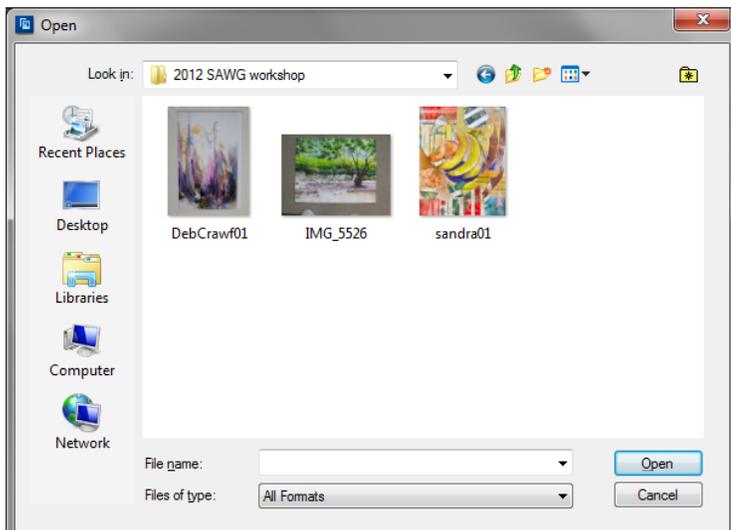
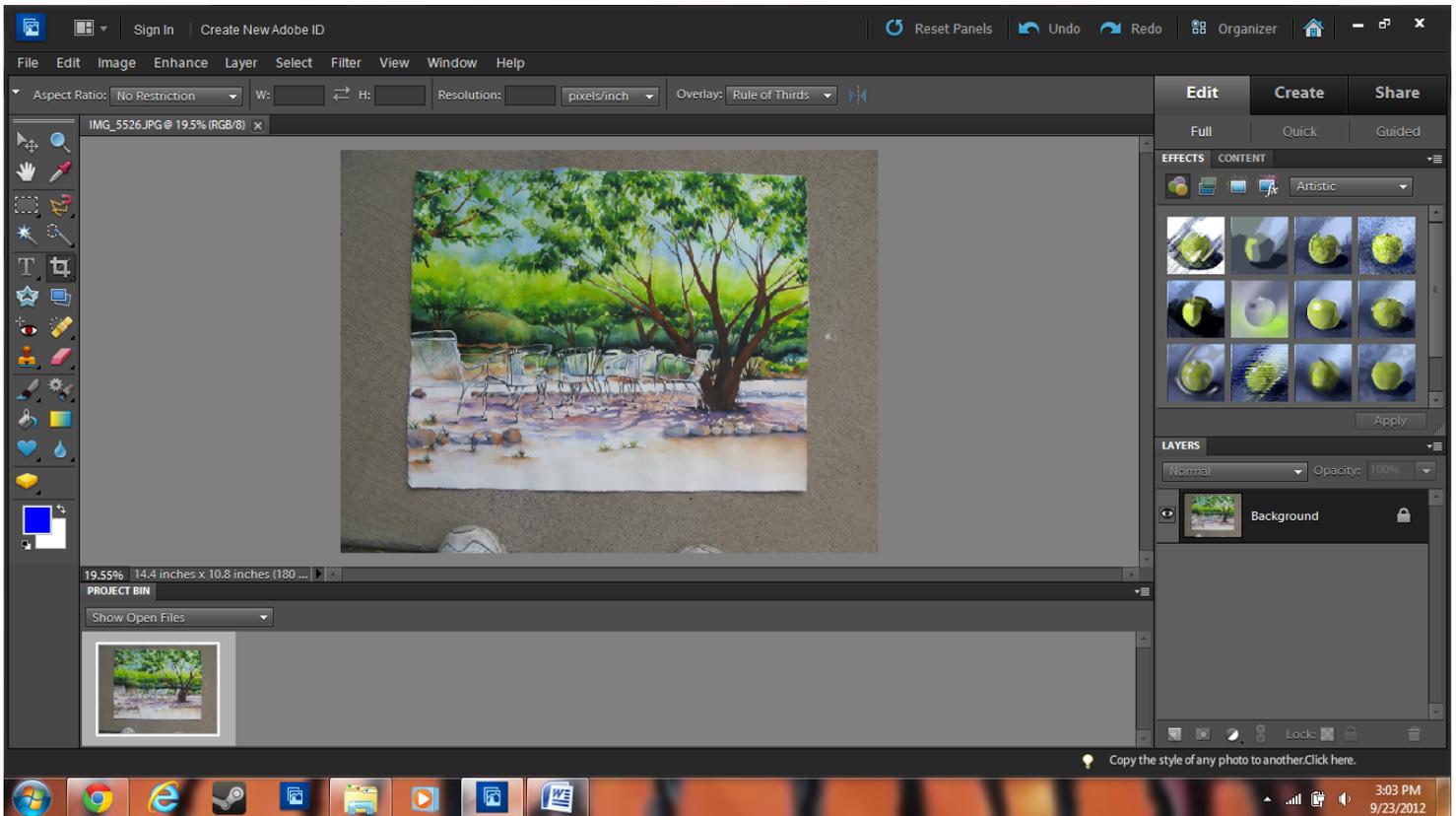


