

Preparing a Digital Entry

General Requirements:

Image – Correctly Oriented (Horizontal or Vertical); Show the painting only... no mat or frame; No digital enhancement, image should accurately represent the original

Image Size – Minimum 900 pixels in longest dimension

File Format – jpeg, highest quality, no compression

File Name – Last Name, First Initial, Title of Painting

Submission – CD, label with permanent marker... artist's name, title of artwork, framed dimensions, if two images include information for both; Printed Reference copy of Image, approximate size 4"x6", include with entry form

How to prepare your entry –

1. Copy image from your camera to your computer
2. Crop image to show only the painting
3. Optional - Adjust image contrast or brightness to provide an accurate representation of the original – no enhancement of the image is permitted
4. Save the final image to a new file, JPEG format
5. Rename file and copy to CD

Many different choices are available to edit your digital image.

PC users:

- a) Image software provided by your camera manufacture
- b) Microsoft Office Picture Manager (provided as part of Microsoft Office 2003)
- c) Picasa (available free of charge, download from the Internet)
- d) Adobe Photoshop Limited Edition (may have been bundled software provided with your computer)

Mac users:

- a) iPhoto (standard Apple image processing utility)
- b) Picasa

Editing with Microsoft Office Picture Manager

Step 1: Open Application

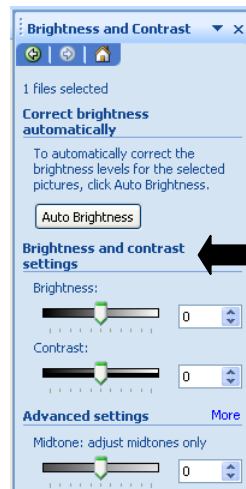
- Start > All Programs > Microsoft Office > Microsoft Office Tools > Microsoft Office Picture Manager
- On Menu Bar, select File > Add a Picture Shortcut – select the folder containing your image files
- Click Add
- Double Click on Image to open the file for editing

Step 2: Crop Picture

- On Menu Bar, select Picture > Crop
- Use mouse to move crop handles until correct portion of image is selected
- Click OK

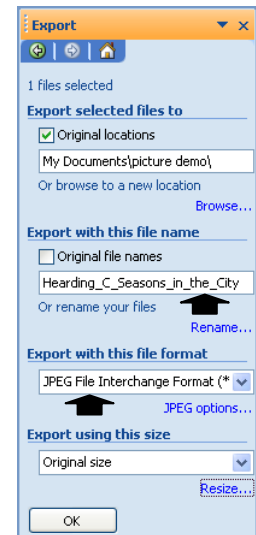
Step 3: Adjust Contrast or Brightness

- On Menu Bar, select Picture > Brightness and Contrast
- Use sliders for brightness and contrast to obtain an accurate representation of the original painting (use white areas as a reference point)



Step 4: Save file with changes

- On Menu Bar, select File > Export
- Enter File Name
- Select JPEG file format
- Click OK



Down Loading & Installing Picasa

Step 1: Open Internet Explorer and go to: <http://picasa.google.com>

Step 2: Follow the instructions on the Picasa web site to download and install the software.

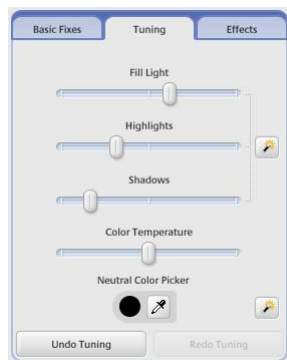
Editing with Picasa

Step 1: Open file for editing

- Select your photo using Windows Explorer,
- Double Click on Image to Open the Picasa Photo Viewer
- Click on “Edit in Picasa” button located below the picture

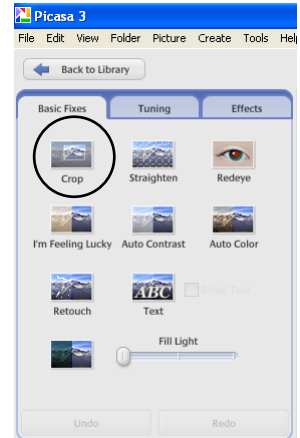
Step 3: Adjust Brightness or Contrast

- Select the Tuning Tab in the left side navigation window
- Use slider bars on Fill Lights, Highlights and Shadows to adjust brightness and contrast



Step 2: Crop Picture

- Click on Crop icon in left side navigation window
- Use Mouse to highlight the desired portion of the image
- Click “Apply” to complete cropping



Step 4: Save file

- On Menu Bar, select File > Save As
- Enter file name and select the location to save the file
- Save as type should be JPEG Files
- Click “Save”

Image Size and Printing

Image Size –

CD: Retain the maximum number of pixels available from the original image. At least 900 pixels along the long axis of the painting is the minimum to provide a good image. There is no need to resize the image.

Printed (Reference) Copy –

Maximum 6” on long axis of the image

Retain the original aspect ratio of the painting (do not allow the printing software to crop the image to fit 4” x 6”)

The size of your printed image is going to depend on the software used to print the picture.

Many printers are able to automatically scale the image to your desired output size

Microsoft Photo Printing Wizard (right click on image and select Print from the pop up menu)

Only has one option that does not crop the picture ‘Full Page Fax Print’

Picasa (a better printing option)

Allows selecting print size (wallet, 3.5x5, 4x6, 5x7, 8x10 or full page)

All sizes provide the option to Shrink to Fit (preserves aspect ratio) or Crop

Image, Prints and DPI – what do I do?

1. Keep the most pixels you can in your image.
2. When printing, select the printed size you want.
3. Don’t worry about the DPI – your printer probably prints at a higher resolution than 300 dpi anyway.
4. Printing can’t increase the resolution of the image, so a 600 x 900 pixel image printed 4” x 6” is only going to be 150 dpi regardless of how good your printer is. A 1200 x 1800 pixel image is equivalent to 300 dpi at 4” x 6”.