

## **Exhibit Files for CPS 2022 BNAPEX**

This year the frame setup at the show will not start until Thursday evening somewhere between 7PM and 8PM. Exhibitors will be able to mount exhibits up until 10PM. As a result of this late setup, our BNAPS and National judges will not have much opportunity to review the exhibits on Thursday evening when they often get this chance. A copy of your TitlePage and Synopsis is already a requirement to be shown on the website (look on the tab Exhibit Listings) but this doesn't provide full visibility to your exhibit. The judges have requested that a copy of your exhibit also be provided in advance if you can.

Uploading the files using the 'Upload files page' on the CPS or BNAPS website is very simple - once you have the files in the correct format. The following provides advice on saving your Title page and Synopsis in the correct format before you start to upload on the web page. It is important we receive these items ASAP.

One frame exhibitors and those who have a digital copy of their multi-frame exhibit can submit these at any time before the end of July.

If you are satisfied your files are in the correct format, proceed to the upload files section and read the instructions before beginning the process.

Instructions on doing this follow.

The sections of this email include instructions for the

1. Titlepage
2. Synopsis
3. Exhibit pages
4. Upload files.

### **1. Title Page**

This can be a **jpg** or **pdf** of the page. A **pdf** is preferred but **jpg** will work. Many scanners today provide you with an option to save the file as pdf or jpg. When looking at resolution, it should be between 150 and 300 dpi and the page size should be under 1MB.

**Note** – unable to do this? – Staples will scan a page to a file, or you can send a Photocopy of the page to us. Contact [dave.bartlet@shaw.ca](mailto:dave.bartlet@shaw.ca) if you want to mail a photocopy.

