

Frequently Asked Questions

How many times may I enter each category?

Please see the list of categories, as some categories allow one entry per newspaper, some allow three per person and some allow an unlimited number of entries.

Can the same item be entered in different categories?

In most cases the answer is NO. A photo or story may only be entered once and only in one Division. This does not mean that an individual photo or story entered in one category may not be a part of a full-section entry, such as General Excellence. *There are also exceptions for the following awards:* Portfolio Photography, Online Slideshow and Multimedia Storytelling.

What file formats are accepted for uploading?

File types are PDF, JPG, GIF, and PNG.

How do I know what I've already uploaded? How do I make changes?

After you log in, you should see a screen with a list of the entries you've already uploaded. "Label" displays a breakdown of your entry. "Edit" allows you to change the information on the form you filled out for that particular entry. "Disable" will remove your entry from the judge's view. You may also delete the entry. If you click on the image of the paper clip, you will see the file you uploaded.

How can I make my PDF files smaller?

Most newspaper PDFs include high-resolution grayscale or CMYK images for printing. However, PDF contest entries will be viewed and judged on a computer monitor, which displays at low resolution (72-96 dpi) in RGB color. Changes in the resolution and color mode of images are the most effective way to reduce file size without sacrificing quality.

- a. **Resolution:** In PDFs, text is always clear regardless of resolution: resolution relates only to photos and rasterized graphics. Reducing resolution by half reduces image file size by 75%. The recommended maximum resolution of 96dpi can be enforced by Distiller settings.
- b. **Color mode:** Converting from CMYK to RGB color will reduce image file size by another 25%. This color conversion can again be enforced by Distiller settings.

If you reduce image resolution and/or convert color mode in your entry PDFs with a PDF editor (e.g., Enfocus Pitstop or Quite a Box of Tricks) or use the native profiling/editing tools in Acrobat 6 or later, **YOU WILL NOT GAIN THE EXPECTED REDUCTION IN FILE SIZE** unless you redistill the PDF afterwards.

What if I cannot make the files small enough?

The BNC website allows files up to 5 megabytes (mb) only. If you cannot make your files small enough to load to the website, then you may host larger files from your corporate server or use the free service online at www.issuu.com and reduce the PDF or JPG file size by redistilling to 72 dpi. Directions about how to use www.issuu.com are below.

How to Use Issuu.com

For files larger than 5 megabytes that cannot be hosted by your newspaper directly

- Go to www.issuu.com
- Create an account for your paper.
- Click the blue upload button at the top right of the screen.
- Upload the appropriate file for your entry
 - You must put in 2 keywords for issuu.com to accept your submission: examples : news and contest
 - You also must include a description: examples: general excellence paper #1
- In My Library, found at the top left, click the uploaded file you want to enter into the contest
- Copy the file URL in your browser.
- Open an entry page in the BNC website and use the website URL space to enter up to 5 links.

What is the most efficient way to collect entry files?

Collect copies of all PDF files that contain entry-related pages into one place. These may be full-issue, full-section, or individual-page PDFs that you sent to your printer or that you saved from your page layout program for other reasons. The sizes, resolutions, color modes, and other characteristics of those PDF files can be ignored at this point.

Extract entry-related pages from any multi-page PDFs or delete non-entry pages. Give each resulting file a clearly descriptive name.

Combine into a single PDF file the pages that comprise each entry instructions for extracting and combining PDFs are provided below.

Distill: Once you've created all your entry PDFs, redistill each one as explained above to reduce it to the smallest practical size. It is not productive to try to reduce the sizes of individual files before combining them into complete entries. Like all changes, combining pages can increase overall PDF file size.

How do I extract pages from full-issue or full-section PDF?

In Acrobat, open the PDF file, then choose "Extract Pages..." from the Document menu and follow the instructions. This will allow you to save individual or sequential pages in separate files anywhere on your system.

How do I combine PDF pages or files into a single entry?

Open the PDF file that is to appear first in the entry, choose “Save As...” from the file menu, and save that file with the name you’d like to give the final PDF entry. Choose “Insert Pages...” from the Document menu, choose the file that is to appear next in the entry, then specify where that file should be inserted. When all the insertions have been made, save and close the PDF file. You’ll need to redistill the final PDFs.

Why do I have to verify my paper’s circulation to enter the contest?

We prefer to trust our member publishers not to submit their entries into a division that they are not qualified to enter. However, some discrepancies have been brought to our attention. Because of this, a verification of your circulation is needed in or for your entries to be judged. If fraud is suspected with any newspaper, a full investigation will follow.

What browser options does the BNC website support?

The BNC website is optimized for Google Chrome. The website may work with other browsers but support may be limited.

What if my info is wrong or my paper is not listed?

We have worked very hard to make sure the divisions of each paper are as accurate as possible, however if you know that your division is listed incorrectly, simply submit a circulation verification form to ddunkle@flpress.com and it will be fixed A.S.A.P.

Where can I get more help for anything I can’t find here?

Email ddunkle@flpress.com or call (321) 283-5272