

# CPSA Prospectus for the 20<sup>th</sup> Annual International Exhibition

<http://cpsa.org/images/stories/exhibitions/prospectus12-final.pdf>

## INSTRUCTIONS FOR SUBMITTING ONLINE

**DEADLINE for Entries: 11:59 p.m. (Mtn. Time), March 31, 2012.**

**IMPORTANT:** Please complete as much of the process in advance as possible.

1. Go to the CaFÉ™ website at <http://www.callforentry.org/> and register well before the March 31 deadline. There is no fee for artists to set up an account, and if you registered previously, you should still be in their system.

2. Prepare digital images of your artwork according to the CaFÉ™ specifications (additional details available on their website and at [www.cpsa.org](http://www.cpsa.org)).

**Dimensions:** 1920 pixels horizontal by 1920 pixels vertical (26.667 inches by 26.667 inches). Center the image with the longer dimension extending edge to edge and black fill on either side of the shorter dimension. If your image is square, it should fill the entire area with no black fill around it..

**File Format:** Save as a baseline JPG file. DO NOT save as a PROGRESSIVE JPG file because it will not display properly for jurying.

**Compression:** Size of the JPG file cannot be more than 1.8 MB. To determine the file size, close your editing program, highlight the file and Get Info or View Properties.

**File Names:** JPG file names should be the title with a .jpg file extension.

Apply to the 20th Annual CPSA International Exhibition call for entries on the CaFÉ™ website between December 15, 2011 and March 31, 2012. You will need to accept the agreement and enter all information requested on the entry form. Be careful to follow the instructions exactly.

**NOTE:** Ignore the "Invitational Pass Code" checkbox.

**WARNING:** If you are entering two pieces, be sure to submit both images at the same time. Once you have finalized your entry and checked out, there is no way to go back and make changes.

## Tips for Submitting Entries to CPSA Shows

Additional information at [CPSA.org](http://CPSA.org)

- [Preparing Images for CaFÉ Entry \(pdf\)](#)
- [Tips for Entering CPSA Exhibitions](#)
- [Requirements for CPSA Shows](#)



The Art of Online Calls for Entry  
*Find Calls - Apply - Manage Your Entries*

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### Image and Media Preparation

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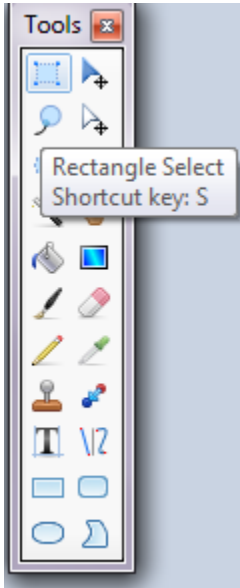
<https://www.callforentry.org/>

## Paint.Net Photoeditor for Windows only

Download for free at <http://www.getpaint.net/>

1. Open File  
File (menu) → Open
2. Rotate  
Image → Transform → Rotate 90° Clockwise
3. Crop

- a. Choose Rectangular Select Tool

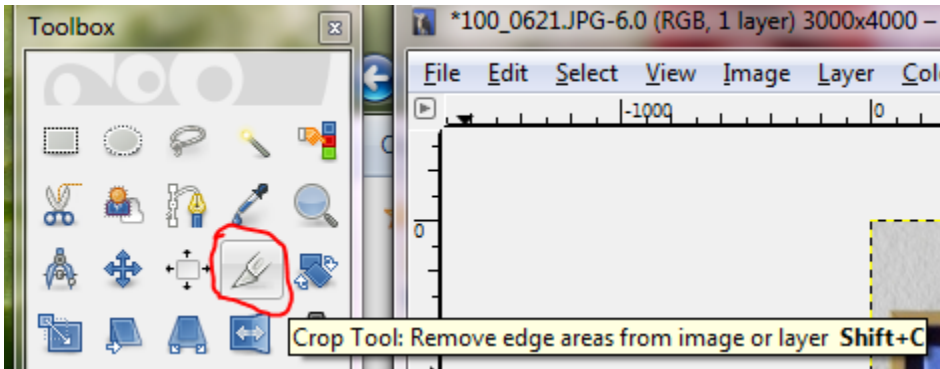


- b. Drag around image with tool
  - c. Image (menu) → Crop to Selection
4. Resize image
    - a. Image → Resize...
    - b. 1920 pixels on longest side (linked to adjust other side proportionately)
    - c. 72 pixels/in
  5. Check that background is Black
  6. Add black border and make image Square (1920 x 1920)
    - a. Image → Canvas Size...
    - b. Uncheck "Maintain aspect ratio"
    - c. Make Short side 1920
    - d. Anchor → Middle
    - e. Click [OK] button
  7. Save Image as JPEG
    - a. File → Save As...
    - b. Choose location
    - c. Save as JPEG
      - i. Set Quality to highest quality so File Size is less than 1800 kB
      - ii. Do NOT check "Progressive"

# GIMP Photoeditor for Windows or Mac

Download for free at <http://www.gimp.org/>

1. Open File  
File (menu) → Open
2. Rotate  
Image → Rotate 90° Clockwise
3. Crop
  - a. Chose Crop tool: Adjust Crop area (resize with corner handles); press [Enter]



4. Resize image  
Image → Scale image...  
1920 pixels on longest side (linked to adjust other side proportionately)  
72 pixels/in
5. Check that background is Black
6. Add black border and make image Square (1920 x 1920)
  - a. Image → Canvas Size...
  - b. Unlink Width & Height
  - c. Make Short side 1920
  - d. Click [Center] button
  - e. Click [Resize] button
7. Flatten Image  
Image → Flatten Image

8. Save Image as JPEG

- a. File → Save As...
- b. Choose location
- c. Use JPG file extension
- d. Save as JPEG
  - i. Check “Show preview in image window”
  - ii. Set Quality to highest quality so File Size is less than 1800 kB
  - iii. Do NOT check “Progressive”

