

# The IPA Portfolio Gallery

Founding and General Members are invited to participate in the Portfolio Gallery online at the Illustrators' Partnership website. You may link your showcased work in the Portfolio Gallery to your own website. Here are the details:

- A one-time cost of \$150.
- Show up to 10 images: Upload your ten illustrations directly or have our designer do it for you.
- Keyword Search: All images can be searched by the keywords you submit.
- Link your Gallery images to your own website.
- Change images: at a nominal charge per image.
- Scanning available: If you need your images to be scanned by us, a \$30 charge per image will be added.
- Payment: Payment of \$150 must be received prior to emailing or shipping your images.

Remit payment for Portfolio Gallery to:

Ted Forbes Design  
3311 Elm St. #308  
Dallas, TX 75226

## *Image Submission Guidelines*

### **Directions for submitting images via email**

Images may be submitted via email to [ted@tedforbes.com](mailto:ted@tedforbes.com) using the following submission guidelines:

- 1) **Image Mode** - Please make sure images are set to RGB mode
- 2) **DPI** - Images must be set at 72 dpi
- 3) **Size** - Images will need to be re-sized. Make certain that the image height and width are both set to a minimum of 500 pixels. For example - if you have a horizontal scan, make certain you have it scanned at 72 dpi and a minimum size of 500 px high by 200 px wide or whatever the width comes out to be. The image can always scale down, but scaling upwards results in a loss of image quality. Using 500 for the higher width or height is the safest route to go. The IPA Portfolio Gallery Founding and General Members are invited to participate in the Portfolio Gallery online at the Illustrators' Partnership website. You may link your showcased work in the Portfolio Gallery to your own website.
- 4) **Format** - You may submit your images in JPEG, GIF or TIFF format. JPEG and GIF are compressed formats, so if you send them in one of these, please make sure you create the file with the quality as high as you can so your images will look their best.
- 5) **Quality** - Please make sure that the scan looks like you want it. There will be no color corrections or enhancing by the Gallery. It will go on the site as you have submitted it within the 500 pixel box dimensions.
- 6) **Keywords** - Enclose in the email the list of keywords you want your image to be searchable by. There is no limit to the number of keywords... 10 is recommended for each image, but you may submit more or less.
- 7) **Questions** - Please feel free to contact Ted Forbes with any questions concerning image submission, via email at [ted@tedforbes.com](mailto:ted@tedforbes.com) or by phone 972.213.8865

**Directions for submitting images to be scanned**

Images may be mailed or FedEx'd to Ted Forbes at the address below. Images can be scanned for an additional charge.

- 1) Images may be sent via transparency or hard copy. You may submit slides at no additional charge
- 2) Do not send original Artwork.
- 3) Keywords - enclose a list of keywords you want your image to be searchable by. There is no limit to the number of keywords... 10 is recommended for each image, but you may submit more or less.
- 4) Enclose with a check made out to Ted Forbes Design - \$30 per image.

Ted Forbes Design  
3311 Elm St. #308  
Dallas, TX 75226