

APPENDIX A

ARTWORK SUBMISSION GUIDELINES:

NOTE: If you do not have the tools to do high-resolution scans, digital file creation, and/or metadata input, editing, and export, please contact 1A.C. for further instructions.

Once 1A.C. receives your signed **Artwork Licensing Agreement**, you will receive an email with the following:

1. 1 Art Collection – Artwork Submission Form

Information needed: Artist/Creator Name, Filename, Artwork Title, Copyright, Description (Optional)

- * Any **restrictions** on sizes and/or types of reproductions that 1A.C. is allowed to market and sell **MUST** be specified, for each applicable Artwork, by the Artist on the Submission Form.

2. File Submission Invitation – with an Upload Link to our DROPBOX – 1A.C. folder.

Use that **Upload Link** to upload your high-res files. Please include the **Artwork Submission Form**.

FORMATS / ASPECT RATIOS:

Due to available print sizes, 1A.C. limits reproductions of Artworks to the following formats / ratios:

Standard (2x3, 3x4, 4x5), Wide View (1x2), Panorama (1x3), Square (1x1). Any Artwork not conforming to those aspect ratios will be cropped (this may result in undesirable results). **Please crop prior to submission.**

IMAGE EDITING:

Artists should edit image files to optimize color and quality. Suggested: Exposure, Highlights/Shadows, Contrast, Clarity, Vibrance, Individual Color Luminance/Saturation, Dehaze, and other sliders as needed.

FILE PREP:

ACCEPTED FILES:

Prepare images for printing by EXPORTING high-quality **JPEG files at 300 PPI** with an embedded color profile.

- **Export files tagged with an RGB Color Profile**—P3, Adobe RGB, and sRGB are all great options.
- **Photoshop:** We recommend saving your files at a JPEG quality of 10 or higher if possible.
- **Lightroom:** Save files at 90% in Lightroom – or the equivalent in other editing programs.

Image Resolution: We strive for the highest quality in all our prints. To achieve that, we need the highest possible image resolution. Low resolution images will not be offered for printing at sizes larger than 16"x20". Check for and correct any flaws and image quality by viewing it at enlarged sizes.

Increasing Resolution of Image Files: If you have great images with low-resolution, we recommend using one of the following to properly upscale image resolution to improve image quality for printing:

- > **Super Resolution** in **Lightroom**, (Photo > Enhance > Super Resolution).
- > **Photoshop** (Image > Image Size > Resample) or **Gigapixel AI** (Topaz Labs)

To learn more: [How to increase resolution of an image - Adobe](#), or [Gigapixel AI \(topazlabs.com\)](#)

- **Previews:** The website platform automatically creates thumbnails and lower-res previews of your files. Your high-res files are stored in our database and automatically attached to orders sent for printing.
- **Printing:** Prints are printed at **300 DPI**, and we'll automatically resize your files for printing. For more precise control, you can resize your files and apply any sharpening before submitting.
- **Watermarks – DO NOT** apply watermarks to your high-res files prior to submitting Image files. Prints are printed directly from the high-res files you submit – so any watermarks will be printed into the finished product. If you want watermarks applied to your previews, send us your watermark artwork (keep it subtle so it does not detract from your image). Watermarks will be applied *only* to your image previews when we upload your images onto the www.1ArtCollection.com website.

ICC COLOR PROFILES: (recommendations)

A preview of printed output on screen rather than on paper to do a color match test.

- **Calibrate your Monitor** (for advanced users)
We suggest setting your target white point and gamma curve to 6500k and Gamma 2.2. These are only recommendations; you may find that your viewing environment has warmer lights, in which case you could experiment with a white point of 5000k.
- **Embed the Color Profile**
Without an ICC profile embedded into your files, we don't know what color space your files are in. Use either **Adobe RGB** (1998) or **sRGB** as a working color space.
Set up your color settings:

Glossary

- **Profile:** A profile is a numerical model identifying the values of a color space in order to interpret the color correctly.
- **Color Space:** The specific implementation of a color profile within a working space.
- **ICC:** A specific numerical model set by the International Color Consortium that characterizes a color input or output device, or color space.

ADOBE PHOTOSHOP SETUP:

Here's how to properly setup your Adobe Photoshop Color Settings:

1. **Open Photoshop**
 - a. Mac OS X Users: Go to Photoshop in the Menu Bar > Color Settings
 - b. Windows Users: Go to Edit in the Menu Bar > Color Settings
2. **Select a Working Space for RGB Files.**
 - a. We recommend either **Adobe RGB** (1998) or **sRGB** IEC61966-2.1.
 - b. If you are unsure, you probably want **sRGB** IEC61966-2.1.
3. Select "**Convert to Working RGB**" next to RGB under Color Management Policies.
4. Check "**Ask When Opening** and **Ask When Pasting**" next to Profile Mismatches.
Whenever you open a file that was saved and tagged in a color space other than your working space, Photoshop will prompt you to convert to the working color space.
5. When you save your **JPEGs** out of Photoshop, be sure to check the "**Color**" or "**Embed Color Profile**" checkbox in the **Save** dialog box. Without this checked, we do not know the color space of your files, and you will have unpredictable color in your prints.

ADOBE LIGHTROOM SETUP:

In Lightroom, there are no color spaces to choose until you export an image. In the Export screen, go down to the "File Settings" section. There is a pull-down menu for Color Space. We recommend selecting either **Adobe RGB** (1998) or **sRGB**.

METADATA

Submissions of Artwork files should (if possible) include the following info. **embedded in the metadata**:

1. The **Artist's** (Author/Creator) **Name**
2. **File Name**
3. **Title of Artwork**
4. **Caption/Description**
5. **Keywords** – for image search on the website and S.E.O. (Include your full name)
6. **© Copyright Notice** – specify year

** This information should also be included on the Artwork Submission Form.*

SELECTION / INCLUSION ON WEBSITE

1A.C. will make every reasonable effort to review, curate and expedite selected Artwork images onto the 1A.C. website and other marketing channels as quickly as possible.

Not all submitted Artworks will be selected. Selection of Artworks for the www.1ArtCollection.com website and other marketing channels is at the sole discretion of 1A.C. selection team. 1A.C. retains the right to accept or reject any submitted Artwork(s).

CUSTOMER ORDERS

All orders will flow through the www.1ArtCollection.com website, to ensure accurate crediting and payment of royalties to artists.

When an order is placed, it is sent directly to one of our production partners and is immediately entered into their production systems – which operate 24/7. Your high-res file is automatically attached with the order – and the final product is printed from that file.

No cancellations or returns are accepted. If there is an error, a materials defect or damage to a customer's order, the order will be corrected and/or replaced. Remakes will only be done for the same finishing services and from the original files submitted in the original order.

TECHNOLOGY

Our production partners use the latest printing technology. Reproductions of our Artist's Artworks are printed using only the finest archival, pigment-based inks, fine art papers, museum-quality canvas and other substrates.

PRODUCTION & FULFILLMENT

Our Print-on-Demand production (printing, finishing, mounting, and framing), quality control, and fulfillment (packaging and shipping) of customer orders will be handled by **1Art Collection** and its production partners.

Our business model is to create a very streamlined, convenient process that is as 'hands-off' as possible. Our goal is to create a win-win-win scenario for everyone

Please email any questions to: info@1ArtCollection.com