

Preparing images in Adobe Photoshop to CaFÉ™ specifications

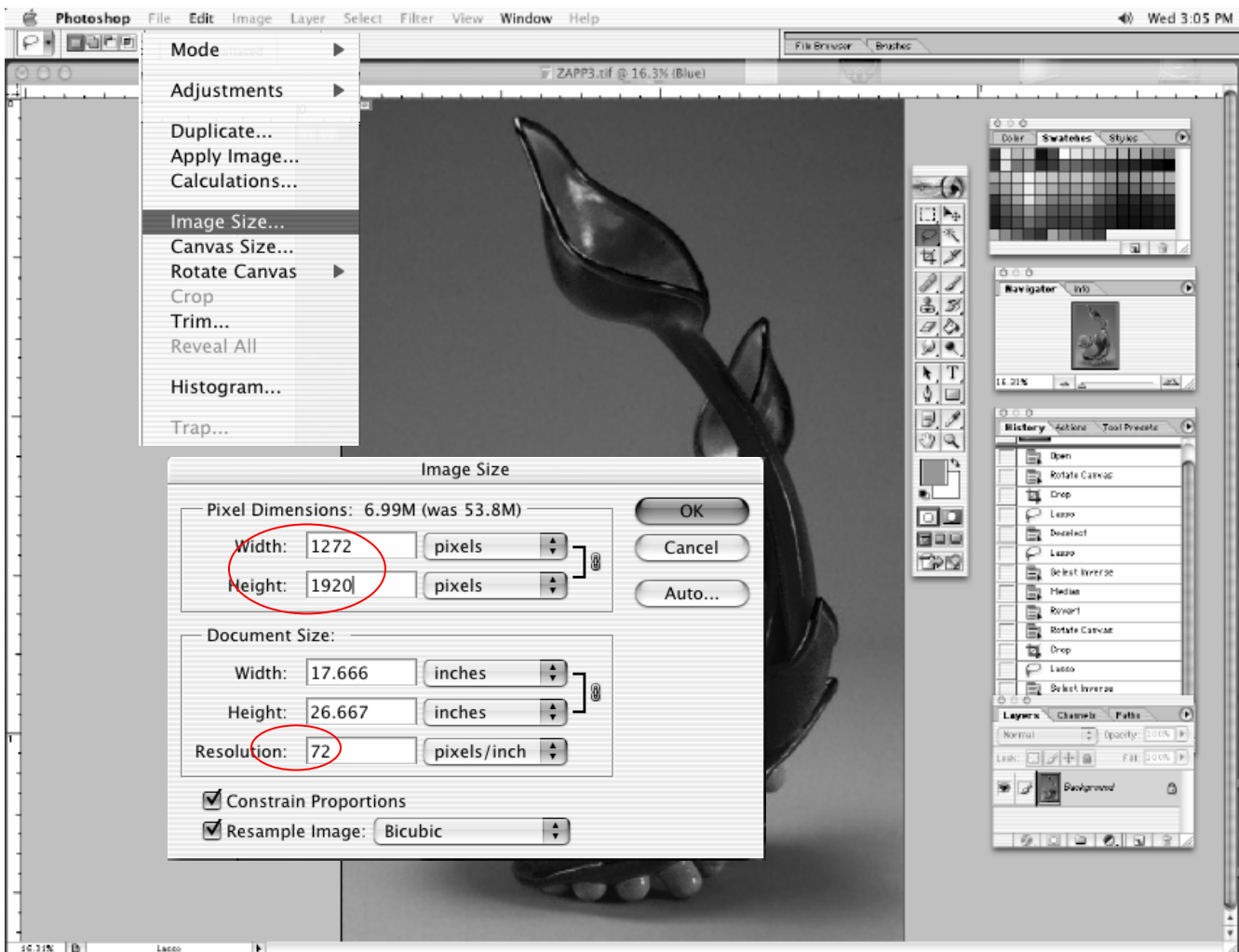
If possible, it is best to start out with an original uncompressed image file that has been prepped and is at minimum no less than 27 inches or 1920 pixels after cropping, adjusting contrast, adjusting color, sharpen, etc. You will be adjusting these files to meet the CaFÉ™ image specification size by following the steps below. **Jpeg files work fine if a raw or tiff is not available.**

Step 1) Open the file in Adobe Photoshop.