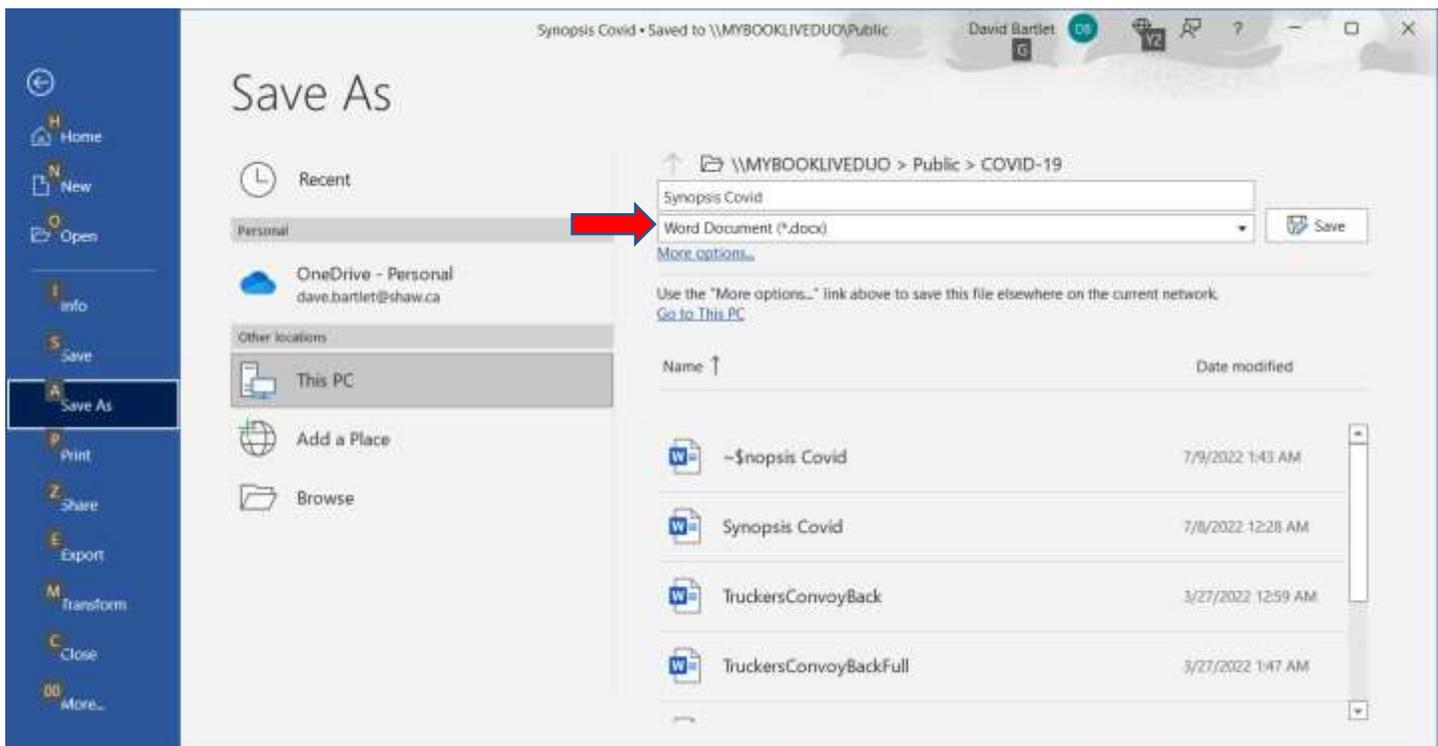
## 2. Synopsis

This needs to be a pdf. If you can only do jpg and have more than one page in the synopsis, then scan both pages and submit them named differently on the upload page by doing 2 uploads.

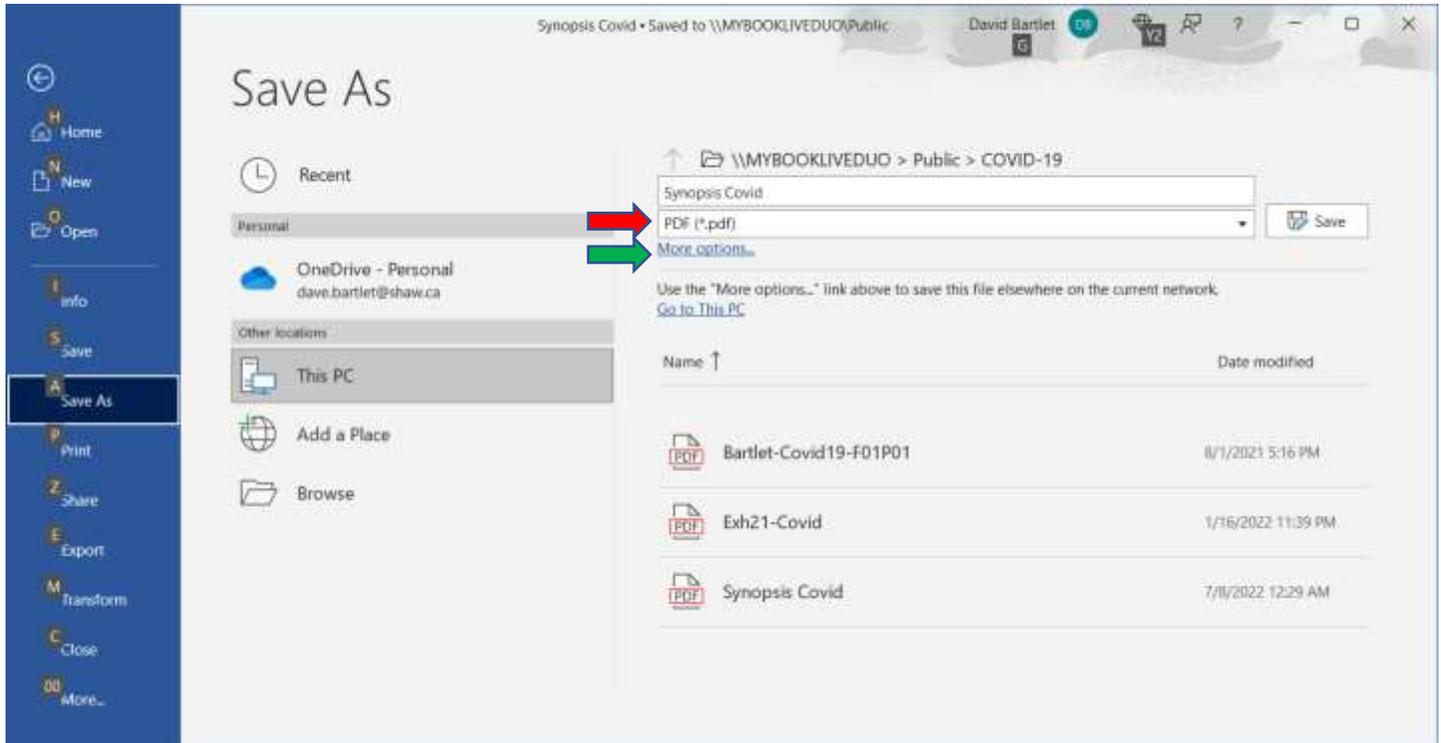
**TIP** – if you have created your Synopsis in Word, then do a Save As, and on the screen that is displayed you will see a Type just below the file name – Select the Dropdown from the Type field and you will see **PDF** as a choice – select that and name your file and you will then have a PDF without scanning anything at all.

