

RZ Submissions:

Submission Technical Requirements:

1. Overview: Goals, requirements
2. Time limits
3. CD labeling and organization
4. File requirements
5. Image pdf
6. Digital contact sheet
7. Testing
8. Packaging
9. Jpeg compression and resizing
10. Image adjustments

1. Overview

Goals:

Our requirements are the result of experience. We present all the work for the RZ competition in a single judging session: up to 600 images in one sitting! For fairness and the deliberative process, we must be able to present your submission/file in an orderly way and insure your anonymity, while insuring that works are attributed to the right creators. We need:

- a. Files that we can reliably display.
 - in the order you specify
 - with titles and other information that can be announced if needed
- b. Your submission clearly identified with your name, but with the **name hidden** during presentation.

Requirements:

Only submissions that follow the specifications in this document will be considered. The requirements are actually quite easy. We will have a workshop to demonstrate how to prepare your files.

- Only digital submissions will be accepted. **NO slides.**
- You must submit your work on a CD.
- Images must be in Acrobat (pdf) format, assembled into a single Acrobat document. We will reject submissions with individual image files in any file format.
- Animations and videos must be submitted in Quicktime movie (.mov) format. Movies must be self-contained: with no dependencies on external files. **Flash will not be accepted.**
- Images and movies must not exceed 1024 pixels horizontally or 768 pixels vertically. They may be smaller or have different aspect ratios within the 1024 °— 768 window.

Size in inches and resolution don't necessarily matter. The actual size of a picture is the number of pixels!

The image shows four panels of software settings for image dimensions and document size. Each panel has a green border and a red checkmark or X indicating its status.

- Panel 1 (Legal):** Pixel Dimensions: 2.25M. Width: 1024 pixels, Height: 768 pixels. Document Size: Width: 4.521 inches, Height: 3.391 inches, Resolution: 226.5 pixels/inch. All values are within the 1024x768 pixel limit.
- Panel 2 (Legal):** Pixel Dimensions: 2.25M. Width: 1024 pixels, Height: 768 pixels. Document Size: Width: 102.4 inches, Height: 76.8 inches, Resolution: 10 pixels/inch. All values are within the 1024x768 pixel limit.
- Panel 3 (Legal):** Pixel Dimensions: 762.8K (was 225.4K). Width: 339 pixels, Height: 768 pixels. Document Size: Width: 4.708 inches, Height: 10.667 inches, Resolution: 72 pixels/inch. All values are within the 1024x768 pixel limit.
- Panel 4 (Illegal):** Pixel Dimensions: 1.83M. Width: 800 pixels, Height: 800 pixels. Document Size: Width: 1 inches, Height: 1 inches, Resolution: 800 pixels/inch. The pixel dimensions (800x800) exceed the 1024x768 limit.

2. Time: maximum 100 seconds per submission/file!!!

You are allowed to **submit a maximum of 20 images or a combination of images and a Quicktime Movie totaling 100 sec.** If you are submitting such a combination, you must reduce the number of images to accommodate the movie: 1 image for every for every 5 seconds or portion thereof in the movie.




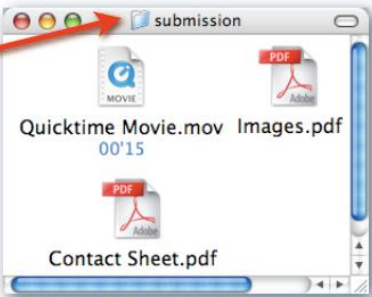
Thus: 1 to 5 sec. movie → max. 19 images, 6 to 10 sec. movie → max. 18 images, and so forth.

This is the maximum. Since ‘brevity is [or at least can be] the soul of wit’, you may be wise to present a smaller, cohesive set of your best work! You control the serial order of your presentation. Take advantage.

3. CD labeling, titling and organization requirements:

1. Title and mark your CD as follows: name, RZ 2009. For example, if your name is George Bush, title and mark your CD ‘George Bush, RZ 2009’.
2. Create an empty envelope inside that CD with your active email address as its title. If we have problems with your CD, we will email you at that address.
3. Create a second folder titled ‘Submission’. Place your pdf of images, Quicktime movie, and ‘Contact Sheet’, also a pdf, in that folder. Remember: you must also print the contact sheet and include the printed version in your submission envelope.
4. Name the files ‘Images’ ‘Movie’, and ‘Contact sheet’ respectively. You may submit only one of each and images will be shown first.
5. Your name must be marked on the CD and it must be in the title of the CD, but there must be nothing to identify you inside the submission folder: as the title of any files, or anywhere within any of the documents to be presented. The contact sheet file must be titled ‘contact sheet’. Your name will, obviously, appear in the contact sheet itself, but it will not be shown. We (RZ committee) use it as a check to be sure that we have works are connected to the right names.