Step 2) Go to Image – Image Size to open the Image Size dialogue box.

- 1st set Resolution to 72 pixels/inch; located under *Document Size*:
- 2nd set the longest edge, Width or Height, to 1920 pixels; located under *Pixel Dimension*:
- 3rd Click OK

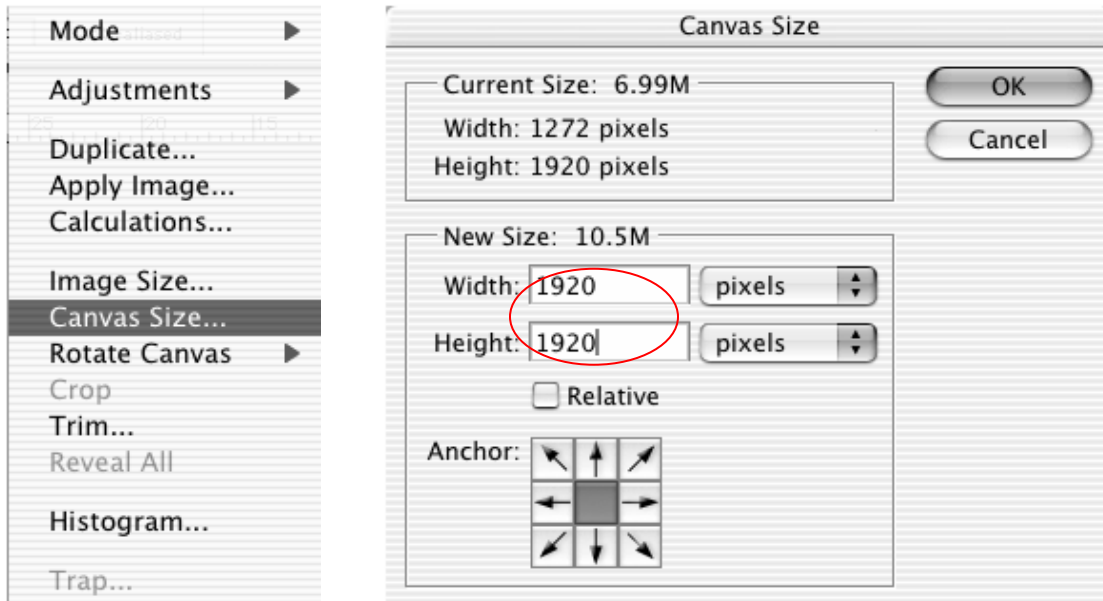
Constrain Proportions and Resample Image are checked off by default. Leave at Bicubic.



