## **Maris Grove Photo Gallery**

## How to submit your images

The submission deadline will be made available as each new gallery cycle approaches. If your image is selected to be displayed in the gallery, we will print it on quality photo paper and mount it on foam core board. There is a modest charge of \$12 to cover the cost of this. At the end of the exhibition cycle, your mounted image will be returned to you.

If your image is selected for inclusion in the gallery, it will also be displayed on our website unless you tell us not to display it. The resolution of the web images will be limited to 800 x 800 pixels. There will be no watermark on the image. However, the Maris Grove Galleries page of our website contains a link to our copyright notice that restricts the use of your image.

If you would like to have one of your images considered for inclusion in the next Maris Grove Gallery, just send it to our DIGITS Dropbox by following these few easy steps.

## How to prepare your image

- 1. Crop your image to 16" x 20" and save a copy as a full resolution JPG file in a folder that you can easily locate.
- 2. When saving the image, rename it with your full name followed by the title of the image. Example: *Mary Smith Siesta Beach at Sunset*.
- 3. If you do not want us to display your image on our website, when you rename the image be sure to place parentheses around your name. Example: (Mary *Smith*) *Siesta Beach at Sunset*.
- 4. There is a maximum size limit of 75MB, but that should not be a problem.

## How to submit your image

- 1. Click <u>here</u> and the DROPitTOdigits window will open in your Internet browser. If you would rather go to your Internet browser on your own, enter *dropitto.me/digits* in the address bar of your browser not in a search box.
- 2. Enter the Password *digitsup* and click on the Login button.
- 3. Click on the Choose File button on the window that pops up and navigate to the folder on your computer in which you saved the JPEG file.
- 4. Click on the file to select it and then click on the Open button.
- 5. Click on the Upload button and your image will be sent to the DIGITS Dropbox.
- 6. We will print an identification card that will accompany your image when it is hung in the gallery. To provide the information that is needed for the card, please send a message to the Gallery Director by clicking on this <a href="Contact Form">Contact Form</a> link. In your message, please include your name as you would like it displayed, the title of the image and the location where the image was taken.