Open Photoshop Elements EDITOR; Note to the upper right the “Edit” tab is highlighted. To open your file, go to the upper left menu bar, select “FILE” and select “Open”.

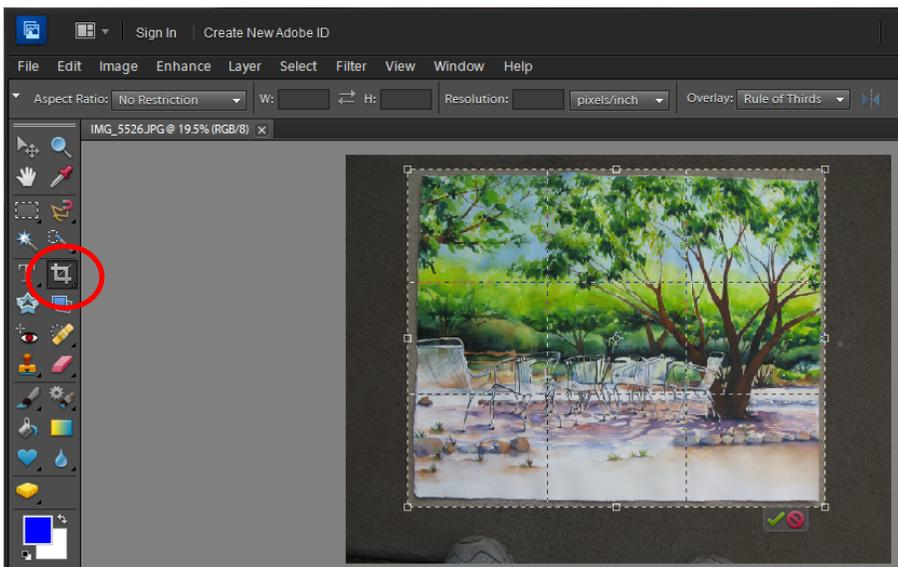


This brings up a dialogue box, where you have to browse, or travel to the correct folder location for your images. In this example, we have a 2012 SAWG workshop folder, with three images in it. Select the correct file, and choose open.



This is the image directly from the camera. The photo was taken outside, prior to matting or framing, laying flat (see the feet!) to provide the best photo. This has lots of extra room for demonstration purposes. You do not need to have this much “space” around the photo.

**STEP 1: CROPPING the image**

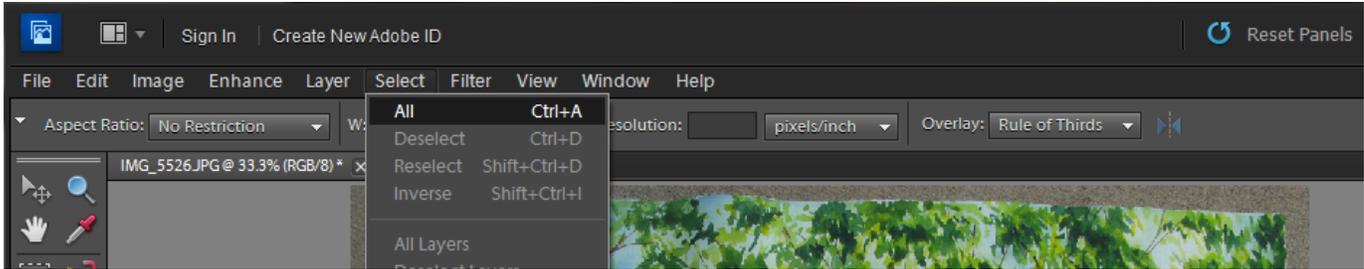


Select crop tool, see red circle. Click on the upper left hand corner of the image, HOLD, and drag to the bottom right. The image will “darken” outside of the box, and will stay bright inside of the box. The box is your crop area, and once you click enter or select the green check box, the “dark” area will be deleted or cropped from the actual image. If you don’t like the exact shape of the box, you can adjust it, by dragging any of the corners in or out. Once you like it, click enter or the green check. If you don’t like it, click the red “no” circle or hit escape.

