

**2009 Vista Art Foundation / City of Vista
Photography Competition / Exhibition**

PREPARING IMAGES FOR ENTRY

Note: You will want to submit the highest quality image possible within the following parameters.

- **File must be JPEG and must not exceed 1MB (per image)**
- **Image must be “right side up”**
- **No watermark, signature, or artist’s name can show on the image**

NAMING YOUR FILE

You must name your file according to the following format:

- (1) A two-letter code for division entered: **RC** for Regular Entry in Color, **RM** for Regular Entry Monochrome, **SC** for Student Color, and **SM** for Student Monochrome.
- (2) Then a dash –
- (3) **Title** of your image. (No spaces; use underlines _ for spaces. No commas or special characters.)
- (4) Example: RC-Sprinter_in_Action.jpg
- (5) Please choose a more descriptive name than “Sprinter”, or “Moonlight”. The judges will see your image and filename. (They will not see your name.)

You must submit your images according to the [Instructions for Submitting Entries](#).

Additional Notes: If you are not using Photoshop, do the best you can re image size and submit your entry, and we will respond to you if there is any problem.

If you are using Photoshop or other program that allows you to choose dimensions in pixels:

Size each image so that the vertical dimension does not exceed 768 pixels and the horizontal dimension does not exceed 1024 pixels. Most images will not achieve the maximum number of pixels in both directions, however, to maximize quality, all images should achieve the maximum number of pixels in at least one direction. For example, if your image is oriented vertically, set the vertical dimension at 768 pixels (the number of pixels achieved horizontally will be substantially less than 1024). Do not stretch or distort the image to maximize the number of pixels. If you are using Photoshop, be sure to check “Constrain Proportions”.

Save your image as a JPEG at the highest level of quality that yields a file of 1MB or less. JPEG is a form of “lossy” compression that reduces file size at the expense of image quality. Fortunately it is adjustable, so you can select the least amount of compression necessary to achieve a file as close to, but not exceeding, 1MB. When saving in Photoshop, a dialog box will pop up with a quality slider that allows you to select the appropriate amount of compression.