** artwork: Rebekah Bogard

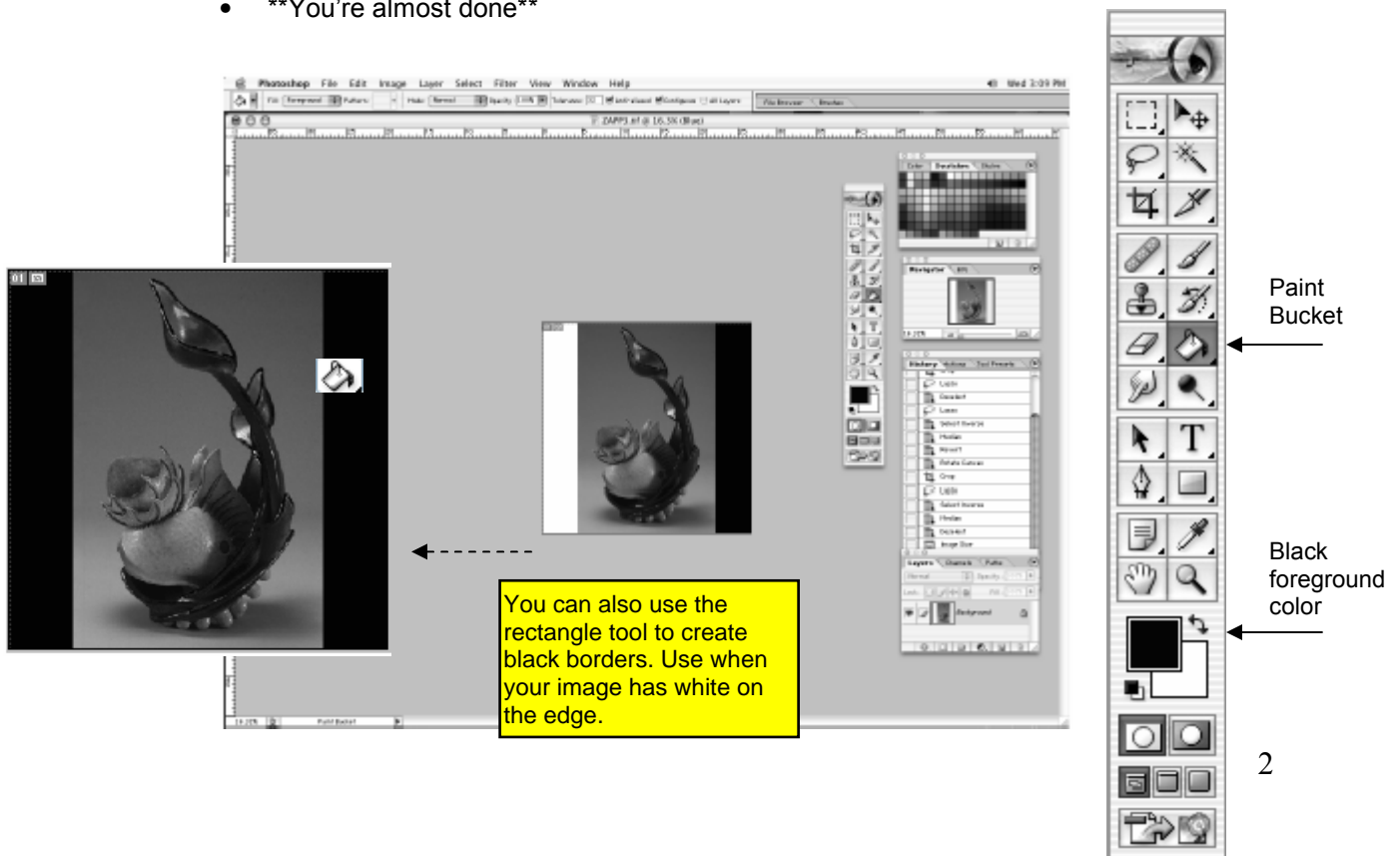
Step 3) Go to Image – Canvas Size to open the Canvas Size dialogue box.

- 1st set the other dimension (W or H) to 1920 pixels, located under *New Size*: so that both Width and Height are now at 1920 x 1920 pixels.
- 2nd Click OK



Step 4) Fill the extra canvas space around your artwork with black if it isn't already filled.