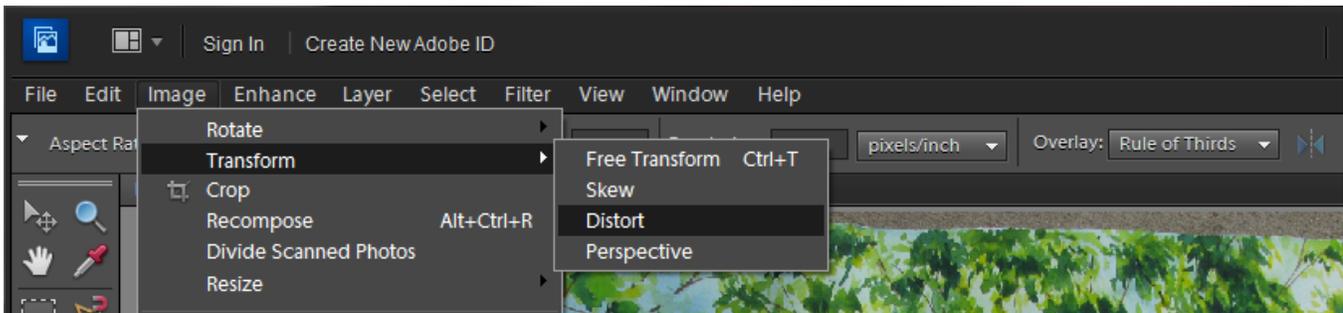
Don’t try to crop all of the background out. We’ll do that with a different technique!

## STEP 2: TRANSFORM the image

First, select the image. Go to the upper menu bar, choose “Select” and then, “Select all”. A box will appear around the outside edges of the image, it will be dotted and “wiggly”. This means the entire area is selected.



Then, go to the menu bar and select “Image”, then “Transform”, then “Distort”. This will change the dotted box, and “grippers” which are squares at the corners will show.



Above, see the grippers before we distort. Below is a picture where we have grabbed a gripper with the mouse, and moved it outside the shaded square. This literally distorts your image, as you can see since the image has only THREE of the four corners "distorted". It looks strange, but once you finish, it will look correct. Remember the key to this is to take a good, FLAT picture; and CROP it close in the program as shown earlier.



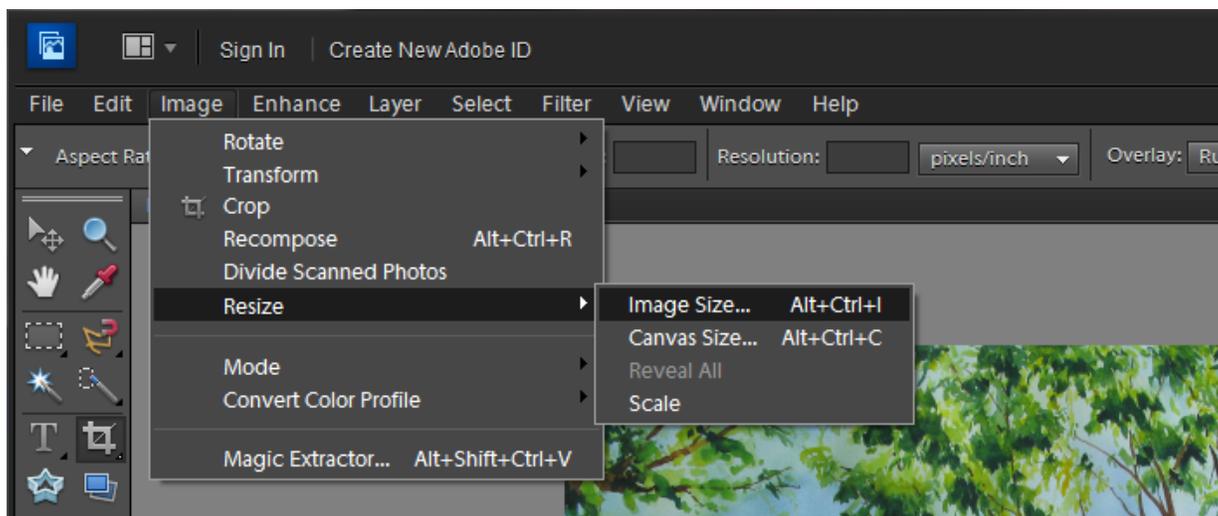
Once all four corners have been shifted, none of the shaded area is visible. The image totally fills the box and looks perfectly rectangular. It should actually look just like your painting and not distorted at all, even though we used the "distort" tool.