**Note** – unable to do this? – Staples will scan a page(s) to a file, or you can send a Photocopy of the page to us. Contact [dave.bartlet@shaw.ca](mailto:dave.bartlet@shaw.ca) if you want to mail a photocopy.

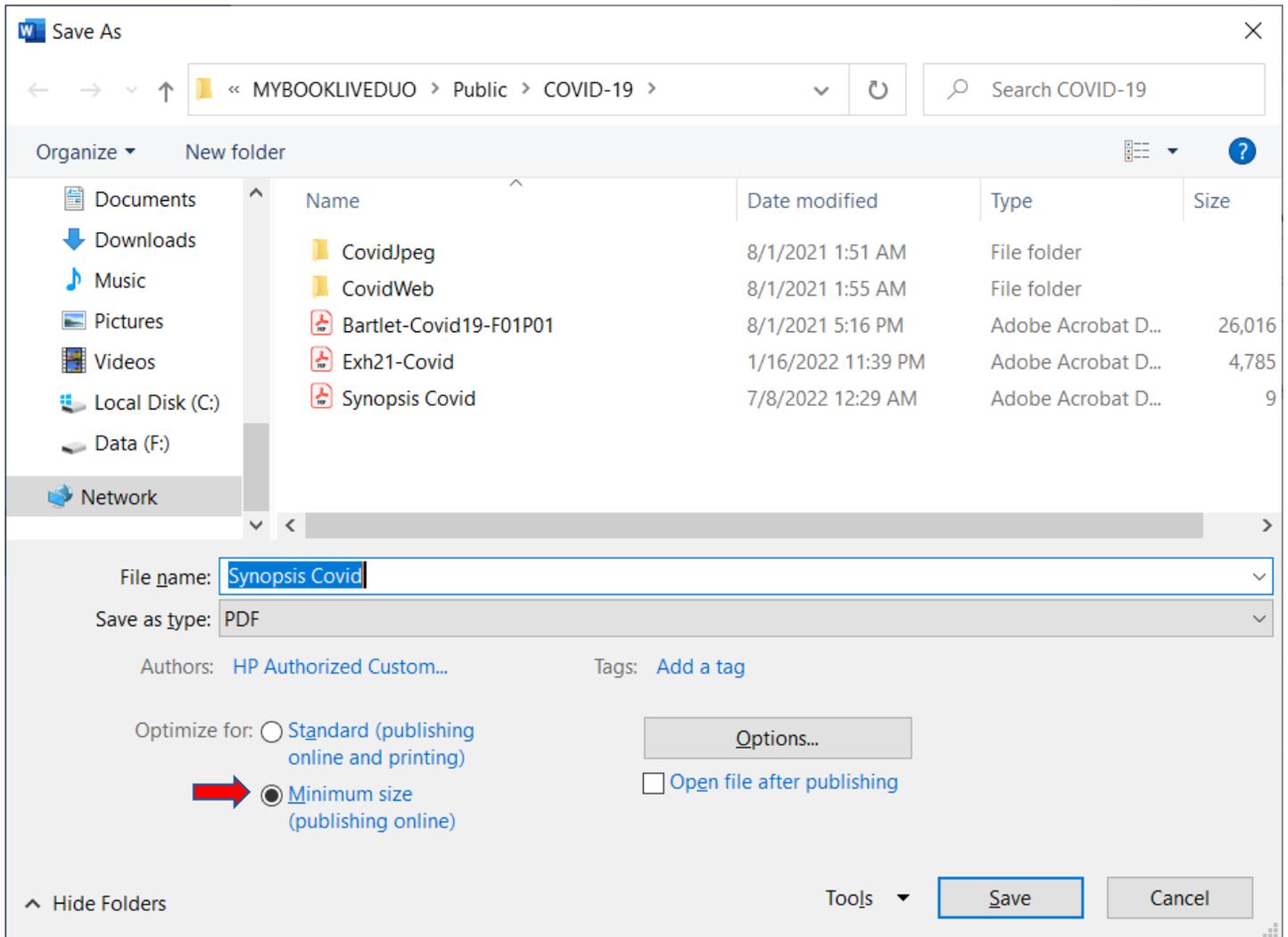
### 1. Do a 'Save As' and look below the filename



