

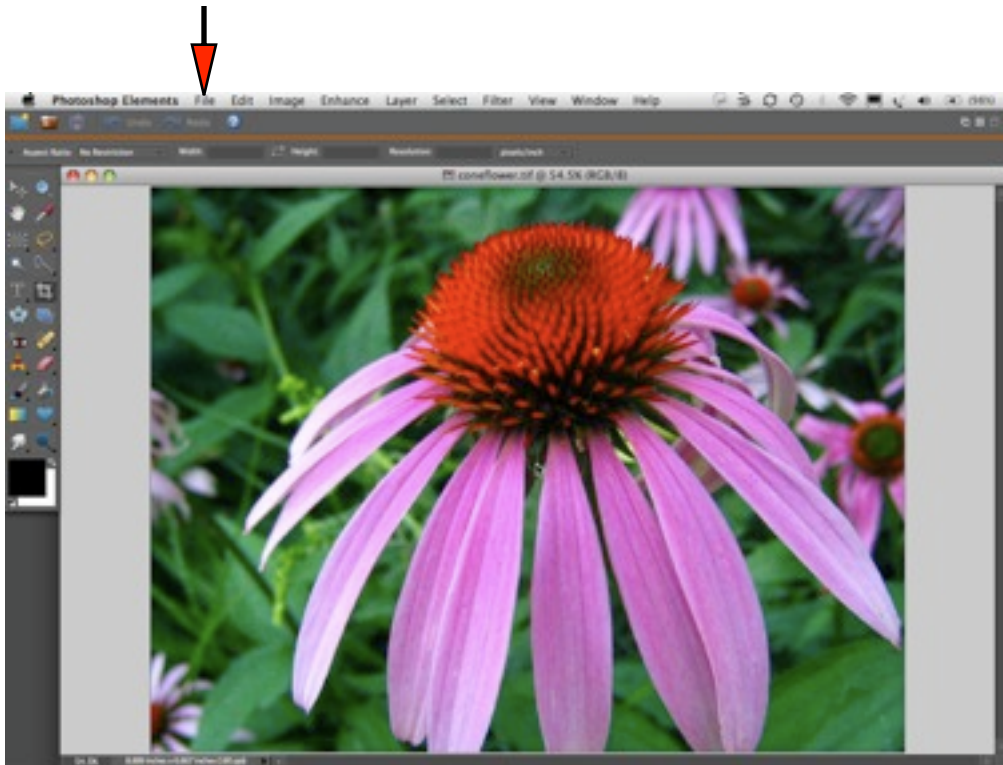
Simple steps for preparing your images for WAAC juries using Adobe Photoshop Elements

Notes:

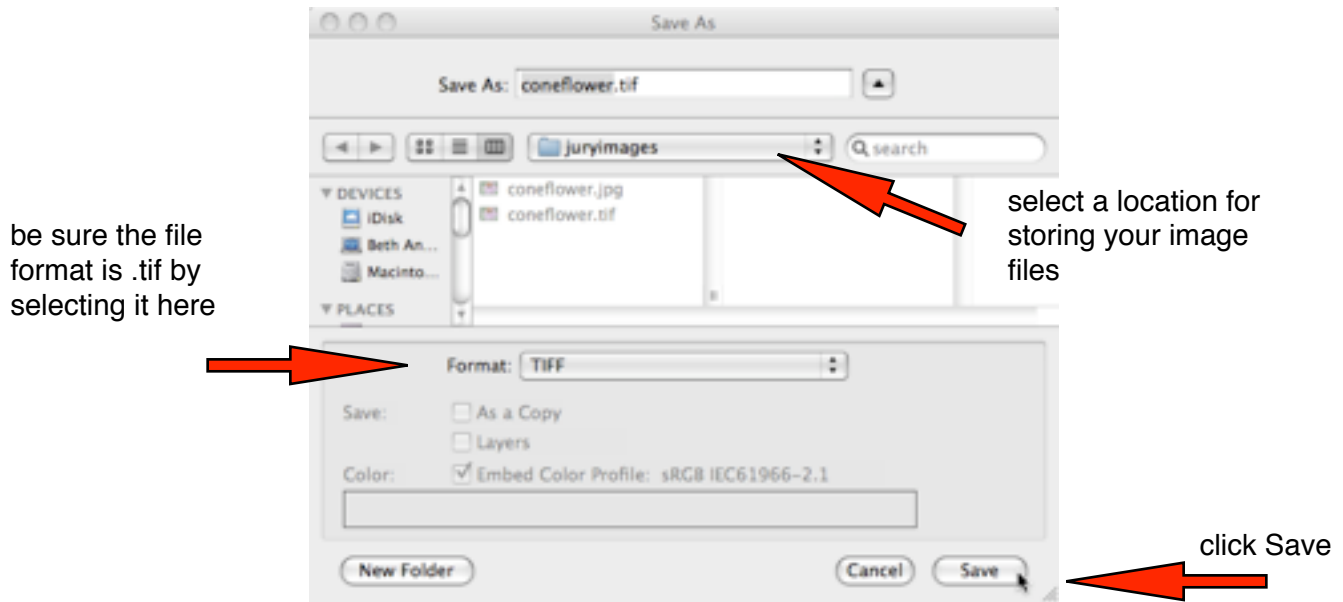
- These instructions assume that you already have digital images on your computer.
- If you don't have digital images but you do have slides, you'll need to have someone scan your slides. (contact WAAC for more info).
- These instructions do not cover
 - a) how to photograph your images
 - b) how to select your best set of 5 images
 - c) how to adjust your images for sharpness, brightness, contrast, color, etc.
- There are many other software programs you could use to do this, but Adobe Photoshop Elements is a very widely used one.
- These instructions are for a Macintosh computer. There will be slight variations if you are using a PC.
- Remember that WAAC will convert your slides if you'd rather not do it yourself. See FEES section of application form.

