

**PAINTING/CAMERA SETUP:**

1. Painting flat against a wall.
2. No glass between painting & camera.
3. Digital camera on tripod.
4. Position camera on a line directed to the center of the artwork and perpendicular to the canvas. This prevents a trapezoidal effect in the digital image.
5. Lighting should be uniform on the surface of the painting and should not contribute a color. Indirect, but broad spectrum if possible. Camera flash is usually not a good idea because it is a point source. (I use my studio ceiling lights which are 5000K florescent tubes evenly distributed in the room. Available at Lowe's.)

**DIGITAL CAMERA SETTING:**

1. Quality setting at highest value.
2. Use white balance if you have it. (This is usually set with a white sheet of paper in the same position and lighting as the painting you are going to photograph.)
3. Automatic settings best for light, focus, etc.
4. Use timer to take the picture. (To avoid camera vibration from pushing shutter release.)

**TRANSFER FROM CAMERA TO COMPUTER:**

This is an individual process that will depend on what kind of camera, what “media” your camera saves the images on, what computer you have. Sometimes done with direct cable from camera to computer. At Office Depot can find card readers that will read most camera media cards and plug into the USB ports on computers. (Make sure your computer has an available USB port before you purchase such a reader.) More recent computers have built-in media card readers.

**Be sure to remember where you store your images.**

**ADJUSTMENT OF PICTURE FILE ON THE COMPUTER IF YOU ALREADY HAVE SOFTWARE:**

If you already have software that will adjust pixels and resolution, and know how to use it, this is the best approach. Adjust the resolution (dpi) to that required by the prospectus. Set the pixel dimensions to those specified in the prospectus. (Software that you may already have: Photoshop; Photoshop Elements; two programs that may have come with Windows XP on your computer are Microsoft Photo Editor and Photo Impression 4.)

Some good sites that have information about ppi/dpi adjustment:

[www.georgiawatercolorsociety.com](http://www.georgiawatercolorsociety.com) Click on FAQ and select “I want to submit a digital image for an exhibition.”

[www.iprintfromhome.com](http://www.iprintfromhome.com) Click on “Resources,” then “Understanding Resolution and DPI.”

## ADJUSTMENT OF PICTURE FILE ON THE COMPUTER IF YOU DON'T ALREADY HAVE SOFTWARE:

**Paint.net** is free software that will allow you to straighten, crop, and adjust dpi and pixels

There are several tutorials on YouTube on How to download and install Paint.net. A good one is, [www.youtube.com/watch?v=xj4uPQkPzZc](http://www.youtube.com/watch?v=xj4uPQkPzZc) (Copy and paste this into your internet browser if this link doesn't work when you click on it.)

You can download a copy of Paint.net at <http://getpaint.net>

Notes of warning for the installation... READ CAREFULLY. There are other "Download" opportunities on the site that you don't need (or want). You want to click on the link that says, "Get free Paint.net v3.5.10 (or whatever the newest version is at the time). The appearance of your screens may differ from the YouTube tutorial cited above, but the basic choices are the same. The tutorial is worth following.

When the program has installed, you are ready to use the following directions for "Preparing Digital Images for Show Entry Using Paint.net"

### **PREPARING DIGITAL IMAGES FOR SHOW ENTRY USING Paint.net**

(All of these instructions use the left mouse button.)

These instructions lead you specifically through directions for editing your image for show entry. (Paint.net does more than this, of course, but other functions will not be discussed here.)

#### **OPEN Paint.net**

Click (or double-click) the icon on your desktop.

#### **RETRIEVE THE PHOTO IMAGE OF YOUR PAINTING FROM THE FOLDER IN YOUR COMPUTER**

Click "**FILE**" (upper left), and then click "**OPEN**" on the drop-down menu.

This brings up a window that allows you to browse your computer files for your photo.

1. Click the **down arrow** at the end of the box labeled "**Look in:**"
2. From the list that drops down, choose the **drive** (single click), **and then the folder** (double click) where you stored your image.
3. Double click the specific **picture file** you wish to work with.
4. Your picture will appear in the editing workspace.

### **MAKE A “TIFF” COPY TO WORK WITH...**...don't work with the original jpeg format

Click “**FILE**” (upper left), and then click “**SAVE AS...**” on the drop-down menu.

In the **SAVE AS** window that appears...

1. Change the File Name at the bottom to the same name, but with the word “copy” added.
2. Change the File Type (in the box after “Save as Type:”) to “TIFF” by clicking on “TIFF” in the drop-down box.
3. The file type will be changed back to JPEG after the image work has been done. (Image changes are done in the TIFF format, because making those changes to a JPEG file would cause a loss in quality of the image.)

