send the image to yourself.

3. Send the image to yourself as an email (not a text). Be sure to select "LARGE" or "ORIGINAL" or "HD" if given the option in order to ensure a high quality image!

4. Open your email account on your computer and open the email you sent from your smartphone.

5. Download the image and save it to your "photos". *Hint: You may want to create a folder in your 'photos' just for your artwork and store it all there. It makes it easy to find!*

SECTION 2-B HOW TO EDIT AND CROP YOUR ART WORK

> **HOW TO CROP AND ROTATE YOUR ARTWORK—DETAILED REFERENCE FOR PC**

### GET EDITING SOFTWARE FOR YOUR COMPUTER

There are lots of computer programs for editing photographs, and once you learn one, the others are work pretty much the same. The ones that come with Windows 10 **do not have the right rotation feature** to straighten your images correctly, so you will need to use other software.

If you do not already have photo editing software on your computer, we recommend that you access the free ADOBE PHOTOSHOP EXPRESS program which will allow you to easily crop and straighten your painting. A brief discussion of Photoshop Express features follows. **You're going to have to work with it to learn how it works! Get editi**ng1

When you import your newly stored image from your PICTURES library into PHOTOSHOP EXPRESS, this is the kind of image you will see. Note the icons along the left side..

1. Select **CROP** and a wider window will open offering several new options.

2. You will use the **STRAIGHTEN** option to gently rotate your image by slowly sliding a marker left or right.

3. When your image is straight, slide the four marks at the corners of your image in to remove the unwanted edges, displaying your image as cleanly as if it were matted.

You may need to click back and forth between crop and other left hand options to **accept your edits.**
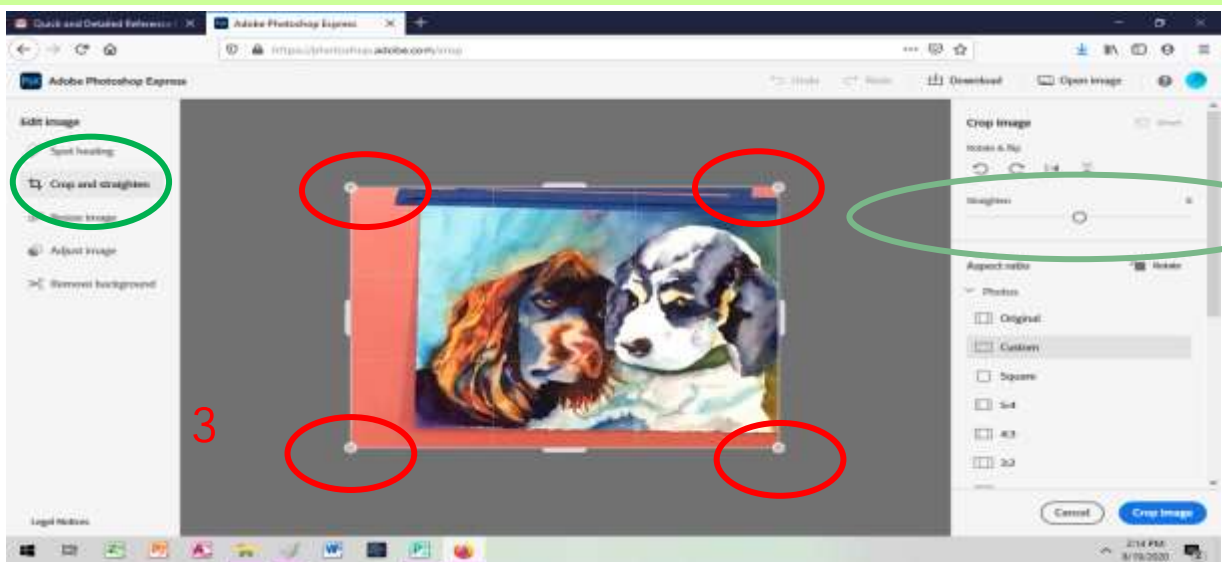
4. When it is *perfect*, **DOWNLOAD** it, choosing the highest quality and JPEG (not PING). Go to your **download folder**, open the file, and **SAVE AS** in your Pictures Library using the show's required naming convention (for JWS, for example, **grandyf-What's Up, Sis.jpeg**).

DETAILED REFERENCE: HOW TO EDIT IMAGES OF YOUR ART ON AN ANDROID

Your smartphone may be a different model, but most will work similarly for editing photos, and similar to PC editing software. The screen shots and instructions below are from Galaxy S7-S10 phones. This image needs straightening and cropping for an online show!

2

3—5

STRAIGHTEN & CROP the image
1. Launch the Gallery app on your smartphone and find the photo that you want to edit.

2. Tap on the photo that you want to edit and then tap on
 Edit icon at the bottom of the screen.

3. Tap on   **Transform icon** on the left bottom menu to rotate, flip and crop. This will bring up the sliding bar for rotating image and cropping tool above it.

4. If you need to straighten, slide the middle bar to rotate the image. If not, go to CROP the image.

CROP the image

5. Tap on the **[Free]** cropping tool above the slide bar, in the middle.

6. Tap on the **[Free] icon** again, on left side of cropping menu options.

7. Drag the corners of the photo until you're satisfied with the crop and eliminated edges outside of "framed" image.

8. Tap **Save** on the top menu. This saves and overlays your original photo.

DRAG CORNERS TO CROP

Before you tap **Save**, you can check on the resolution of your image, by tapping on 3 dots on the top right - **More options** > Resize Image. Keep **original** size – high quality.