Step 1. If you are starting with .jpg images, the first thing you need to do is save them as .tif images. This will create a new file, but will keep your original file untouched. This will be a lifesaver if you ever need to go back to it and start over.

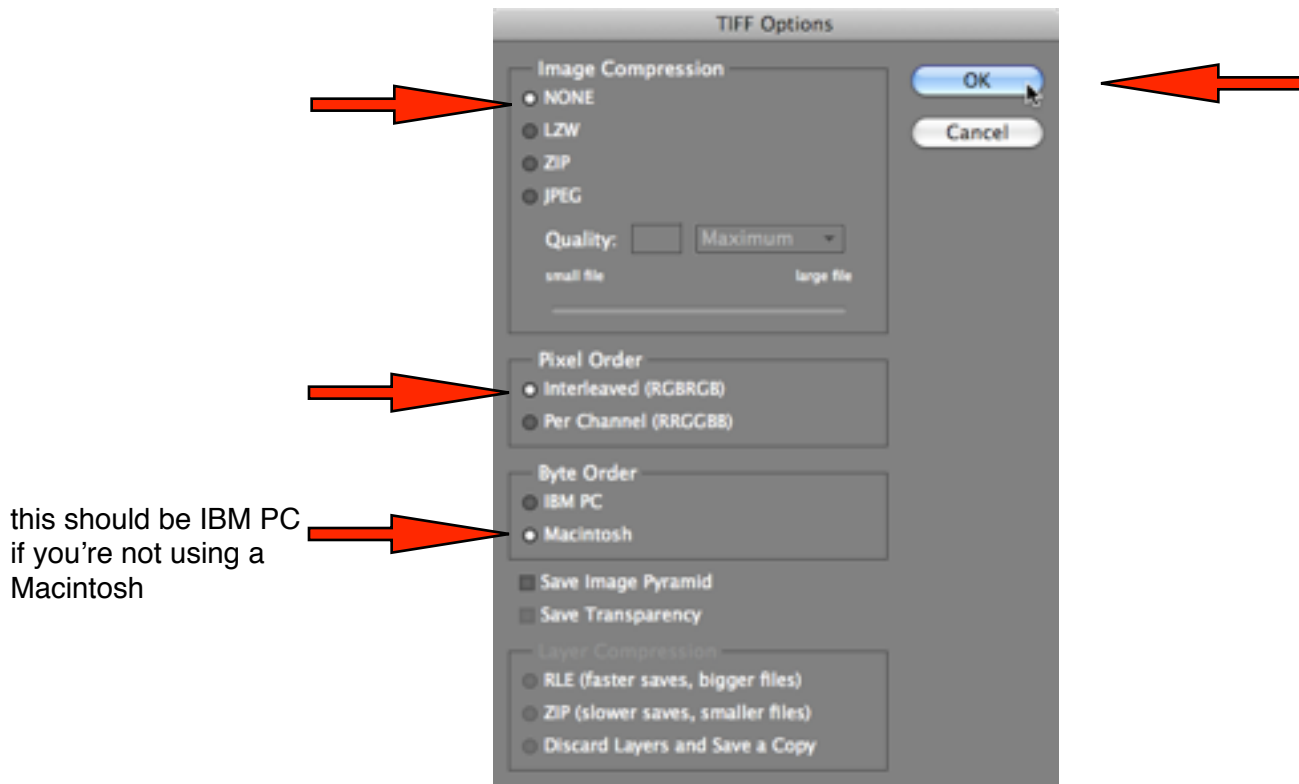
Here's how to start: Open the Elements application. In the menu bar, click on File, scroll down, then click on Open. Find the image you want to work with and open it. Finding it (sometimes called "Browsing" or "Look in") will be different for everyone, since we all have our own unique systems for storing files on our computers. When you find it, click Open. Here's what your desktop should look like:



Now you are ready to change the file to a tif. Click on File > Save As. The following window will come up. (On a PC the window looks different but your actions are the same.) Use it to store your image file wherever you like, but be sure to remember it so you can easily find the file later.

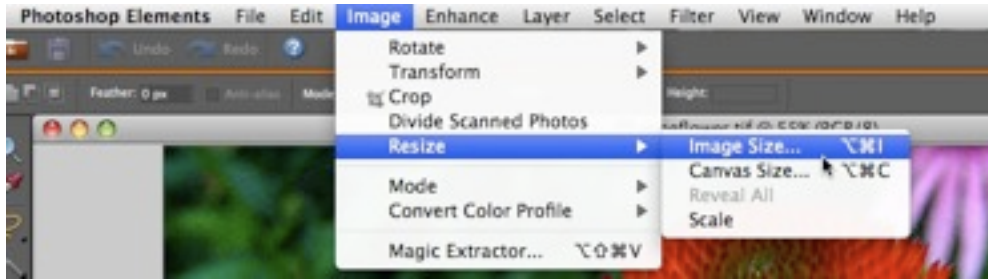


A window like the one below will come up. Just click OK, after making sure you have the correct Byte order selected either IBM PC or Macintosh, depending on the computer you're using.



You now have a .jpg file and a .tif file saved on your computer. The .tif file will be open in your Elements window.

Step 2. You are ready for the first Resizing. Go to Image > Resize > Image Size

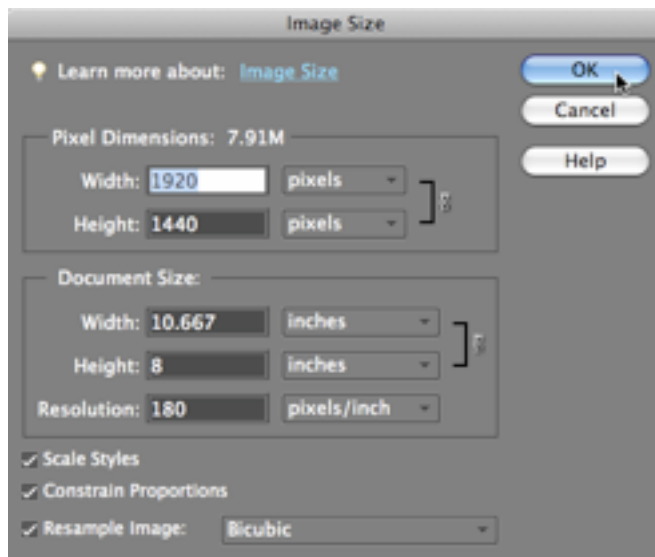
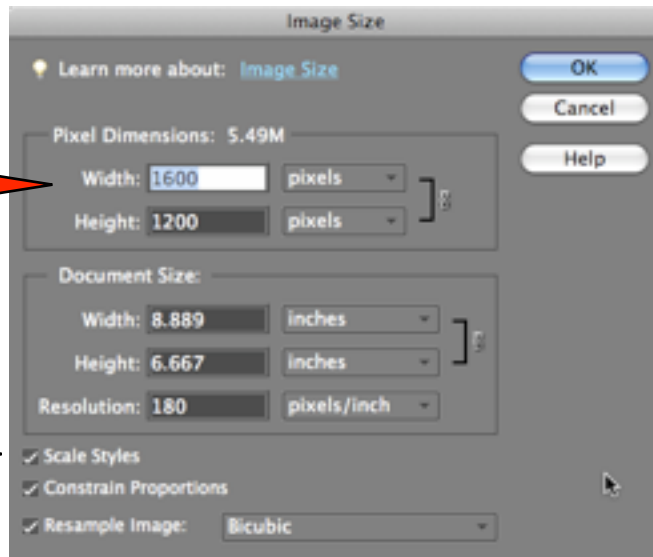
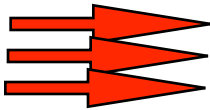