Here is the image with all four corners fixed. Now, we have to look at adjustments to the size.

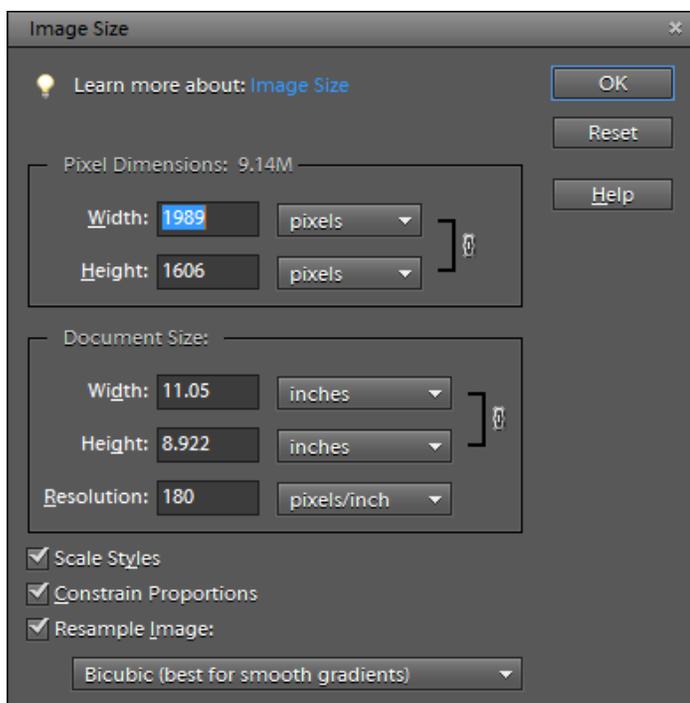
### STEP 3: SIZING Your Image

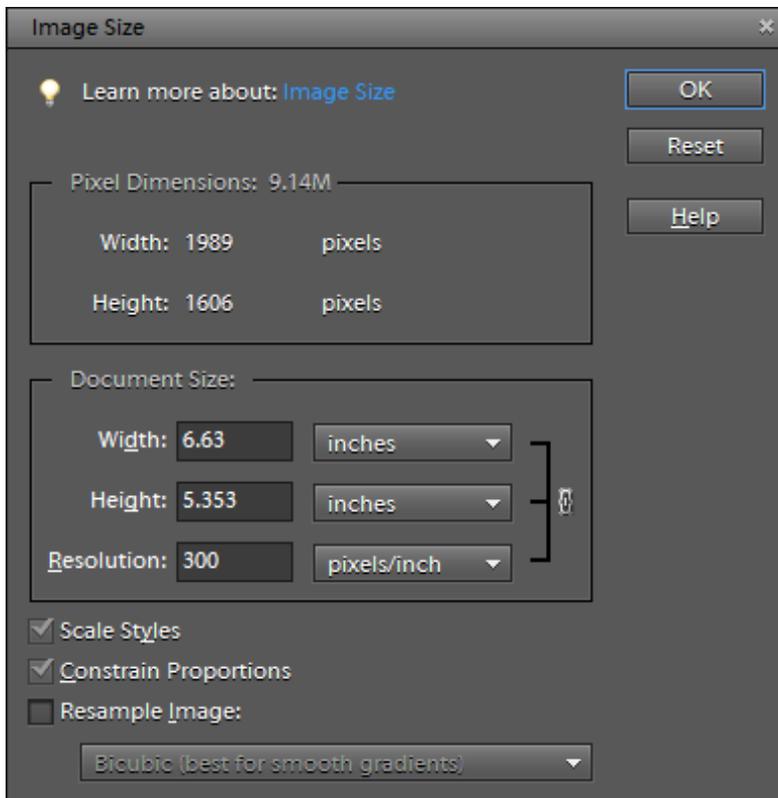
In the menu bar above, select “Image”, then “Resize”, then “Image Size”.