EMAIL the edited image to yourself and open on your computer.

After you tap **Save**, the edited image comes back to allow several more options. Tap **Share** symbol (see 2 on right), and then choose the email app for sharing. Follow the prompts to send email to desired address Tip: enter title of painting in the subject line.

Open the email on your PC and save attached image with the

A word of caution...Do not use any options but CROP and STRAIGHTEN/ ROTATE! Those other fancy filters are fun to use on every day photos, but your art entry can be disqualified if you change the color or lighting. Take other photo if the color or lighting is not correct.

DETAILED REFERENCE: HOW TO EDIT IMAGES OF YOUR ART ON AN IPHONE

Your IPHONE may be a different model, your IOS system a different version, your PHOTO APP may look a little different than this...but all will work similarly.

As you work with cropping, straightening or emailing your image, always select "ACTUAL" size in order to maintain your high quality image. Some phones may default to a lower quality image unless you specify.

This image needs straightening and cropping for an on-line show! You can do it on the phone you took the picture with!

STRAIGHTEN the image
1.   Launch the Photos app on your iPhone
2.   Find the photo that you'd like to rotate and tap on it to open it.
3.   Tap Edit on the top right of your screen.
4.   Tap on the crop button in the bottom menu.
5.   Tap on the rotate button on the bottom left. It's a box with a curved arrow. Keep tapping it until the photo is rotated the way you'd like. (Your option may be a slide bar as pictured, right.)
6.   Tap the Done button in the bottom menu. This saves and overlays your original photo.
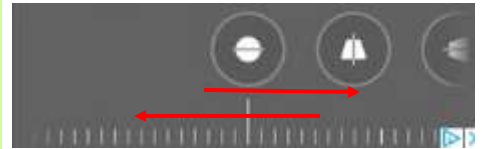
CROP the image
1.   Launch the Photos app on your iPhone
2.   Find the photo that you'd like to crop and tap on it to open it.
3.   Tap Edit on the top right of your screen
4.   Tap on the crop button in the bottom menu.
5.   Tap and drag the corners of the photo until you're satisfied with the crop.
6.   Tap Done in the bottom menu. This saves and overlays your original photo.

EMAIL the edited image to yourself and open on your computer.
•   Select the edited image from your PHOTOS and then select the SHARE icon.This is necessary because your IPHONE retains the original numeric ID and will not allow you to "name" your photo.
Open the email on your PC
•   Save it with the name required for the show you are entering.

DRAG CORNERS TO CROP

It may take a few tries to get the hang of it, but hang in there! **Or, ask a teenager for help. They do this on their smartphones every day.** Or, you can read your smartphone manual!

A word of caution...Do not use any options but CROP and STRAIGHTEN/ROTATE! Those other fancy filters are fun to use on every day photos, but your art entry can be disqualified if you change the color or lighting.

HOW TO ENTER YOUR ARTWORK ON-LINE

Now you have a great photo of your artwork and are ready to enter it online! Many shows ask you to submit a digital image of your entry online, and then later submit the physical painting, framed and ready to hang. Others will display the show in an online gallery only. Many shows are juried online.

Either way, each show has its own set of rules and guidelines for you to follow.

Have you ever entered a painting online?

If so, the **Quick Reference** below may be all you will need to refresh your skills.

HOW TO ENTER YOUR ARTWORK – QUICK REFERENCE

1. Review the show requirements and make sure the photo of your painting is the best it can be.
2. Name your photo as required by the guidelines.
3. Complete online entry and upload image as directed
4. Pay entry fee.
5. Check to make sure entry process is completed and painting is accepted.

If you are new to entering your art online and plan to enter a JWS show online, you can follow the **DETAILED REFERENCE** below.

HOW TO ENTER YOUR ARTWORK ONLINE—DETAILED REFERENCE
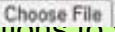
1. Review JWS show standards and requirements for the show you are entering.

    These should be published in the JWS newsletter and available on the JWS website—Exhibitions

2. Click on link to <u>Exhibitions</u> to bring up instructions for ONLINE SHOWS ENTRY.
    *   Make sure that you have all the information requested for the entry form and that your painting is named and ready to upload.
    *   Click on the link to online entry form for each painting.

3 Complete the requested information for each painting.
- Enter name, telephone, and email, so that we can contact you.
- Enter information about painting—
  - Title,
  - Price,
  - Size (inside "matted" image).
- Upload painting by clicking on [Choose File] button under **File Upload** and follow instructions to access your painting. Please keep file size under 4MB.
- Re-enter your name to certify that your entry is compliant with the 4 critical requirements.
- Submit your entry and attached painting by clicking on the **SUBMIT** button. This will send an email to JWS.shows@gmail.com with your entry.

4. You should receive an acknowledgement of your entry form.

5. Return (go back) to Step 2—ONLINE ENTRY page and repeat if submitting another entry.

6. After submitting entry form(s), pay entry fee(s) online.
- Select number of entries from the options below (1 entry or 2 entries).
- Click on **Pay Now** button and it will take you to our PayPal account Guest Checkout and you may pay by credit card or your own PayPal account.
- Complete the information for payment and submit by clicking on the **Pay Now** bar at the bottom of the page.
- Please note there is a $2.00 charge added to the payment amount to offset the fee that PayPal charges JWS.
- You should receive an acknowledgement of the payment from PayPal.

CONGRATULATIONS!
You have submitted your online entry to the JWS show.
If you have any questions, please contact Karen Zelenkov