2. Click the field where it says Word Document and it displays a dropdown of file types – select PDF from the list



3. Below the file type there is a More Options selection. Click that and select the Minimum Size option then Save it.



### **3 Exhibit Pages**

The file we need is a PDF with all the pages in a single file. How can you do this? Here are some options.

1. Scan each page as either a **jpg** or **pdf** and number them sequentially such as Exhibit01, Exhibit02, ...03...10 etc so that when viewing your files alphabetically they are sequential.
2. Use a file consolidation tool like 'smallpdf.com' where you can select all your scanned pages that are in either format then select the option to Combine the pages into a single file. It will do that and create a combined file for you to download. This tool also provides an option to Compress the file – you should do that too and save that file also. You can then Upload this file on the Exhibits webpage.

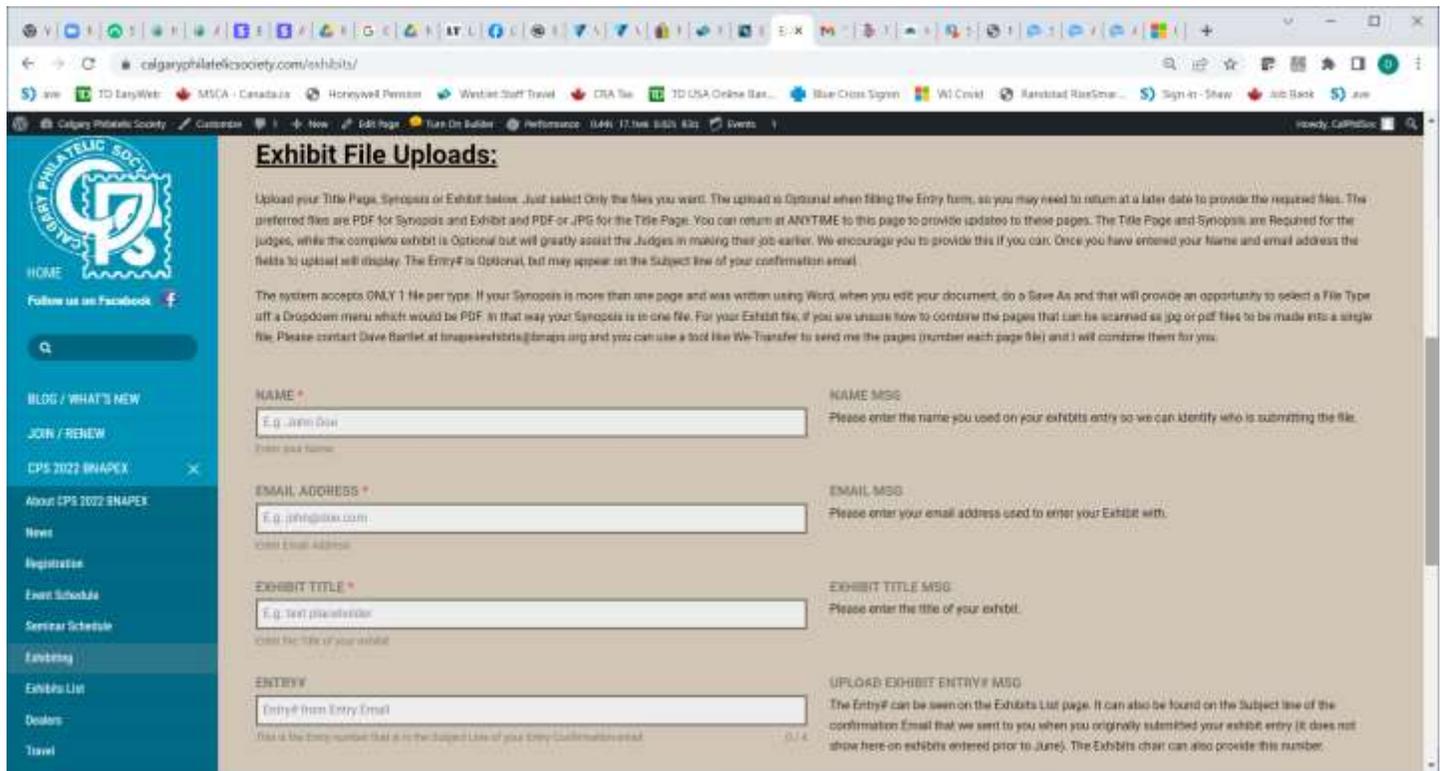
**Note** that smallpdf.com lets you do ONE free combine a day so you have no reason to buy it but if you change something then you would need to wait a day to combine it into a new file.