A window that looks something like this will come up (the numbers will be different):

Change the **biggest** number in the Pixel Dimension section so that it is set to **1920**. This will cause the other pixel dimension to change. That's fine. Click OK.



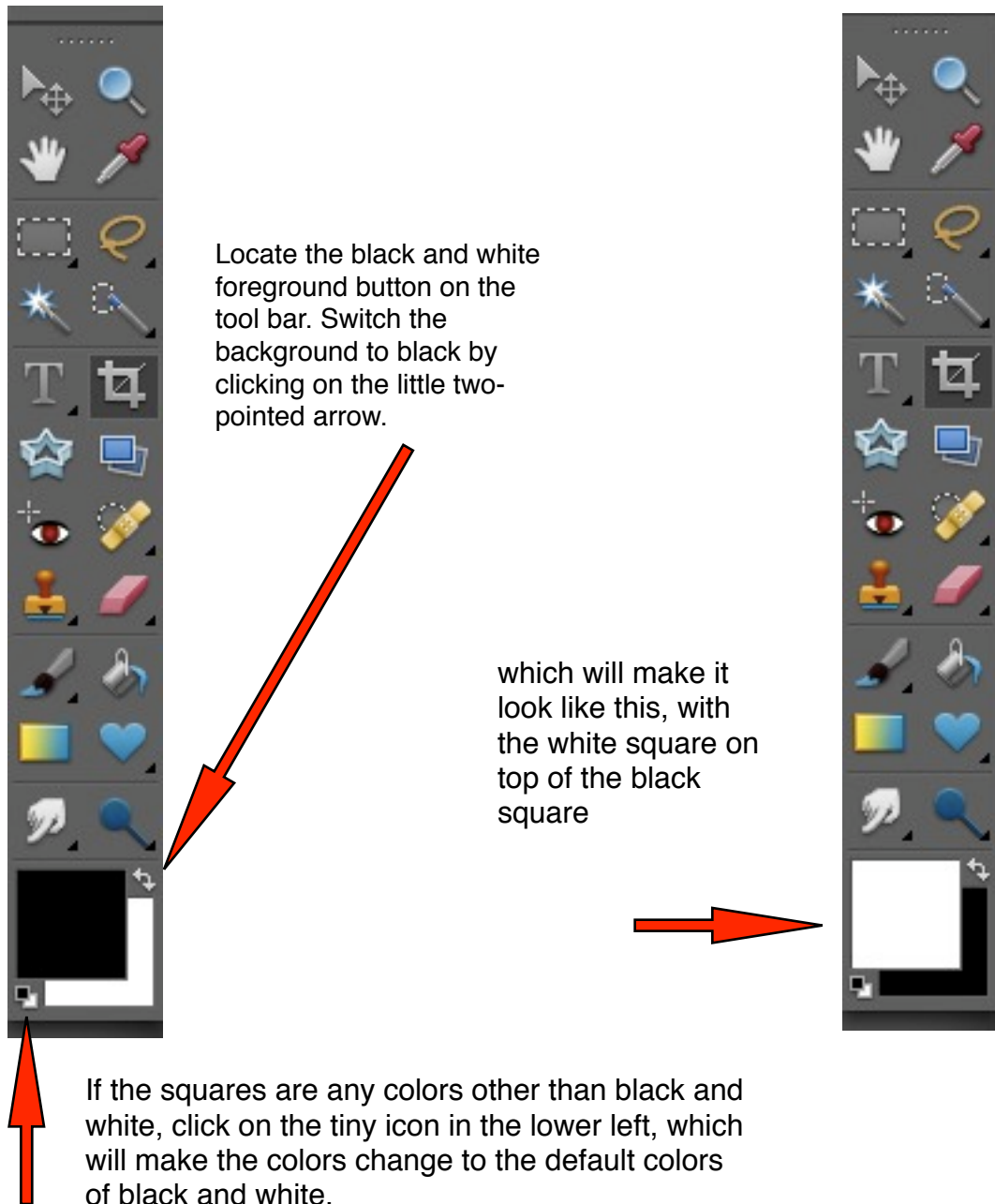
Make sure all these boxes are checked



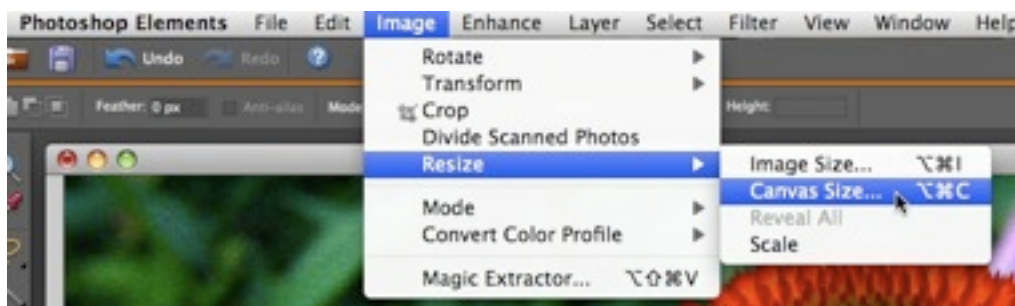
Click OK.

Optional: This is a good point at which to sharpen your image if you want to. There are various ways to do this, but one is to go to Enhance in the menu bar, then Auto Sharpen. Other adjustments could be made now as well. These techniques are covered in another tutorial.

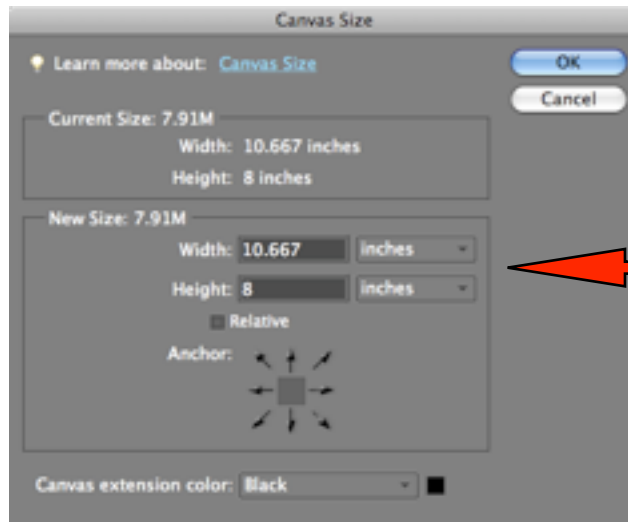
Step 3. We are ready for the second resizing, which will make your image into a square by adding black bars to the extra space on the sides.