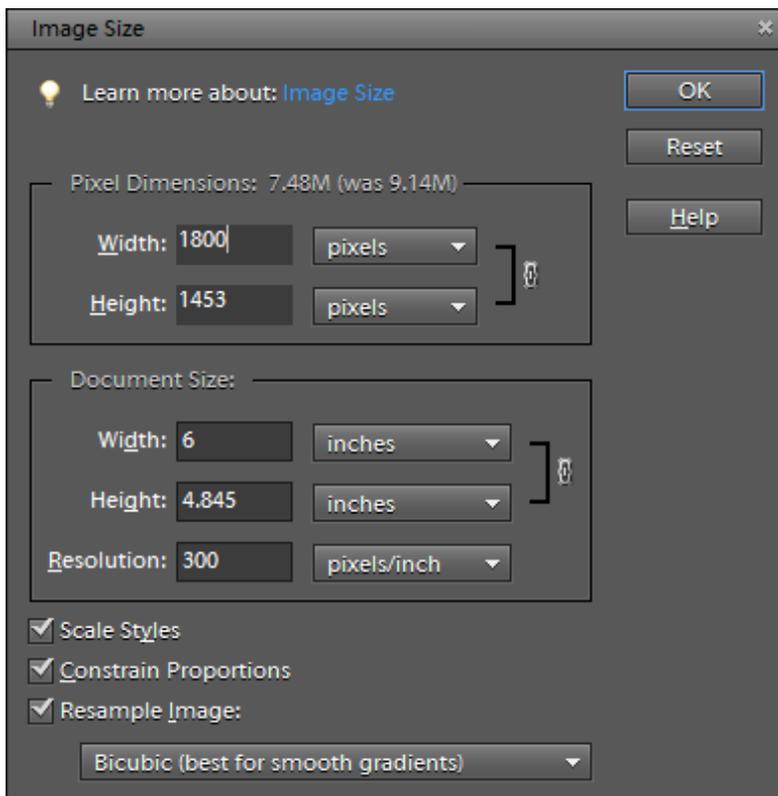
This is the dialogue box that will show. You’ll see “Pixel Dimensions” with width and height, then “Document Size” with width, height AND resolution. IF your resolution (under Document Size) is other than 300, you will need to change this.

To change Resolution, to be 300, FIRST uncheck “Resample Image” at the bottom right. This is a fancy term for “don’t change anything in the picture, keep all the pixels in place”.





OK, now that you have changed the resolution, you can see some OTHER changes in the box. Note, the “Pixel Dimensions” width and height have not changed; but the “Document Size” width and height have changed. That’s OK.

