

The Do's and Don'ts of Submitting Digital Support Material to The New Gallery Programming Committee

Do's

For text files:

- Please submit RTF or Adobe PDF files only

For image files:

- Submit .jpg files only.
- Submit files at a maximum resolution of 72 dpi only.
- Submit files with maximum dimensions of 1024 x 768 pixels. The height must not exceed 768 pixels.
- 1 MB maximum file size.
- Submit RGB, sRGB or grayscale colour mode files only (no CMYK)
- Title each file (image) with a number, your initials, the year and title of your work. Please ensure that the numbers for the first nine images begin with a zero (for example: **01**initialsyeartitle.jpg, **02**initialsyeartitle.jpg ... **15**initialsyeartitle.jpg). This will ensure that they are viewed in the correct order, following your image list.
- Do not include any special characters, symbols, periods, quotation marks or a space (such as #/-'&| ...) in any file name.
- Save images directly on the CD-ROM or DVD-ROM without creating folders.
- Clearly mark each CD-ROM or DVD with your name and email address.

For audio files:

- Submit AIFF, MP3, AAC or WAV files

For video files:

- Submit files that can be opened with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.

Don'ts

- Don't submit 35mm slides.
- Don't submit any type of digital presentation (such as PowerPoint).
- Don't submit compressed files (WinZip®, Stuffit®, etc.).
- Don't include hyperlinks to Internet sites with your images.
- Don't submit material that requires software, plug-ins, extensions or other executables to be downloaded or installed.
- Don't submit any other component of your submission electronically on your image CD-ROM or DVD.

PLEASE NOTE: Applications with any digital support material that does not correspond to the preceding guidelines will be considered incomplete. Take time to test your material before submission to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches TNG Programming Committee in a readable format. Any of the following software may be used to help you edit your image files: Adobe® Photoshop®, Adobe® Illustrator®, Microsoft® Photo Editor, Microsoft® Paint, CorelDRAW™, Corel® PHOTO-PAINT™, and Jasc® Paint Shop Pro®.