Go to Image > Resize > Canvas Size

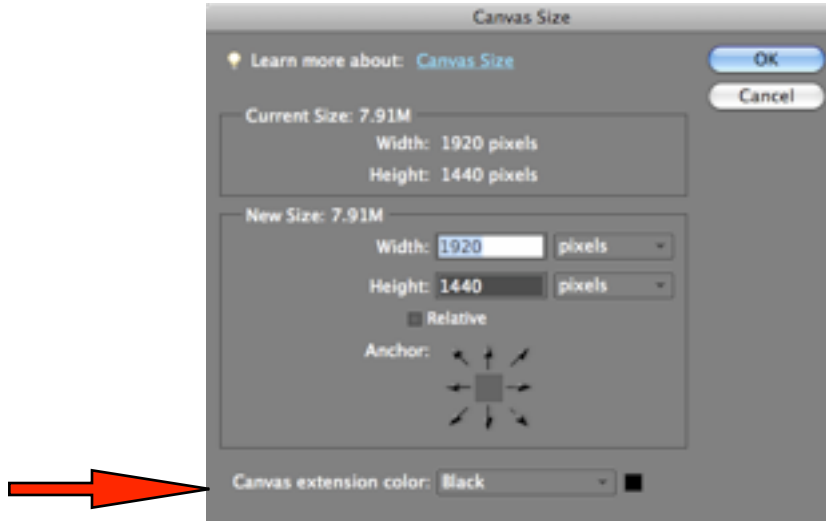


This window will pop up:

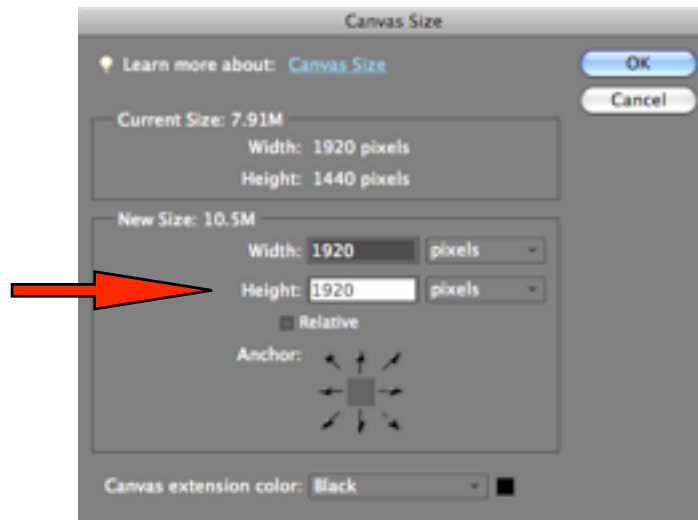


If it says “inches” as this screenshot does, change it to “pixels” by using the small down-pointing arrow. The Relative box should be unchecked.

Confirm that this is set to Black



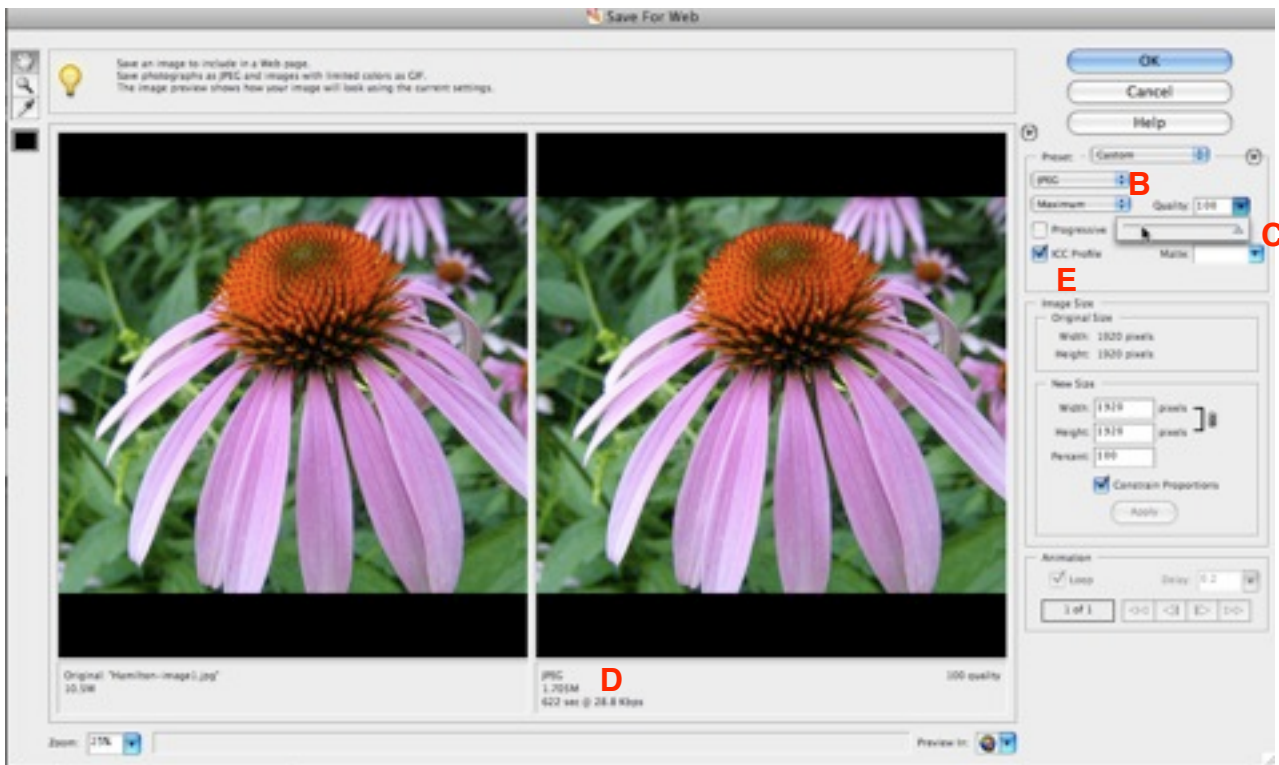
Change the smaller number to 1920.