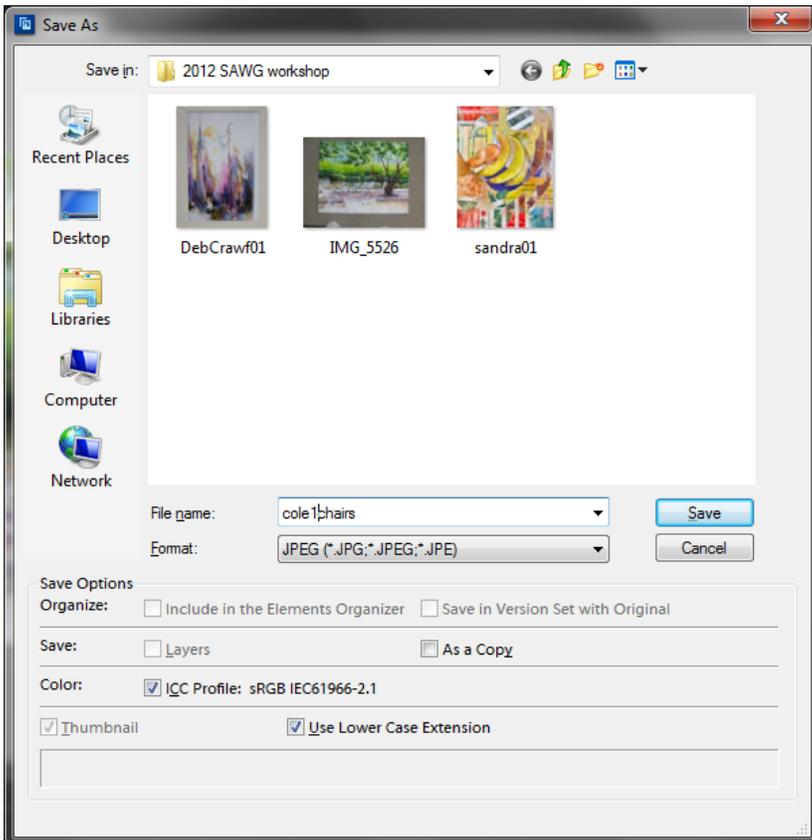
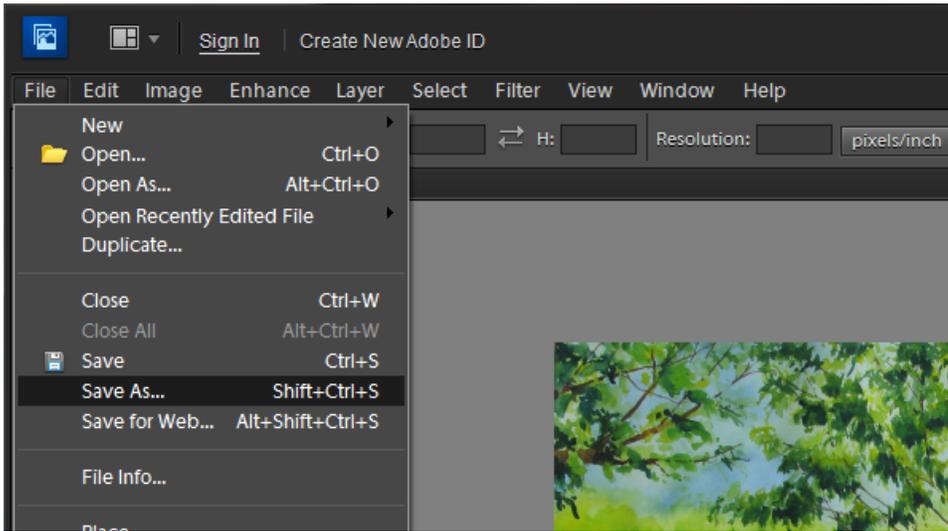


Next, we are going to make it the correct Pixel dimensions for the entry requirements. First step is to click the “Resample Image” box back on! Then, look at the Pixel Dimensions width and height values, and adjust the largest value to 1800. Note, the size in inches, it should be right on target! You should also note, you only worry about the largest dimension. The “constrain proportions” check box is on, and this makes sure to keep your image proportional, never stretched.

Click OK when you are done. Then, we will save the file for future use.

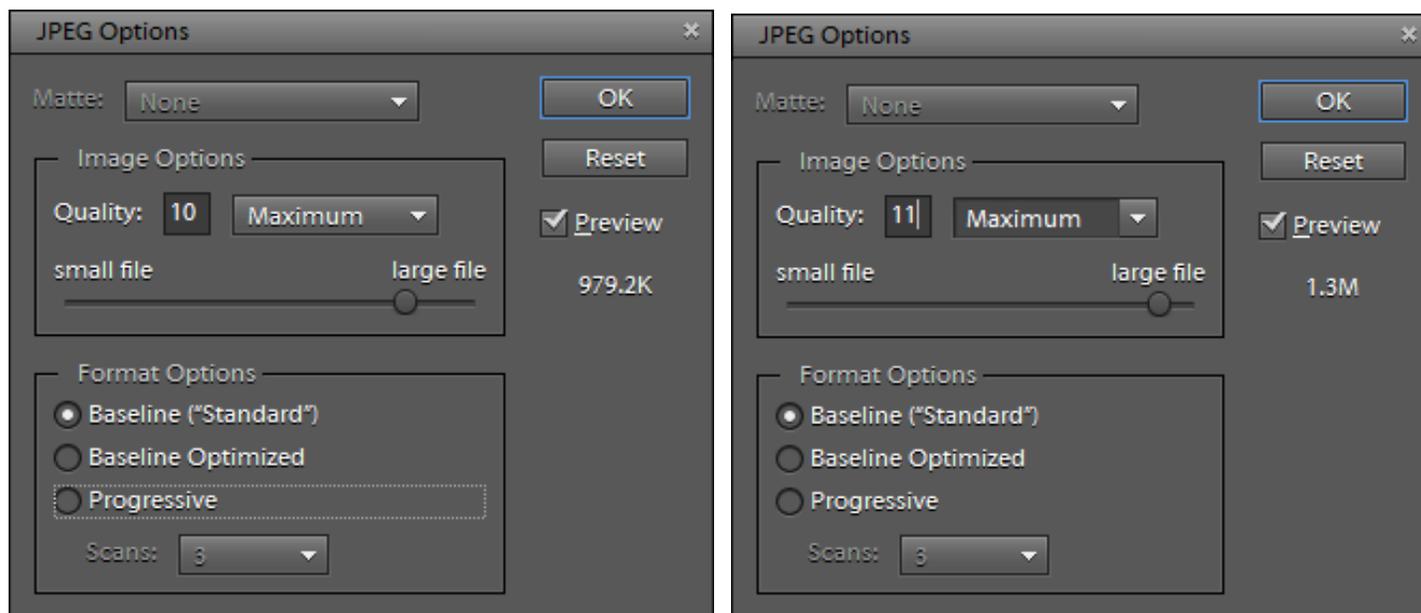
STEP 4: using SAVE AS to file your photos