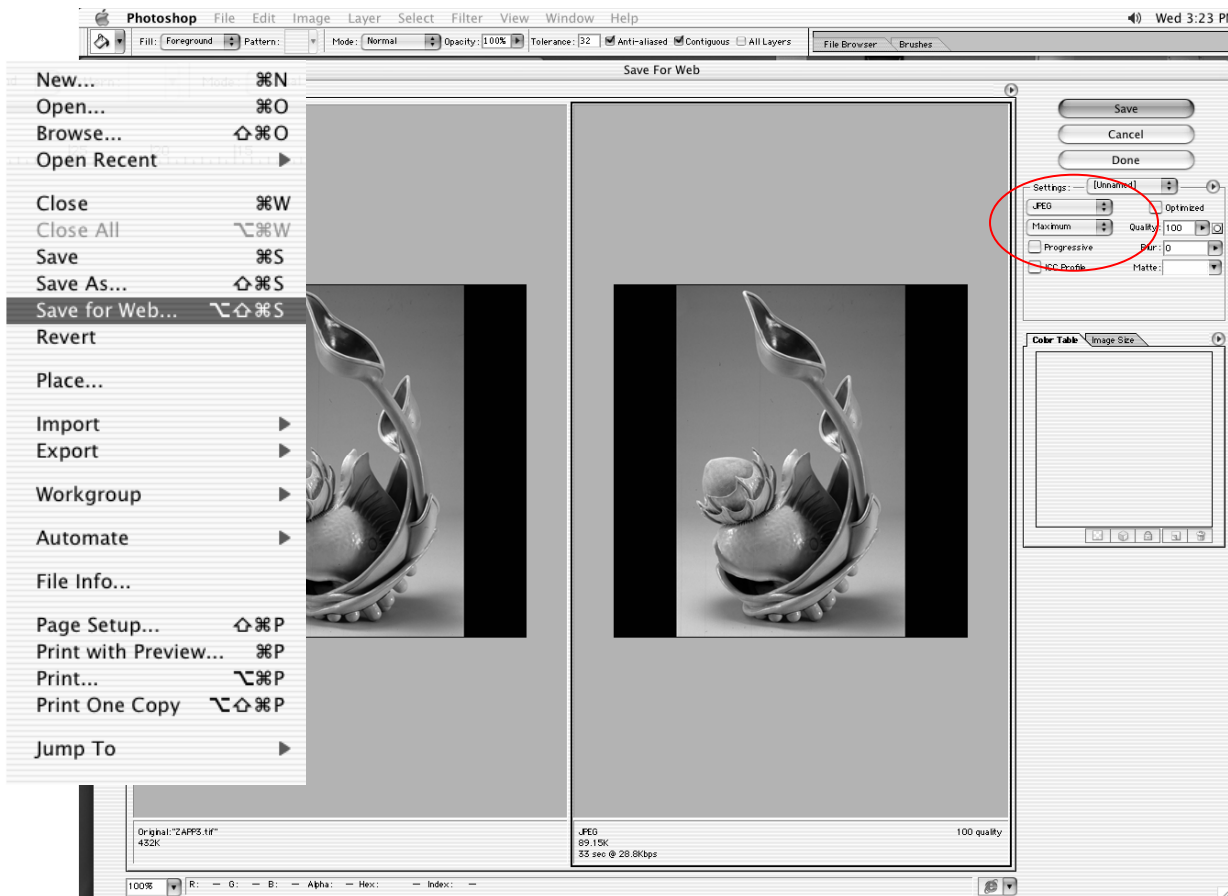
- 1st select your paint bucket tool and set the foreground color to black in your tools palette.
- 2nd fill the white areas with black by hovering the paint bucket over the white space and clicking your mouse to fill.
- ****You're almost done****



Step 5) Go to File - Save for Web to open the Save for Web dialogue box.

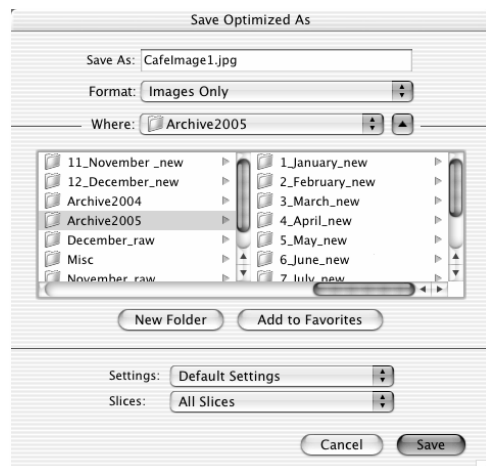
- 1st make sure the Setting is JPEG
- 2nd quality should be at Maximum – 100 or no less than 70
- 3rd Click Save

Leave all the other options unselected.



Step 6) Save Optimized image as JPEG in a folder that's easy to find on your computer.

- 1st name it something easy to remember, like *cafeimage1.jpg*.
- 2nd Click Save (leave all other options as is; format, settings, slices)
- Congrats! You're done with the first image. Now repeat these steps for the rest of the images you plan to upload to your profile in CaFÉ.



****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. Not saving will restore your original file. Make a habit of keeping your original image files so you always have the first version. Think of how your original 35 mm. slides are used to make duplicate slides; it's a similar concept.**

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). That's the final file size.

**artwork, *Alteration of Generation*, by Rebekah Bogard | www.rebekahbogard.com

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 X, 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 CaFÉ™/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.

More information on CaFÉ™ Image Prep tips can be found at http://www.callforentry.org/imaging_tips.phtml or by contacting cafe@westaf.org