

THE PORTSMOUTH ARTS GUILD

WEB GALLERY INSTRUCTIONS 2011

- Take a look at the Members' Gallery to get an idea of how your portfolio will appear.
- To view the members gallery, either copy and paste this address into your browser, <http://gallery.portsmouthartsguild.org/index.php?album=artists-galleries> or, go to www.portsmouthartsguild.org, find "members gallery" on the left side of the page, and click on it
- You may choose up to 5 images you would like to exhibit in the web gallery
- If you are updating your portfolio from the previous year, state which, if any, of your previous images you would like to remove by name.
- Email Donna (DonnaStAmant@yahoo.com) your personal information, your images, and the name of each image according to the following simple instructions.:
- Questions? Please contact Donna, she's happy to help you!

Your Info: Provide Donna with the following *exactly* as you want it displayed

Your Name
Email address (optional)
Web site address (optional)
Medium

Your Images: Attach up to 5 images of your work.

Format: .jpg or .jpeg

Size: no greater than 600 pixels on a side.

Resolution: no greater than 72 pixels/inch. (This low resolution displays well on the web, and discourages people from downloading and printing quality images without your permission.)

Orientation: Images must be rotated to the correct position, not sideways or upside down.

Image Name: Image names are used automatically as the title of your work as seen on the page. For example, if the name of your work is "Iris in Vase," then your image name must be "Iris in Vase.jpg" NOT "irisinvase.jpg" or "DSC120230.jpg." Make sure it has spaces and capitals where appropriate. PLEASE CHECK FOR TYPOS.