**Note** that there are Other free tools out there that let you combine the files – pick on that you like – I have used smallpdf and it works fine.

**Unsure how to do this?** If you can create all the pages in one format, your can use a file transfer program such as Dropbox or We-Transfer to send the files to me and I will combine them. Email to [dave.bartlet@shaw.ca](mailto:dave.bartlet@shaw.ca). As an alternate to those mass file transfer programs, you can email the pages to me in multiple emails Not to exceed 20MB per email. Contact me if you are doing either of these options so I know to expect them.

## 4. Uploading Files

Go to the Exhibiting page and you will see Exhibit File Uploads:



**Exhibit File Uploads:**

Upload your Title Page, Synopsis or Exhibit below. Just select Only the files you want. The upload is Optional when filling the Entry form, so you may need to return at a later date to provide the required files. The preferred files are PDF for Synopses and Exhibit and PDF or JPG for the Title Page. You can return at ANYTIME to this page to provide updates to these pages. The Title Page and Synopses are Required for the judges, while the complete exhibit is Optional but will greatly assist the Judges in making their job easier. We encourage you to provide this if you can. Once you have entered your name and email address the fields to upload will display. The Entry# is Optional, but may appear on the Subject line of your confirmation email.

The system accepts ONLY 1 file per type. If your Synopsis is more than one page and was written using Word, when you edit your document, do a Save As and that will provide an opportunity to select a File Type off a Dropdown menu which would be PDF. In that way your Synopsis is in one file. For your Exhibit file, if you are unsure how to combine the pages that can be scanned as jpg or pdf files to be made into a single file. Please contact Dave Bartlett at [imgageexhibits@imgaps.org](mailto:imgageexhibits@imgaps.org) and you can use a tool like We-Transfer to send me the pages (number each page file) and I will combine them for you.

<b>NAME *</b> <input type="text" value="E.g. John Doe"/> <small>Enter your Name</small>	<b>NAME MSG</b> Please enter the name you used on your exhibits entry so we can identify who is submitting the file.
<b>EMAIL ADDRESS *</b> <input type="text" value="E.g. j@imgaps.com"/> <small>Enter Email Address</small>	<b>EMAIL MSG</b> Please enter your email address used to enter your Exhibit with.
<b>EXHIBIT TITLE *</b> <input type="text" value="E.g. Text presentation"/> <small>Enter the Title of your exhibit</small>	<b>EXHIBIT TITLE MSG</b> Please enter the title of your exhibit.
<b>ENTRY#</b> <input type="text" value="Entry# from Entry Email"/> <small>Place the Entry number that is in the Subject Line of your Entry Confirmation email</small>	<b>UPLOAD EXHIBIT ENTRY# MSG</b> The Entry# can be seen on the Exhibits List page. It can also be found on the Subject line of the confirmation Email that we sent to you when you originally submitted your exhibit entry (It does not show here on exhibits entered prior to June). The Exhibits chair can also provide this number.