You should always save your photos to an appropriate folder for archiving and emailing purposes. You should already have setup a folder for this purpose, usually on the desktop or wherever makes sense to you. Go to the upper menu bar, select “File”, and then “Save As”. Make sure to use SAVE AS. This leaves your original photo intact, and makes a separate copy just for this purpose.



Browse to the correct folder (we are using the same one above), and make sure to NAME your file. We are using the SAWG naming convention above.

Once you click on save, the following dialogue boxes will show. These are the parameters for the JPEG file type. The only one you care about is the “Image Options”, “Quality”. This should be about a 10 or 11, which are in the Maximum range. Note the file memory size (how many “K” or “M” the file is) will show as you change this Quality value. The examples below show the lower value is 979.2K and the higher value is 1.3M. This means, the lower value is just under a megabyte (M), and the larger one is just over. All good signs that you are on the right track!

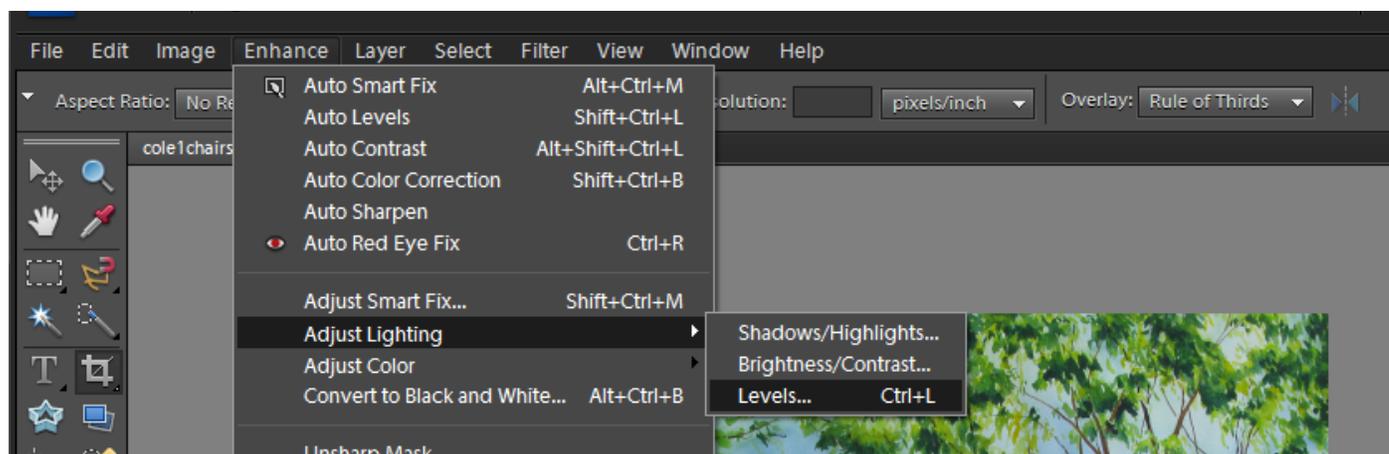


**You are ALL DONE with Photoshop Elements. Please send the file from your email program directly. DO NOT SEND from Photoshop Elements as this will change the image size for you, to be smaller than the required size. This will affect your entry file, so PLEASE make sure to send from your desktop in your regular mail. When you send, the attachment should be just around a megabyte, just like it was when you saved the file.**

