

HOW TO ZIP A FOLDER

Each entry must be saved in its own zipped folder. Upload one zipped folder per entry.

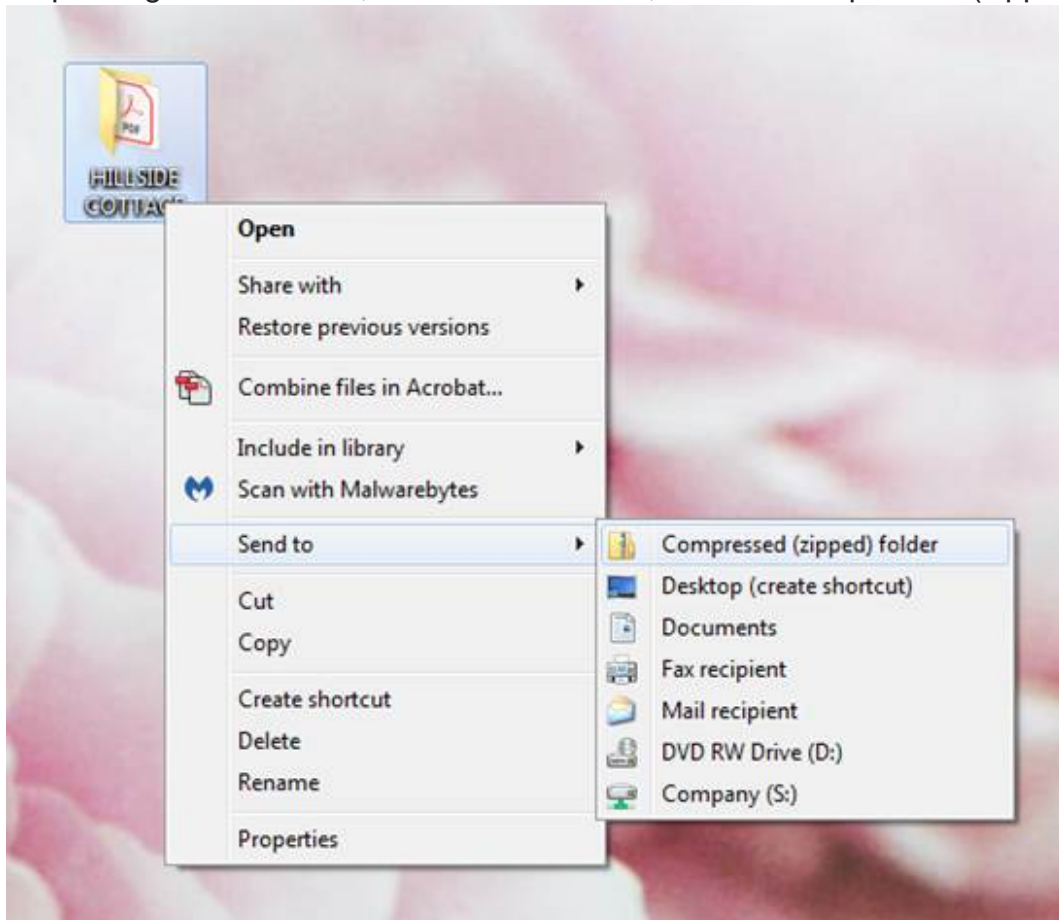
For each entry you will have multiple files – save all files for one entry into a single folder – name said folder the same as your Project Title (please no identifying information).

Example: "Hillside Cottage"

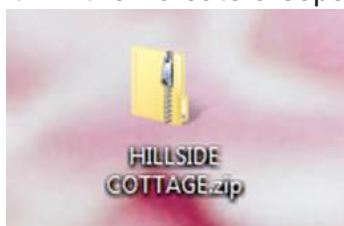
Step 1: Save all items below into the folder named the Project Title:

- ENTRY FORM Must be saved as a PDF
- RELEASE FORM Print to hand sign. Scan in for a digital copy saved as a PDF.
- RESOURCE LIST Save as a PDF.
- PROJECT OVERVIEW (100 words max "in your own words") Must be saved as a Word document (editable).
- DESIGN NARRATIVE (400 words max) Must be saved as a Word document (editable).
- "AFTER" PHOTOS: Must be a minimum of 300 dpi and at least 8.625" x 11.125" to be considered for magazine publication.
- "BEST" PHOTO: Duplicate 1 preferred photo to use if published and name it "BEST".
- CONSTRUCTION DOCUMENTS:
 - FLOOR PLAN
 - ELEVATION: One elevation representing the most significant wall is required.
 - "BEFORE" FLOOR PLAN: A "before" floor plan is accepted to better explain your solution, although it is not required.
- "BEFORE" PHOTOS (recommended, but are not required)

Step 2: Right click Folder, hover over Send to, click on Compressed (zipped) folder.



It will then create a separate zipped folder in the same location original folder is located:



Please upload the zipped folder only. One zipped folder per entry.