

# Virtual CANPEX Scanning Instructions

These conventions are in place for the scanning of entries:

1. All exhibits are to be scanned on a flat-bed scanner in full colour at a resolution of 300 dpi. Scanning at a lower resolution results in a grainy image and scanning at a higher resolution results in a file that is too large. If you don't have a scanner, or a scanner that will hold 11" x 17" pages, use the services of your local Staples or other print service supplier (Office Depot, Office Max, etc.).
2. Scans using a cell phone will not be accepted and will be returned.
3. Naming protocol: starts with your first name initial, then the first four digits of your surname name, followed by the page number. Note each page must be two digits, thus the first page is 01, second 02 and so on to number 9. For example, if your name was Les Smith, files would be lsmit01.jpg, lsmit02.jpg, etc. If you plan on submitting more than one exhibit your surname is preceded by exhibit number, eg., 2lsmit01.jpg, 2lsmit02.jpg, etc.
4. Submit 16 separate files to [exhibits@canpex.ca](mailto:exhibits@canpex.ca).
5. The Exhibition Committee will not adjust any scan other than to resize it, so make sure you are happy with the presentation (colour balance, trimming and orientation ) before you submit it.
6. Submissions not meeting the above will be returned for correction.