

## Culturegrants Online™

### Preparing your images in Adobe Photoshop

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.

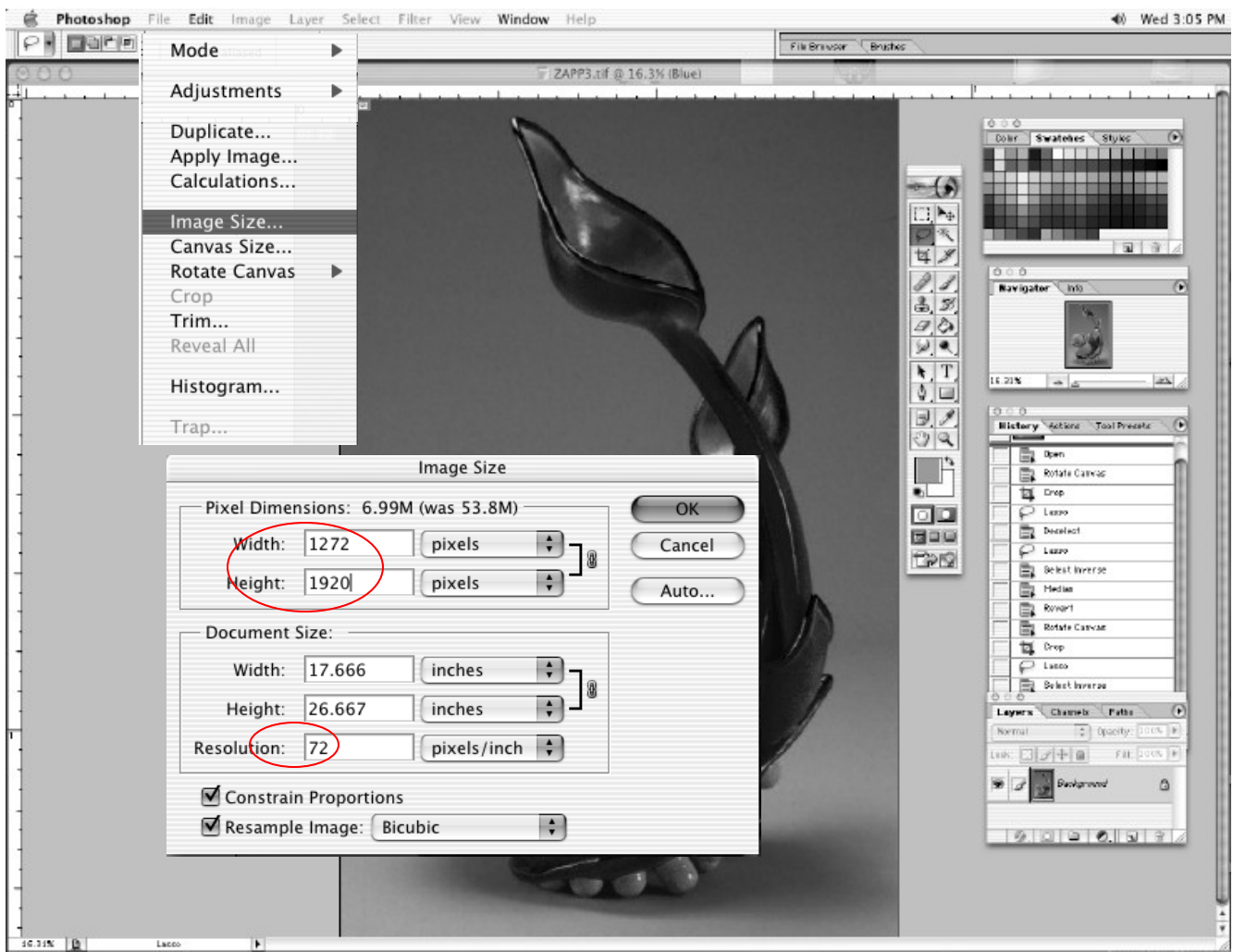
If possible, it is best to start with an original uncompressed image file, preferably TIFF or RAW format, that is no less than 27 inches or 1920 pixels after cropping, adjusting contrast, adjusting color, sharpen, etc. You will be adjusting these files to meet the image specification format by following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

Image upload requirements: 1920W x 1920H pixels, saved as JPEG & less than 1.8MB.

