

Guidelines For Submitting Information To Be Displayed On 'Members Artwork' Pages Contained Within The New Website

Our new website will provide an opportunity for all members to show examples of your artwork and information about yourself which will be accessible by anyone who views the website. You can include some text about your art history and your working practice along with any links to external websites and/or social media. Please note that the information for these pages will be uploaded to the website by myself after receiving it by email.

In order to keep the creation of these pages simple please see the guidelines below.

- The images and information should be sent by email to Alison Whyte at website.bfas@gmail.com.
- The number of images will be limited to 6 pieces per member for the time being but may be extended to include more at a later date.
- Images will not be for sale at present however we do plan to include this feature.
- Images should ideally be between 300kb and 500kb. If your images need to be resized then it is possible to do this easily using the photo viewer on Windows. For Windows 10 systems, open the chosen photograph. Click on the 3 dots on the top right corner and select resize image. Choose either the small, medium or large option. The image will resize but should still retain its quality. You can then right click on the saved image, select properties and see the size of the new image. If you have any problems with this then please contact Alison at website.bfas@gmail.com.
- Images of artworks should be of a good quality and 2D works should be taken straight on. It is possible to include any mounts and frames should you wish but please note that taking photos behind glass will create glare and reduce the quality of the image.
- Examples of good quality images can be found within the Members Artwork pages the www.broughtyferryartsociety.co.uk. As a general rule, images should be in focus, appear straight and the colour should appear true to the original.
- It is possible to scan smaller artworks should you prefer this method but if you are taking photographs then good, natural daylight without any cast shadows works well.
- All images should be cropped and edited to your own preference and will appear on the website as they are sent. If you are using Windows 10 then you can edit

images in the photo viewer by using the crop/edit tools contained within the tool bar.

- Any out of focus or poor quality images will not be included on the website.
- Images should be saved and named with the information that you wish to include in your gallery eg artist's name, name of the artwork, medium, dimensions, year. We anticipate a high number of contributors to the members pages so it is essential that the information is attached to the image itself and not as information in the email as the images will be copied to a separate folder and this will ensure that the relevant information is copied along with the image.
- If you wish to include any text please include this in the email. You can also include any website addresses and/or social media links. This will be copied and pasted onto your page so please ensure that you are happy with the text and that you have checked for any errors or omissions.
- Any images that you wish to include on the website may also be used on our instagram page. If you do not wish your images to be uploaded to our instagram account please let us know when submitting them.

The committee reserves the right to reject any unsuitable photographs.

By following the guidelines, this will make creating the pages a quick and straightforward process. We do understand that some people may have issues with some of the requirements and we will do what we can to assist you. Please contact website.bfas@gmail.com if you need assistance. It is our intention to offer support to those who require it. In the meantime, images and text which meet the requirements will be dealt with first in order to get the website pages up and running. We will then address any issues.

Your patience and co-operation is much appreciated.

Regards,

Alison Whyte
Website co-ordinator
website.bfas@gmail.com