### **STRAIGHTEN THE IMAGE** (...if it is not straight)

To rotate the image a full 90 degrees:

1. Click the “**IMAGE**” tab at the top.
2. From the list that drops, click either “Rotate 90 clockwise” or “Rotate 90 counter-clockwise” as appropriate.

For smaller adjustments in rotation:

1. Click the “**LAYERS**” tab at the top.
2. From the list that drops down, click “**ROTATE/ZOOM**”
3. Rotate the image by clicking and holding the mouse arrow on the horizontal bar on the right side of the circle while moving the bar up or down. Release the button when your image is straight...as close as you can make it.
4. When done, click “**OK**” at the bottom of the window.

### **CROP THE PHOTO** (remove all mat and frame...nothing but the painting should show)

Create a rectangular selection that excludes all but the painting.

1. Click the **Rectangle Select tool** (Upper left corner of Tool Box)
2. Your mouse pointer now acts as that tool, and will appear as a cross.
3. Click and hold the mouse button in the top left area of the image...while “pulling” diagonally down to the lower right area. A rectangle will be forming.
4. Release the button when the rectangle covers all of the painting (nothing else should show inside the rectangle).
5. You can keep trying until you get it right.
6. Click the “**IMAGE**” tab at the top.
7. From the list that drops down, click “**CROP TO SELECTION**”

## SETTING THE DPI AND THE PIXEL LENGTH OF THE SIDES

[The show prospectus will usually specify a required dpi (dots per square inch, or resolution) and length in pixels of the longest side of the image.]

- A. Click the “**IMAGE**” tab at the top.
- B. From the list that drops down, click “**RESIZE**”
- C. In the **RESIZE WINDOW** be sure the upper boxes show, “Best Quality,” and that “By absolute size” and “Maintain aspect ratio” are checked...

1. **FIRST** change the **RESOLUTION**
  - a. Make sure the scale on this box says pixels/inch.
  - b. **DELETE** the number in the text box “**RESOLUTION**”
  - c. **TYPE** the desired resolution. (Most shows are going to request 300 dpi.)
2. **SECOND** change the **HEIGHT OR WIDTH** under “Pixel Size”
  - a. Make sure the scale for the height and width at the top of this window is in pixels.
  - b. **DELETE** the number in either the height or width text box.
  - c. **TYPE** the desired pixel length as specified in the prospectus.
  - d. Change only one...the other will change automatically to maintain the proportion.
  - e. Most shows request 900 pixels on the longest side.
  - f. Click “**OK**” at the bottom when done.

## SAVING THE ADJUSTED IMAGE

IMPORTANT...use the “**SAVE AS**” command to rename the file. (Don’t click “**SAVE**” or you may lose your original image file.)

The show prospectus will specify how the file should be named. The IAPS recommendation is to name the file with the Last nameFirst initial\_Title\_HxW (unframed image dimensions in inches). The file type should be jpeg.

Click “**FILE**” tab upper left of screen and click “**SAVE AS...**” from drop-down menu.

The “**SAVE AS**” window will appear.

1. Choose the **FOLDER** where you wish to save your image file (and remember where you put it!)
  - A. Click the **DOWN ARROW** at the right of the “Save in” text box at the top.
  - B. Choose the drive (single click) and folder (double click).
2. **DELETE** the name currently in the “**FILE NAME**” text box and type the file name required by the show prospectus.
3. Change the File Type back to **JPEG** by clicking “**JPEG**” from the drop-down text box.
4. Click “**SAVE**” ... **The image is ready for the show!**

## BURNING A CD

Your computer will have software that will enable you to burn these picture files onto a CD. Label the CD as specified on the show prospectus.

## ON-LINE ENTRY

A few shows are now offering on-line entry in addition to CD mailed entry...or on-line entry exclusively. Each show will be different. Entry directions will be supplied on the website. Help is available from the organization to those who have problems.

### **IF YOU DO NOT HAVE A DIGITAL CAMERA OR A COMPUTER**

Digital cameras are available for less than \$100.00 – at least one is available for \$49.99. If you purchase a digital camera, copying services will not only download your images to a CD but will also size them to your specifications. These services are found in your phonebook under Copying Services. Most camera shops also have this capability. If you prefer to not purchase a digital camera, these same businesses can prepare digital images from slides.

*This guide was revised in February 2012, for the Appalachian Pastel Society by Kay Gordon ([kgordon@main.nc.us](mailto:kgordon@main.nc.us)), 828.649.3363). Some of it was copied, with permission, from a guide written by Sallie Atkins for the Southeastern Pastel Society. Deepest gratitude to Sallie for her generosity in sharing the fruits of her labors.*