Once you enter you Name, Email, and Title the fields that allow file updates will appear.

**Exhibit File Uploads:**

Upload your Title Page, Synopsis or Exhibit below. Just select **Only** the files you want. The upload is **Optional** when filling the Entry form, so you may need to return at a later date to provide the required files. The preferred files are PDF for Synopsis and Exhibit and PDF or JPG for the Title Page. You can return at **ANYTIME** to this page to provide updates to these pages. The Title Page and Synopsis are **Required** for the judges, while the complete exhibit is **Optional** but will greatly assist the Judges in making their job easier. We encourage you to provide this if you can. Once you have entered your Name and email address the fields to upload will display. The Entry# is **Optional**, but may appear on the Subject line of your confirmation email.

The system accepts **ONLY 1** file per type. If your Synopsis is more than one page and was written using Word, when you edit your document, do a **Save As** and that will provide an opportunity to select a File Type and a Dropdown menu which would be PDF in that way your Synopsis is in one file. For your Exhibit file, if you are unsure how to combine the pages that can be scanned as jpg or pdf files to be made into a single file. Please contact Dave Bartlet at [tmageek@tsbts@tmags.org](mailto:tmageek@tsbts@tmags.org) and you can use a tool like We-Transfer to send me the pages (number each page file) and I will combine them for you.

**NAME \***  
David Bartlet  
Please enter the name you used on your exhibits entry so we can identify who is submitting the file.

**EMAIL ADDRESS \***  
dave.bartlet@shaw.ca  
Please enter your email address used to enter your Exhibit with.

**EXHIBIT TITLE \***  
My Favourite Exhibit  
Please enter the title of your exhibit.

**ENTRY#**  
123  
The Entry# can be seen on the Exhibits List page. It can also be found on the Subject line of the confirmation Email that we sent to you when you originally submitted your exhibit entry (it does not show here on exhibits entered prior to June). The Exhibits chair can also provide this number.

**ENTRY#**  
123  
This is the Entry number that is in the Subject line of your Entry Confirmation email.

**UPLOAD TITLE PAGE**  
CHOOSE FILE No File chosen  
Upload your Title Page - JPG or PDF Only - JPG preferred.

**UPLOAD SYNOPSIS**  
CHOOSE FILE No File chosen  
Select the Synopsis file - jpg or pdf - PDF preferred.

**UPLOAD EXHIBIT**  
CHOOSE FILE No File chosen  
Upload a ZIP of your Exhibit PDF files.

**UPLOAD TITLE PAGE MSG**  
File can be jpg or pdf. A pdf is preferred as this will be used as an image on the website for the judges to see.