**STEP 1.** Open the file in Adobe Photoshop.

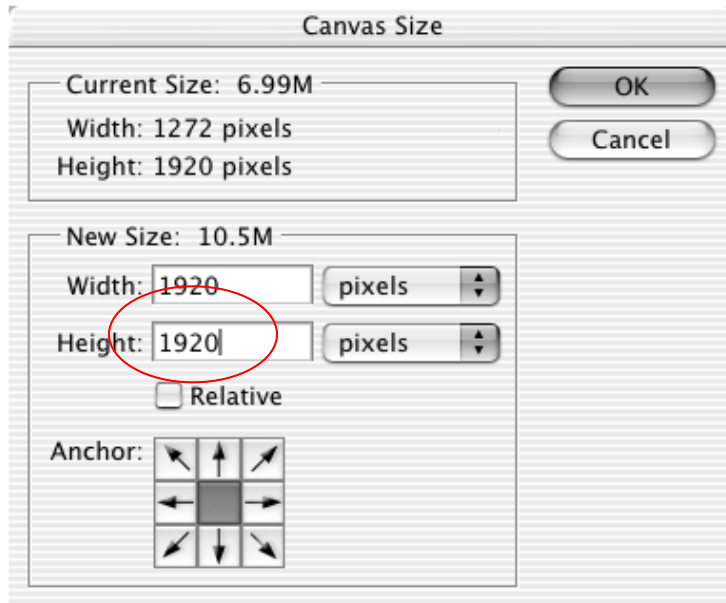
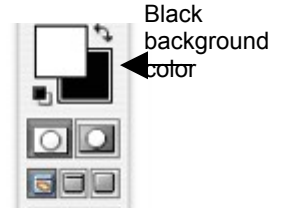
**STEP 2.** Go to Image – Image Size to open the Image Size dialogue box.

- Set “Resolution” to 72 pixels/inch (A higher resolution may result in a file size larger than 1.8MB).
- Set the longest edge, Width or Height, to 1920 pixels.
- Be sure “Constrain Properties” and “Resample Image” are checked off.
- Set “Resample Image” to Bicubic and select OK.



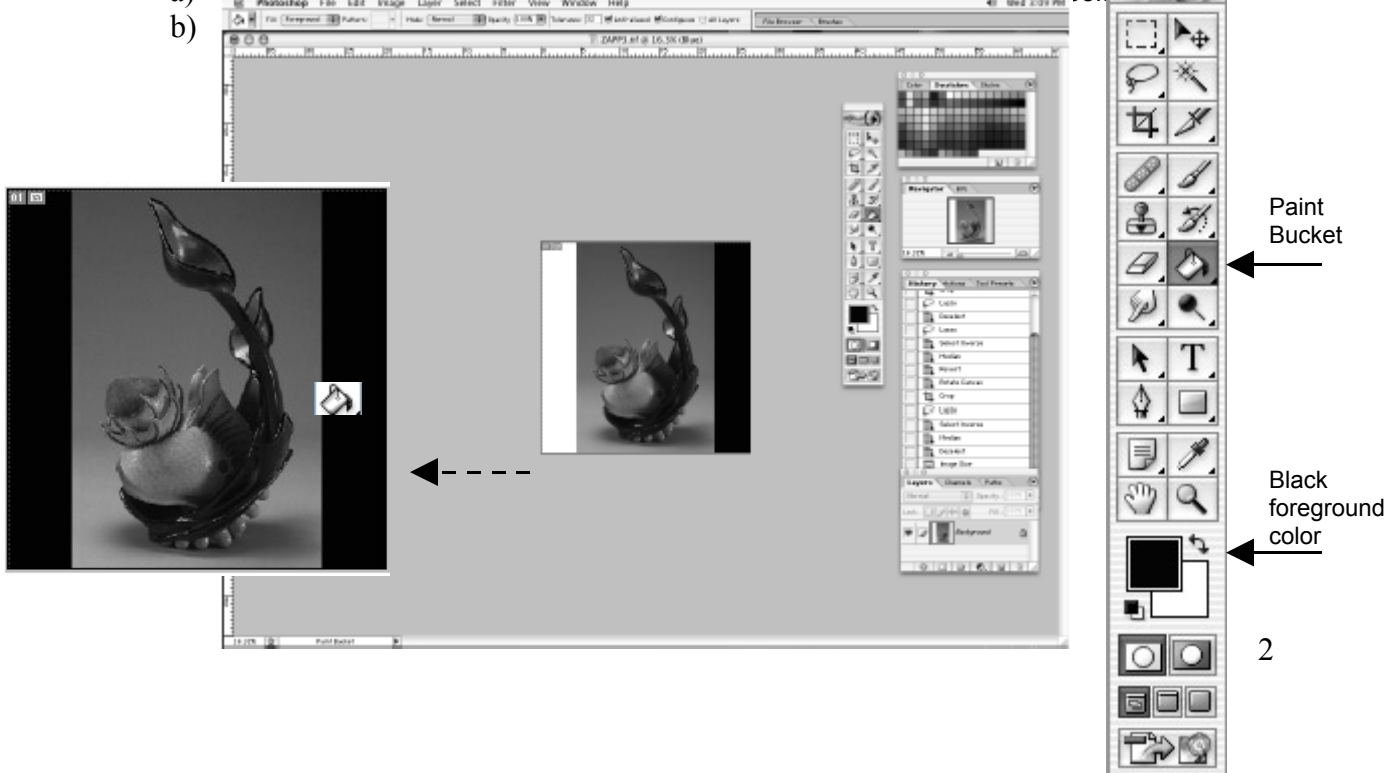
**STEP 3.** Set your background color to black in the tool bar. Go to Image – Canvas Size to open the Canvas Size dialogue box.