Click OK. This adds the black bars, so that now you have a square image. If your image was vertical (rather than horizontal in our example below), the black bars will be vertical.



Step 4. Save the image as a jpg file like this: Go to File > Save For Web. The window shown below will appear.



A

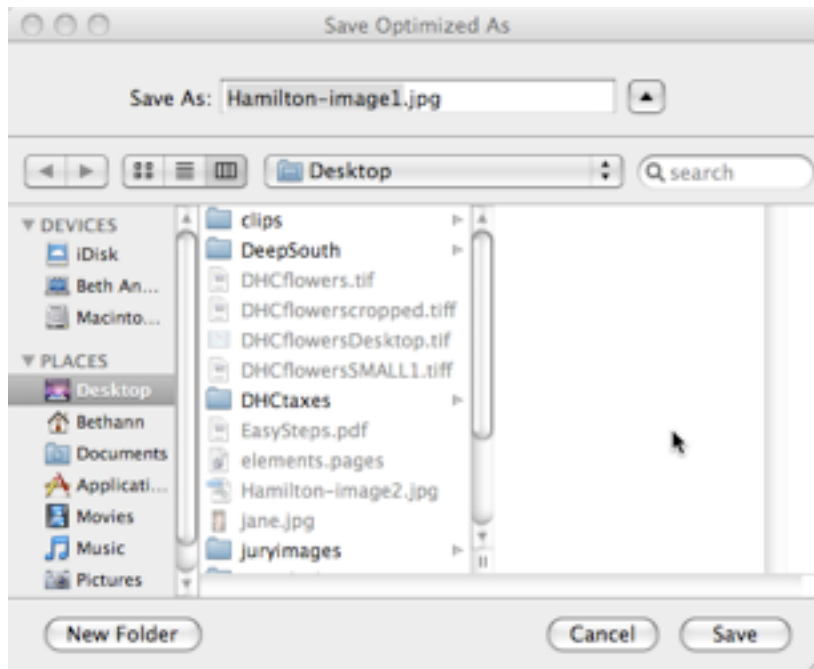
A. You can make the view larger or smaller here.

B. This should say jpg or jpeg

C. Move this slider back and forth until the file size "D" is as close as you can get it to 2.0 but not larger.

E. Progressive should be unchecked. ICC Profile should be checked.

Click OK. A window called Save Optimized As appears.



Give your file a name, using the guidelines below if you will be sending it to WAAC for jurying.

- LastName-1.jpg
- LastName-2.jpg
- LastName-3.jpg
- LastName-4.jpg
- LastNameBooth.jpg.

Select a location to save your file where you can easily retrieve it when you need it. The example above shows saving the image file to the computer desktop. Click Save.

This is your final file and is ready to burn to a CD to send with your application.

Contact wisartcraft@charter.net if you have questions. Sue will direct your email to the most appropriate person for answering your inquiry.