

ZAPPLication® and Cafe™

Preparing your images in Adobe Elements v.3+ Widows 2003/XP

These directions are also applicable to Mac OS but menus may look slightly different that what you see here.

Standard Image Specs:

Pixel Dimensions: 1920 x 1920 pixels

File Size: 1.8 MB or less

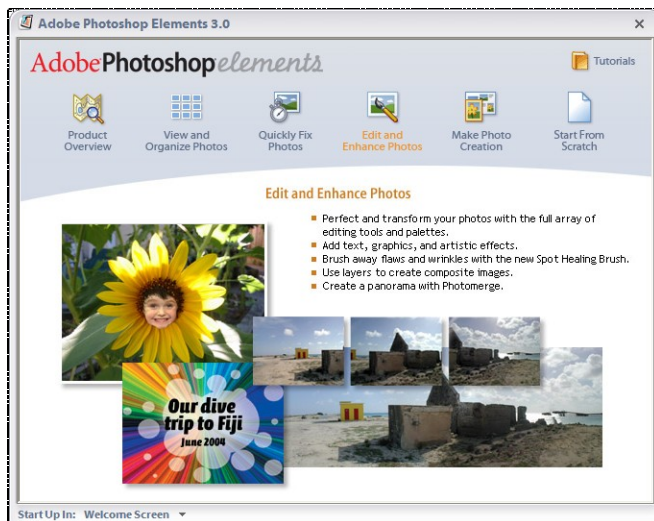
File Type: JPEG

It is essential that the digital images of your artwork are of the highest professional quality. The standards that apply to traditional slide documentation also apply to the digital slide format. Please save your images in the sRGB color space. While this is not essential, sRGB will give you the most consistent image with what jurors will ultimately view. As with slides, what the jurors will see will be affected by environmental factors such as ambient light and throw distance of the projectors.

If possible, it is best to start with an original uncompressed image file, preferably TIFF or RAW format, that is no less than 27 inches or 1920 pixels after cropping, adjusting contrast, adjusting color, sharpen, etc. You will be adjusting these files to meet the image specification format by following the steps below. Starting with Jpeg files will suffice if a TIFF or RAW image is not available.

Open Adobe Photoshop Elements.

- Click on the “Edit and Enhance Photos” option within the welcome screen.

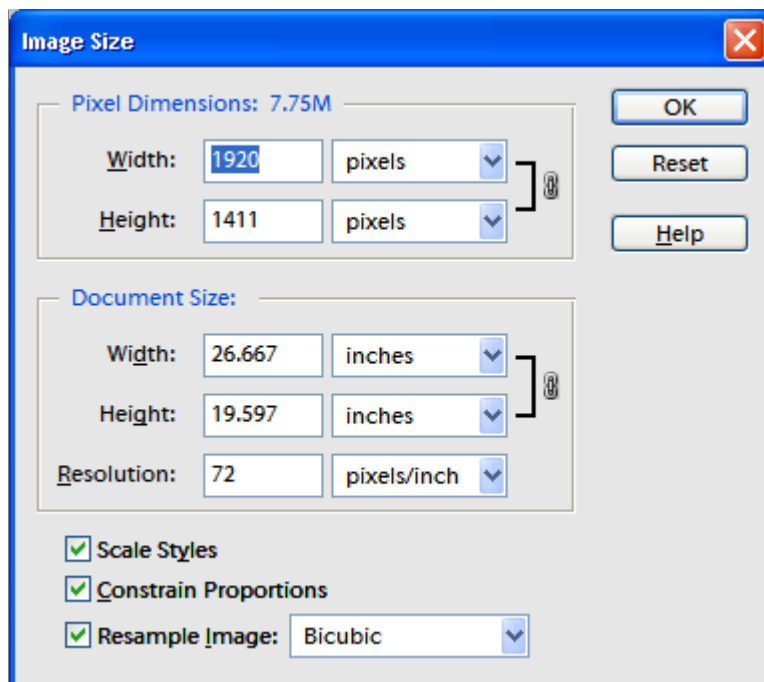


Open the image file.

GOTO: File > Open

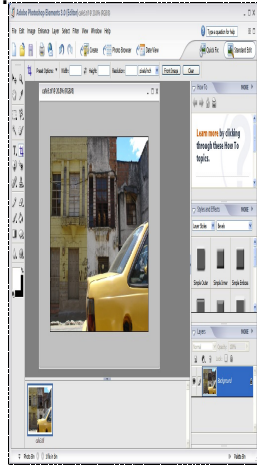
Open the Image Size Dialogue Box to resize your artwork image so that it will fit within the constraints.

GOTO: Image > Resize > Image Size.



- Change the resolution to 72 dpi pixels/ inch.
- Under the Pixel Dimensions change the longest side to 1920 pixels
- Be sure Scale Styles, Constrain Proportions, and Resample Image Bicubic are all checked off.