- a) Set the Width and the Height dimensions to 1920 pixels located under New Size.
- b) Uncheck Relative and click OK.



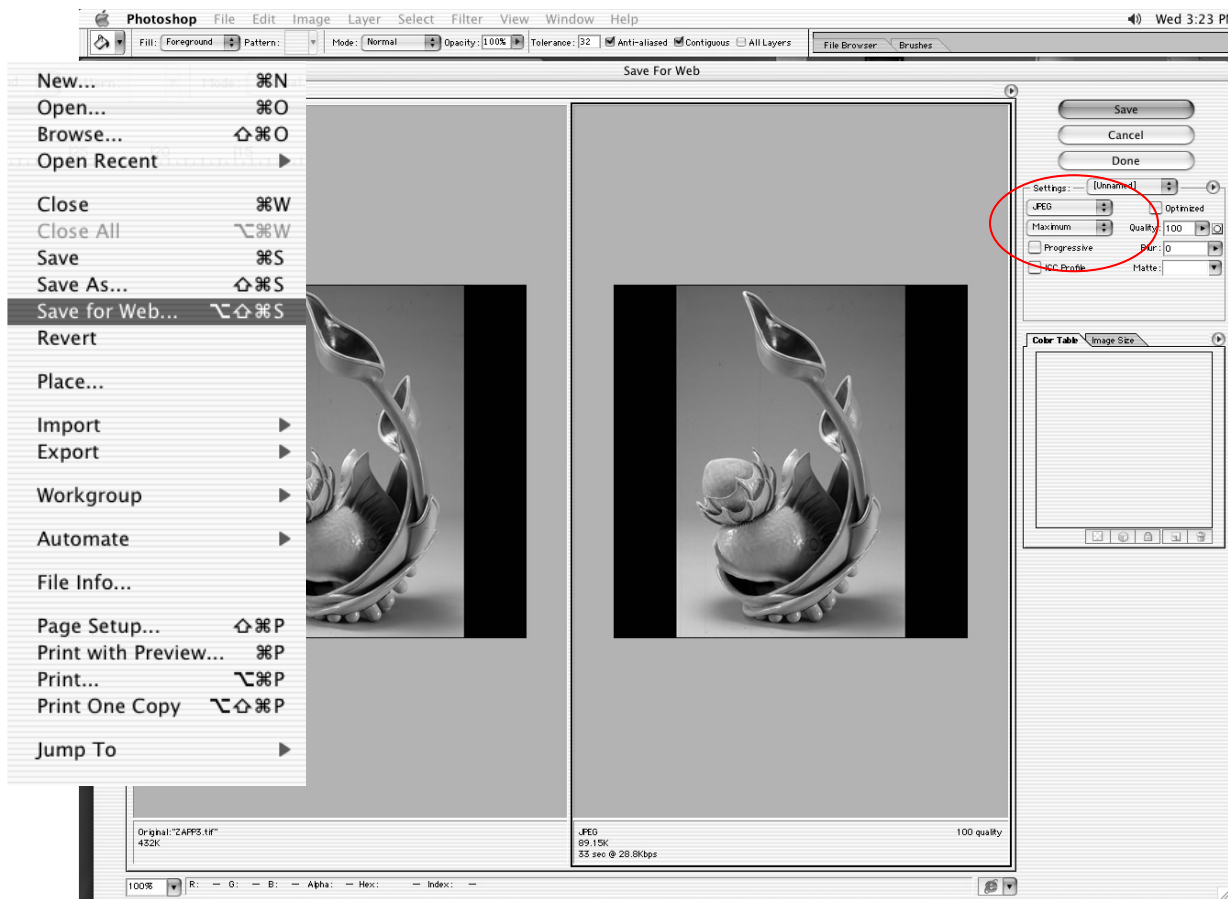
**STEP 4.** If the background color was not set to black when extending the canvas, fill in the extra canvas space around your artwork with black. If yes, continue to step 5.