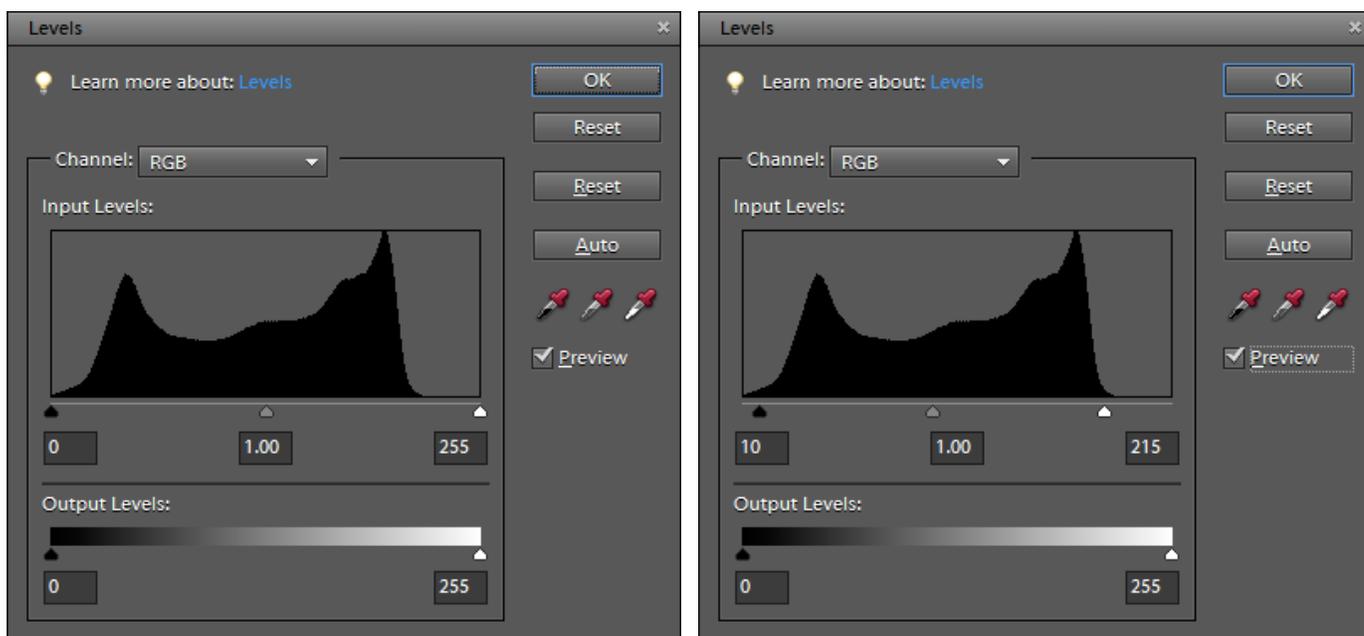
IF you want to, you could adjust the image in other ways, such as contrast (if it is gray, which is a common issue).

ADJUST the LEVELS – This fixes lighting (or contrast) problems with a photo.

Go to the upper menu bar, and select “Enhance”, “Adjust Lighting” then “Levels”



The following Dialogue box will appear. This is a “histogram”. A what? It’s a graph that shows the range of values in your painting, from black to white. Typically, photos taken at home may not have the full range that really is in your painting. For example, this one shows NO white pixels. How can you tell? Look at the right side of the graph, and you can see that the graph ends before reaching the “white” pointer. This painting is actually fairly well balanced, but, doesn’t have any whites. To make adjustments, you can “drag” the black, grey and white pointers left or right so that they fit within the black shaded graph. See below, right for the difference. The right hand white pointer is moved left, and actually, the black one is shifted slightly right as well.



You can see the “preview” check box is on, this means as you shift these pointers you can see the impact to your image behind it. This allows the user to make minor adjustments and then decide if it looks correct (accurate to your painting). Click the button off and on, to see a before and after view. Once done, select “ok”. That layer of “grey” should disappear.

