



## RULES TO SUBMIT WORKS TO OUR GALLERY

|                                       |   |
|---------------------------------------|---|
| 1. Minimum Image Size.....            | 2 |
| 2. Do Not Use File Compression.....   | 2 |
| 3. Do Not Enlarge Your Images .....   | 2 |
| 4. Make Sure Your Cropping is OK..... | 3 |
| 5. Check for Focus / Motion Blur..... | 4 |
| 6. Check for Even Illumination .....  | 4 |
| 7. Check for Flash Glare .....        | 4 |
| 8. Using our Templates .....          | 5 |
| 9. Use of Watermarks.....             | 5 |

## 1. Minimum Image Size

1. We recommend that your images should be at least 3600 by 2686 pixels.
2. This is the minimum size we need to submit your works to our galleries in California and in Germany.

## 2. Do Not Use File Compression

1. When you save an image as a JPEG file, you have an option to "compress" the image.
2. When you compress the image, its pixel dimensions remain the same (for example, 4000 x 3000) but the file size gets smaller on your hard drive (for example, 5 MB vs. 25 MB).
3. Remember if the file size gets smaller, the image quality is reduced. If you apply too much compression, your image will become blurry, blocky, and unprintable. You'll only notice these problems if you zoom in on your high-resolution image.
4. It is better that you don't compress your images at all.
5. When saving your images as JPEG files, make sure that you select the highest possible quality setting (the lowest possible compression setting).

## 3. Do Not Enlarge Your Images

1. This is the biggest mistake made by artists and photographers.
2. Do not enlarge your images in Photoshop or any other photo-editing program.

3. When you enlarge an image, the image instantly becomes blurry, blocky, and unprintable.
4. The small image that appears on our website will still look OK, but when you zoom in and look at the high-resolution version, you'll see that it's blurry and blocky.
5. If your image is blurry and blocky, we can't use it to produce a print.
6. If you want a larger image, then you need to purchase a higher-resolution digital camera or scanner.

## 4. Make Sure Your Cropping is OK

1. Make sure that your images are cropped correctly.
2. Absolutely everything that appears in your images will appear in your prints and on the image that we place in a catalogue.
3. If you forget to crop your image tight enough and there is a tiny sliver of the wall showing in the corner of your image, your buyers will return your works or prints and ask for a refund.
4. Please take the time to zoom in on your images and make sure that they are cropped perfectly.
5. You won't be able to see small mistakes without zooming in.
6. When in doubt, crop more than you think you should

## 5. Check for Focus / Motion Blur

1. Zoom in on your images before you submit them to us and make sure that the high-resolution versions are in focus and that there is no unintentional motion blur.
2. After you submit an image to us, it's very difficult to detect focusing issues because, when an image is displayed at a small size on the web, it almost always looks like it's in focus.
3. You have to zoom in and inspect the high-resolution version before submitting

## 6. Check for Even Illumination

1. You can't simply take a snapshot using the flash from your digital camera and expect to capture a print-quality image.
2. You have to take steps to ensure that your entire piece is evenly illuminated.
3. You can set up external lights.
4. You can use a flat-bed scanner.
5. You can even use outdoor sunlight. However, avoid showing shadows of people, trees, etc. in your photo.

## 7. Check for Flash Glare

1. Using a camera flash, check your high-resolution images to make sure that you don't have hot spots from the flash.
2. If you're photographing acrylic paint, for example, you'll probably have white hot spots all over the image where the flash happened to hit the paint at a very reflective

angle. That's not good. Buyers will notice the hot spots on the prints, and they'll return them.

## 8. Using our Templates

1. We prefer that artists use a submission template provided by us.
2. Make sure you know how to attach pictures in a table BEFORE you start using the template so that all submissions follow additional submission standards.
3. Works not meeting the submission standards will not be accepted.
4. Please DO NOT save the template as a PDF document when you send it to us.

## 9. Use of Watermarks

1. You are free to submit review samples of your work with a watermark.
2. However, when we decide to accept your work, you must submit your work without a watermark.
3. We will add the following watermark to your work when we upload it to our galleries: “© All rights reserved by the artist”