If your name appears on or in any image or movie, you will be disqualified.

			
CD marking	CD with proper title on computer desktop	Folders inside the CD	Submission placed inside inside “submission” folder

Proper CD label and organization

RZ Submission technical requirements

3 of 4

4. Image/movie file requirements:

- Place all images within a single, multi-page pdf.
- Place Quicktime file separately.
- Don't forget the contact sheet (see requirements below).




5. Image pdf.

- Your image pdf must contain all images in the order in which you wish them to be seen.
- Reminder: images and movies may be no greater than 1024 pixels wide or 768 pixels high.

6. Digital 'contact sheet':

- Single pdf document (multipage if needed)
- Placed in CD 'submission' folder as specified in Labeling Requirements, above
- Printed sheet enclosed in your application
- All items listed: all images and movie, if you have one in your submission/file:
 1. Image number (1, 2, 3, etc.), or 'Quicktime Movie' for movie
 2. Image title
 3. Media
 4. Size
 5. Thumbnail image of the image or a frame from Quicktime or Flash file.
 - 6.

In the example below (in Word), a table is used for clarity.

George Bush RZ 2007 Contact Sheet		
01 Image	Lindbergh's Instruments Photographic print: digital 2.5" x 4.5"	
02 Image	Lindbergflug stage set Photographic projection on flats 20' x 40'	
Quicktime Movie	A Leaf Falls: Seeing Cummings Quicktime Video Paper with gouache and charcoal, Cellulose transparency 24" x 30"	
etc.		

Sample digital contact sheet format

7. Test your CD!

When you are finished, load your CD into a different computer. Check to be sure that you have properly titled your CD and its contents, and that all files, images, pdfs, and movies actually run. This is critical because often, quicktime projects can require other files of which you are unaware (dependencies). Running your work on another computer will disclose such dependencies, which you must eliminate.

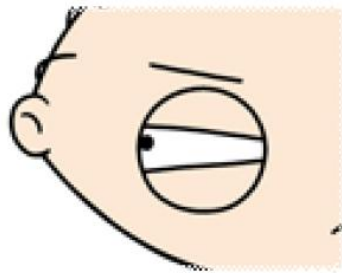
Note: *If you use a PC, make sure your work is Mac Compatible!!!*

8. Package

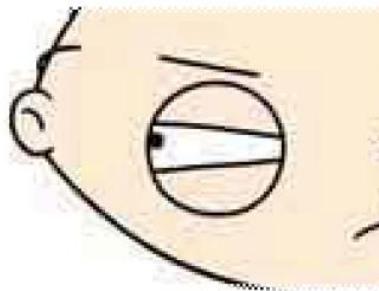
Place CD in protective cover and enclose it with the printed copy of the contact sheet and the application, all within a 9" — 12" ± envelope.

9. JPEG compression and image size.

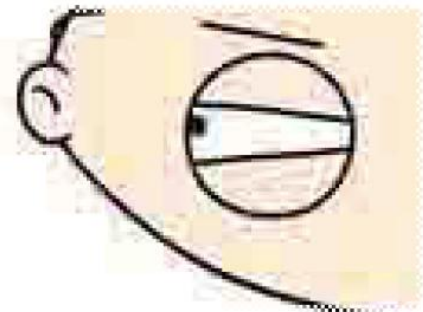
Jpeg is a 'lousy' means of compression. Every time you re-save in Jpeg, image quality deteriorates. Most cameras output Jpeg images. Your first step should be to open those images and immediately re-save them in tiff (tif) or Photoshop (psd) format, both of which are loss free. Keep them in that format. Converting them to pdf format, will cause them to be Jpeg compressed again. When you convert to PDF be sure to select 'maximum' or 'highest' quality setting (minimal loss). You will begin with camera shots that are larger than the 1024 × 768 pixels. Keep them at full size while you prepare them and resize them just before you convert them to pdf for presentation.



Original:
1st generation jpeg Stewie



3rd generation jpeg Stewie



6th gen. jpeg Stewie, having a bad day

Effect of re-saving using Jpeg

10. Image adjustment

You are justified in correcting your image for exposure (dark-light), contrast, and correction of a color caste. Do so to make it as accurate as possible. Do not alter images in any other way.

Note:

- Make original images as good as possible. Don't expect to make an image better in Photoshop.
- **Do not make alterations to your original**-only to a copy, unless you want to repeat your work.

*Students who need to photograph work (2D and 3D) may use the photo area in the design barracks during scheduled 'shop hours'.