- a) Select the paint bucket tool and set the foreground color to black in the tools
- b)



**STEP 5.** Go to File - Save for Web to open the Save for Web dialogue box.

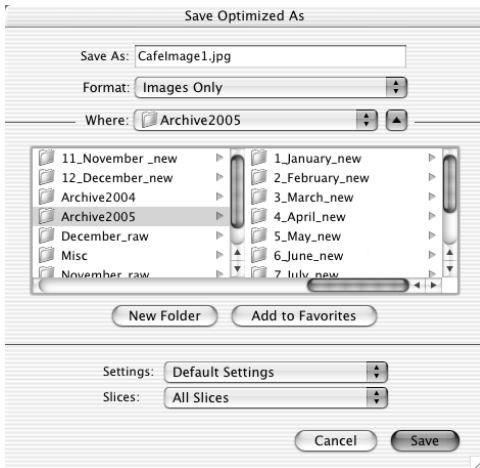
- a) Set image format to JPEG.
- b) Set Quality to Maximum 100 (no less than 70).
- c) Leave other options at default and Save.



**STEP 6.** Save Optimized image as JPEG in a folder that's easy to find on the computer.

- a) The file should have a file extension .jpg or .jpeg
- b) Change the file name to something easy like CGOimage1 and Save (leave all other options default). **NOTE\*\***After you click Save, you will be prompted to save changes to the original Photoshop image file before closing. Click "Don't Save" when you get this prompt. Saving will overwrite the original image file. Make a habit of keeping your original image files so you always have the first version.

- c) Congratulations you have completed your first image! Repeat steps 1 through 5 to format the rest of your images.



If

Save As and when the JPEG Options dialogue box pops up, change the Quality setting to 12, 11 or 10. Click OK. This will decrease the file size and safely retain the quality.

**Reminder:** The final image file size must not exceed 1.8MB. The steps above will generate a file size well within this requirement. Do not use the file size reported by Adobe PhotoShop to determine the final file size.

*How do I find the final file size?*

Close out of PhotoShop, find the image file on your computer or disc, highlight the image file and go to File - Get Info or Properties (MAC) or right click for Properties (PC).

the file size happens to be over the 1.8 MB requirement, simply re-open in Photoshop go to

These steps indicate one method of formatting images using Adobe Photoshop, those proficient with the software may have different methods, but we have determined these to be the most efficient for novices. The web is also a great source for Photoshop tutorials and tips on other types of photo-editing programs. Simply type in "photoshop 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>

Other comparable photo editing programs include: Adobe Photoshop Elements, Corel Paint Shop Pro, Microsoft Digital Image Suite. We recommend investing in a photo editing program that is comfortable for your needs and skill level.

### **Digitization resources:**

Decades of Photos: <http://decadesofphotos.com/>

Dig My Pics: <http://www.digmypics.com/>

Kodak: <http://www.kodak.com>

Photo Craft Imaging: <http://www.pcraft.com/>

Reed Photo: <http://www.reedphoto.com/>

Rocky Mountain Film Lab: <http://www.rockymountainfilm.com/>

The above resources have not been tested nor are they endorsed by WESTAF. Check with your local photo lab, many now offer professional digital imaging services. Also, take this spec sheet with you if you plan to get help from a professional photographer, photo lab or friend.

