

How to resize and rename photos for the GBA website, Guild shows & publicity

Go to the website berkshireartists.org, then go to the Members Area that is found on the gray bar at the bottom right of the website, and then click on Resources. There you will find a PDF for resizing photos on a Mac, on a Windows 10 PC, and other on computers, called How to Resize and Rename Photos. To use photos for shows and publicity, resize photos to 2000px on the long side, and for posting photos to the Guild of Berkshire Artists "Our Artists" page, on the GBA website, use photos 1024px on the long side.

- For the "Our Artists" section on website – Photos should be 1024px on the long side.
- For show applications and publicity – Photos should be 2000px on the long side.
- For Show Submit – "Art on Main" show and other Show Submit show submissions, photos should be at least 2000px (or more) on the long side. The Show Submit software will resize the photos to whatever size is needed for the Show Submit process.

How to resize and rename a photograph on a Mac. See A* below

To resize photographs on an Apple Macintosh computer or laptop in the Photos application. Select the desired photo or photos by clicking on them and then go to the pull-down menu at the upper left of the screen. Go "File>Export>Export Photos." A dialog box will appear. Select Photo Kind: "Jpeg," Jpeg Quality: "High," Color Profile: "sRGB," Size: "Custom," Max: "Dimension," of: "1024px" for "Our Artists" page on the website (or 2000px for GBA shows and publicity, or whatever size is indicted for that particular use.) Under info: check the default which is "Title, Keywords and Description." Do not check "location." Under File Naming: "Use File Name" and Subfolder Format: "None." Click "Export" then in the next dialog box save to "Desktop." Once the file or files have appeared on the desktop rename them by right clicking on each photograph individually and select "Rename." Rename the file as instructed for the specific usage and then click on an open area of the desktop to finish

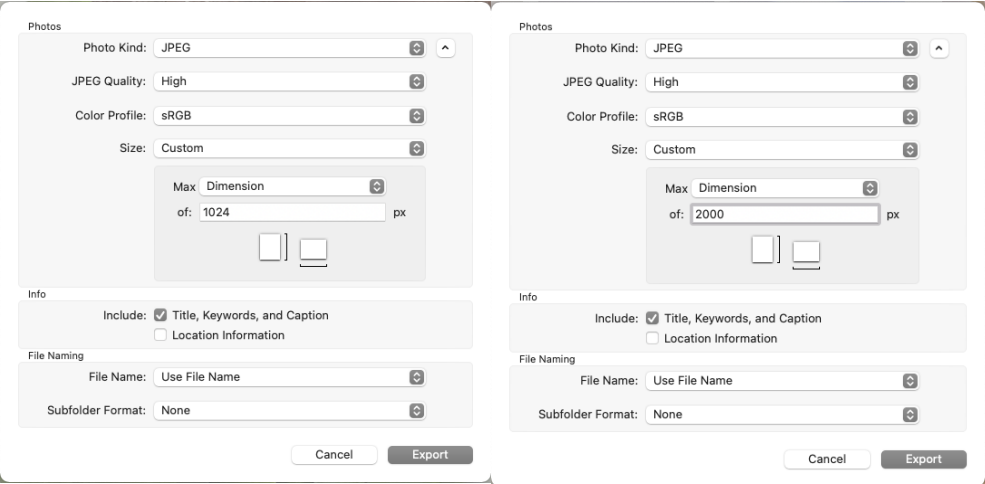
How to resize and rename a photograph on a Windows PC. See Bbelow**

To resize photographs on a Windows or Windows 10 PC computer or laptop in the Photos application. Select the desired photo by clicking on it and then go to the Three dots (menu) at the upper right of the screen. Click on the three dots then go to "Resize Image." A dialog box may appear (depending on your version of Windows) with size choices, click on "Define custom dimensions." Another dialog box will open where you can resize your image. Make sure "Maintain Aspect Ratio" is checked. Then determine the longest dimension of your image, either "Width" or "Height", and enter in the following in the longest dimension's dialog box: "1024" for "Our Artists" page on the website (or "2000" for GBA shows and publicity, or whatever size is indicted for that particular use.) Then select "Quality: 90% (High)" on the slider. Click "Save resized copy" and in the next dialog box rename the image, as instructed for that specific usage (make sure to rename the photo to a different file name,) and finally save to the "Desktop" or whichever folder is appropriate.

File names for your photo for submissions – How to name your photos

Photos for submission should be renamed as follows: Lastname_Firstname_Title_of_Artwork_HxW (with the title being up to 15 characters in length.) Example: Homer_Winslow_Summer_Sea_30x22

A. Screen shots for resizing photos on a Mac



B. Screen shots for resizing photos on a Windows 10 PC

