

Website Materials:

We will soon be uploading materials for the new interactive artist portfolio pages on the F+C website.

There are three categories of material that need to be uploaded in advance for use on the new artist pages: a photo or personal image, your resume, and your art images. You will always be able to upload new material on your own, but we will have a one-time opportunity to upload this material all at once, so that it will be online ready for use.

1. **PHOTO:** Your photo or personal image. Whatever you would like to use for your own image. You may upload more than one. We can use our photos from the current pages as well. This image should be 150 x 150 pixels. Currently we've been using black and white images. Should we stick with that, or leave it open? These should be saved as: `firstname-lastname.jpg`
2. **RESUME:** Your resume saved in pdf format. Remember to remove any personal data – phone numbers, home addresses, etc. – that you don't floating around on the web.
3. **IMAGE:** You may upload as many images as you like. They will be placed in an online folder from which you will be able to select any or all to use as you choose. Size images to 500 pixels largest dimension – horizontal or vertical, 72 dpi, and saved in jpg format. Use “save for save for web/devices” option if that is available to you.

- **“Shrink-o-matic”** is a handy tool for re-sizing your images. Here is a link for a free download: <http://toki-woki.net/p/Shrink-O-Matic/>. You may also need to download Adobe Air (also free) in order to use the Shrink-O-Matic program: <http://get.adobe.com/air/>. You can use this tool to re-size your images individually or in batches.

- For 2D work, be sure to crop your images free of frames and background wall area unless this is intrinsic to the work.

- You can name your file any way that you choose, however, I have done some research on how to name files to achieve optimum search results. Here is my suggestion: Using hyphens (not underscores) to separate each word in the file name – `firstname-lastname-show-or-group-title-gallery-name.jpg`

example: `jim-dryden-connections-juxtapose-form-and-content-gallery.jpg`

By naming the file in this manner it will show up in search results for my name, the name of the show or body of work, the title of the work, and the name of the gallery.

You will be able to create as many gallery pages as you like and can create separate pages/galleries for different shows or bodies of work. It is useful when naming your files to name them by show or group so that they appear together online.

For example:

jim-dryden-new-exhibition-portrait.jpg
jim-dryden-new-exhibition-landscape.jpg
jim-dryden-new-exhitbition-landscape.jpg

Please save these materials in a folder with your name and give them to me on a CD.