

# Imaging guidelines

We will need digital images of your work for use on the website, in the autumn exhibition programme and for general publicity purposes (press releases, posters, flyers and the like). When sending your work to third parties such as printers or newspapers your copyright is always stated. We will not use your images for any other purposes. Your agreement to the use of photographs of your work on this basis is respectfully assumed unless you indicate otherwise.

If you are unable to take high quality photographs of your artwork please consider paying someone to do this for you. We work very hard to produce an exhibition of very high presentation standards and would be grateful for your part in this.

## **Notes on photographing your work**

Photographs of your work should be well focused, colour images. Please use daylight, not electric light, and do not use flash. This gives best colour reproduction and avoids flare. Ensure that your work is positioned with light falling reasonably evenly over its surface – light falling from slightly above will catch texture in the most natural-looking way. If possible, remove glass to avoid reflection. Ensure that the camera is angled straight on so lessening the effect of perspective. Use a tripod if you have one or consider resting the camera on something stable.

## **Resolution/File Size**

Make sure your camera is set to its highest setting and, on your computer, save the images to highest quality. File size for images for the catalogue and publicity should be no less than 1MB please.

## **Sending the pictures:**

### **By email**

For files sizes up to 5MB you can send the images, one at a time to [Susannah@lloydsartgroup.co.uk](mailto:Susannah@lloydsartgroup.co.uk)  
If you are given an option by your email system, choose to send the images at their original/full size.

### **On-line file sharing:**

For files over 5MB please send to me using [www.hightail.com](http://www.hightail.com) or DropBox or the like.

### **On disc or memory stick:**

Please post to the address below with an SAE if you'd like them returned.

### **Original prints by post:**

We can also accept good quality print photographs to prepare for digital use but there is a £10 fee for the extra work involved. Please post your prints enclosing a cheque for £10 (and an SAE if you would like them returned) to the address below.

### **Postal Address:**

Susannah Hubert  
Slepe Green  
Slepe near POOLE  
Dorset BH16 6HS

For help please do not hesitate to contact [susannah@lloydsartgroup.co.uk](mailto:susannah@lloydsartgroup.co.uk)  
07789 071887 (in working hours please)