

Image File Info

You will be uploading your images into one of our AAWA Dropbox locations. Therefore, the file name attached to these images must contain all the info we need about the image.

Please read the following carefully.

Change a File Name

To change the image file name, you need to right click on the image, a drop down will occur, then click on 'Rename' and you can type in a new file name. Mac computer with no right click? Hold down control button on keyboard then click.

New File Name

Type the string of words with a hyphen between each word so that it includes:

lastname-firstname-title-medium-size-saleprice

Example: overly-dee-country-serenity-colored-pencil-7x5-150

Example: doe-john-top-dog-found-objects-12x8x5-300

No caps, no underscores, no inch marks, no blank spaces, it now has a web ready file name.

Last name: doe First name: john Title: top dog Medium: found objects

Size: 12" high x 8" wide x 5" deep

Important: Height is always first. Height x Width x Depth Depth is for 3D only.

2D size: do not include the mat/frame size here, just the art itself

Note about medium: if using more than two mediums in an art piece, don't list all of them, just call it mixed media.

Note about title: if the title is super long, leave out the a's, and's, the's, etc. to help shorten the file name. You'll put the full title in the form you're going to fill out

Image Size

1. First, change the resolution of the image to 72 ppi if it is higher. To do this in Photoshop, you must first uncheck the Resample box, change the resolution, then check the Resample box before doing the next step.
2. Second, change the largest side of the image to 1000 pixels.
3. Save as a jpeg or a png image file. No tiff files.

Save your images together in a computer location easy to find for uploading.