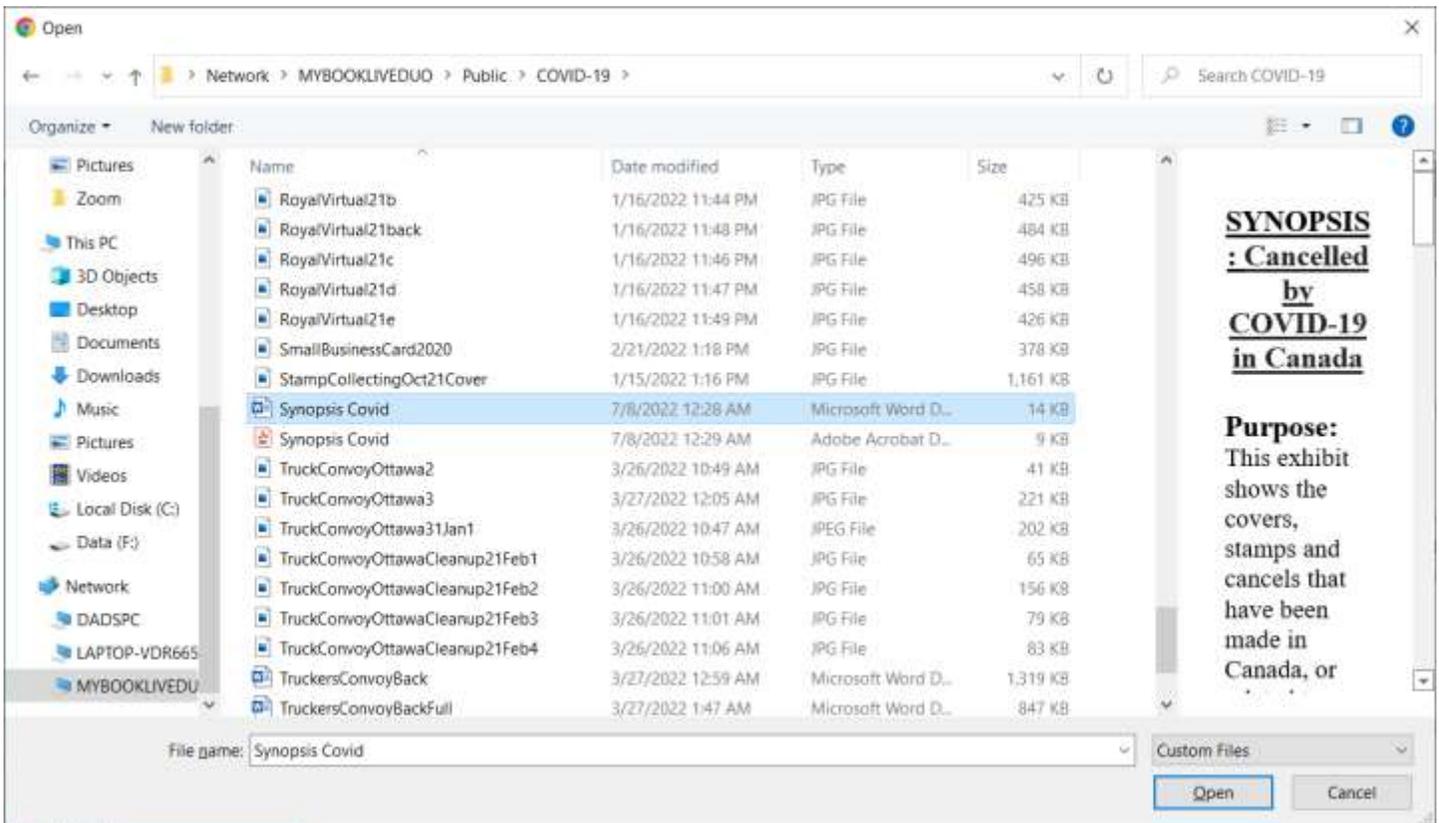
**UPLOAD SYNOPSIS PAGE MSG**  
File can be jpg or pdf. A pdf is preferred as this will be used as Document on the website for the judges to see. A jpg file will work **ONLY** if your Synopsis is a single page. For a multiple page Synopsis it needs to be a pdf. If your Synopsis is in Word, when editing the file do a **Save As** and then select a Type of PDF from the dropdown menu. This will put all your pages into a single pdf.

**UPLOAD EXHIBIT MSG**  
For the upload this file should be a **PDF ONLY**. If you just have jpg of your pages, contact us to do a file transfer. This file will be used by judges to start judging the exhibits in advance enabling them to have more time to review exhibits in advance of the show. To create the single file with all your pages combined, scan your exhibit pages as jpg or pdf and name them separately. The scan resolution should be 150 dpi. You can then use a tool like [smallpdf.com](http://smallpdf.com) to copy these files into a single pdf that you could then upload here.

