



# Digital Art Society of Hawai'i Web Portfolio Creation

## Submitting Images for your Web Portfolio

### First Submission:

1. Please email your images to me at [dubanosk@icloud.com](mailto:dubanosk@icloud.com)
2. Images should be 72 dpi in .jpg format, approximately 10 inches in width for portrait images and 10 inches in height for landscape images. The easiest way is to use Photoshop Image/Image Size specifying the dimensions above, or any program or app that will accomplish this. These settings will open nicely in the slideshow function. If you are unable to create these settings/dimensions, email your images to me and I will try to prepare them for inclusion on our website. Please attend to step 4 below, if possible.
3. We are starting with 10-20 images for the first submission. Once you are set up, it will be easier to add new images as you wish.
4. This step is very important. Please name your images as you wish them to appear on the web page. For example, if the name is Blue Banana, submit as Blue Banana.jpg (jpg will not show on the web page), not Bbanana.jpg, Image10.jpg, or other names. This will save time in creating your portfolio and save you from creating a separate image list with the correct names.
5. To maintain privacy, artist contact has been available through the Membership/Contact page. However, if you wish to have your email address included on your portfolio page, please state this when you submit your images.

### Updates, Deletions, Additions:

1. If you would like to make changes in your portfolio, please email your requirements to me at the address above.
2. Please use the dimensions listed above and the same manner of applying titles to new images.

Mahalo for your support in helping me with the correct files! Please email me with any questions about this process. Soon you will enjoy seeing your portfolio on the DASH website with a slide show that enables visitors to see your images at full size.