- Click OK

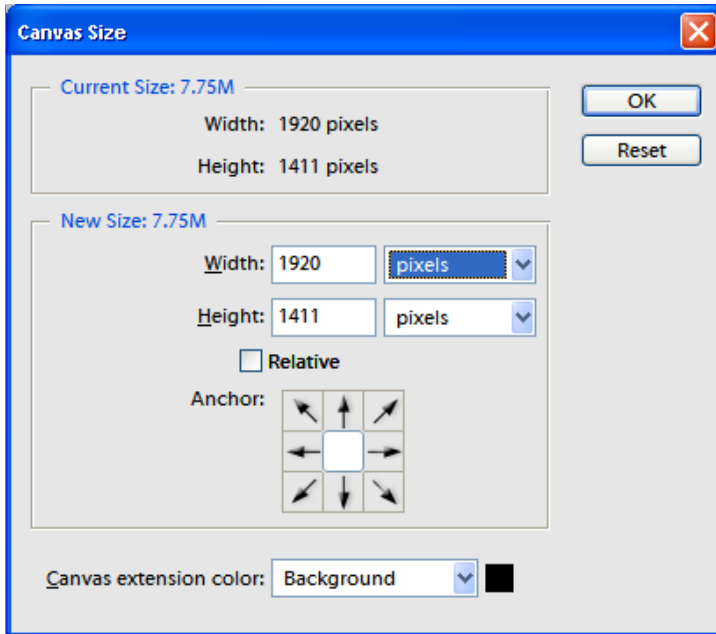


Change the Foreground/ Background Color.

1. Click on the black and white foreground/ background button on the tool bar.
 - Switch the background to black by clicking the switch foreground/ background button.
 - Be sure the white box is in front of the black box.

Open the Canvas Size Dialogue Box.

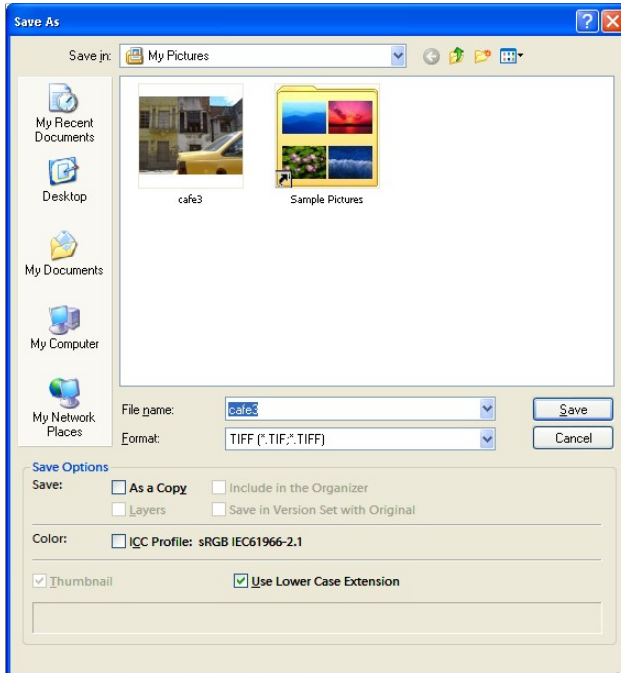
GOTO: Image > Resize > Canvas Size



- Unclick the relative box.
- Change the units to pixels.
- Change the shortest side to 1920.
- Click OK.

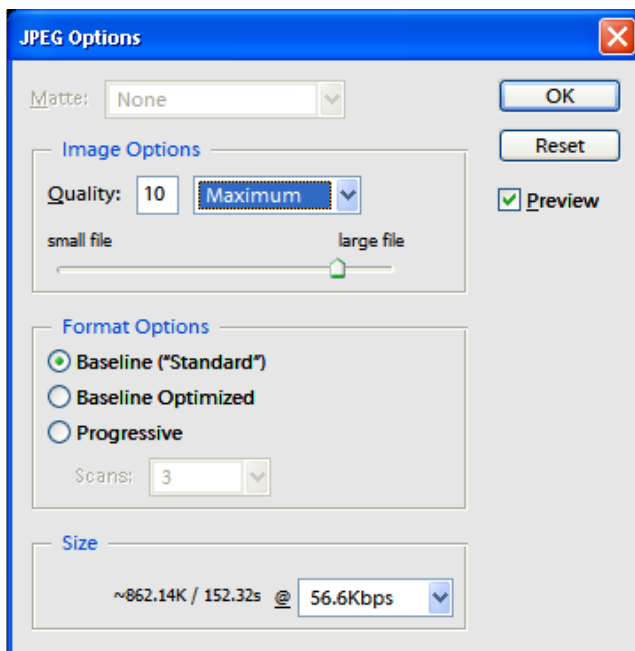
Save the image file as a JPEG

GOTO: File > Save As



- Change the File Name to something easy like Image01.
- Change the Format to JPEG.

- Check the ICC Profile box.
- Click Save.



- Change the Quality to Maximum.
- Click OK.

Congratulations! You have successfully formatted your image. Follow these instructions to format the rest of your images.

These steps indicate one method of formatting images using Adobe Elements. Those proficient with the software may have different methods, but we have determined this to be the most efficient for novices. The web is also a great source for Element tutorials and tips on other types of photo-editing programs. Simply type in "elements tutorial" or "photo editing tips" on any popular search engine or try *Adobe Tips and Tutorials* at, <http://studio.adobe.com/us/search/main.jsp>.