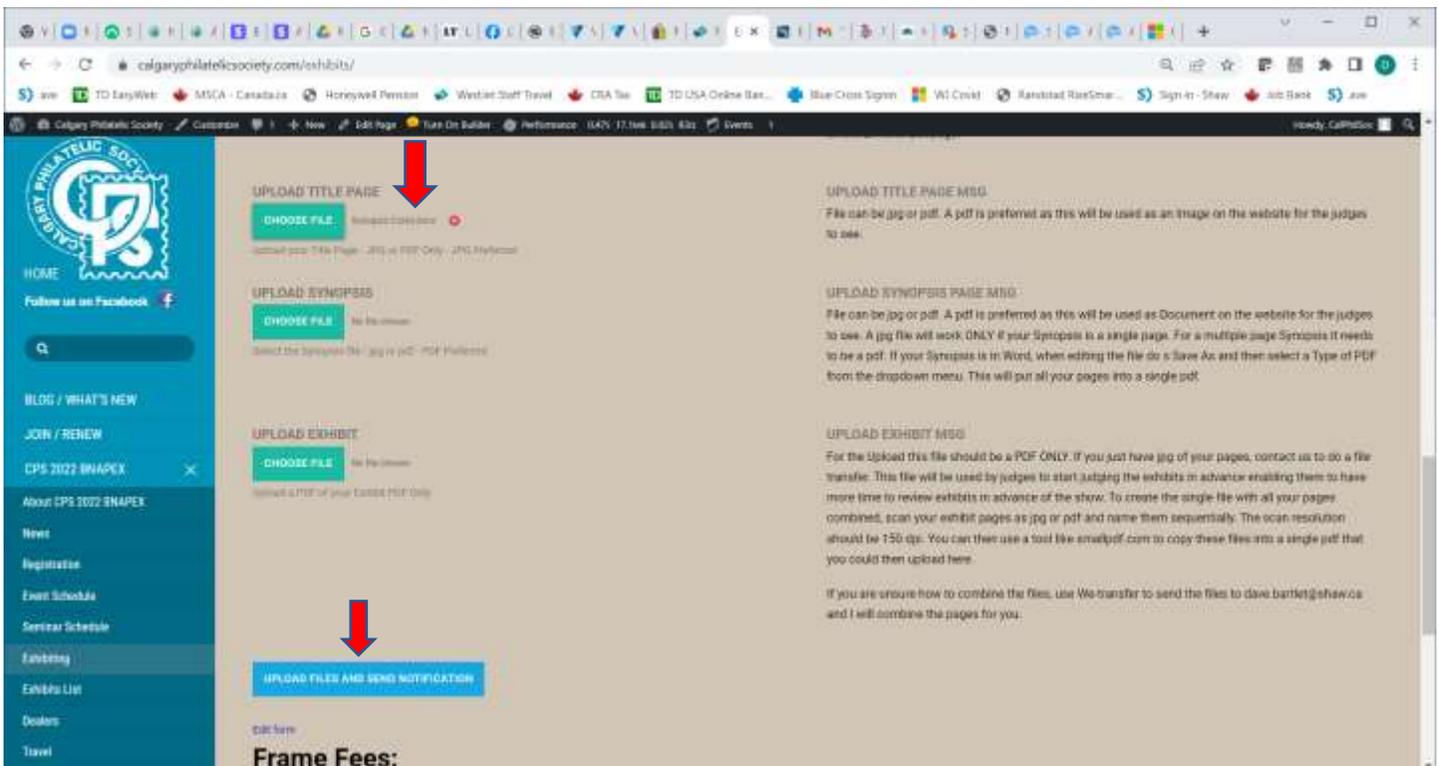
If you are unsure how to combine the files, use We-transfer to send the files to [dave.bartlet@shaw.ca](mailto:dave.bartlet@shaw.ca) and I will combine the pages for you.

**UPLOAD FILES AND SEND NOTIFICATION**

You can upload any of the 3 files – just skip the ones you are not uploading. When you select the file you are uploading, follow the dialog to find the file you wish to upload – you need to navigate your file directories to find the file. Select the file, click Open and the system will get the file.



The main display will then show the filename selected:



A file is NOT sent UNTIL you click the UPLOAD FILES AND SEND NOTIFICATIONS button below the file selection buttons.

If you have any questions or problems with these instructions, please contact [Dave.bartlet@shaw.ca](mailto:Dave.bartlet@shaw.ca) and I will assist you with the process.