

## FROM FRAMED ARTWORK TO CD

### Preparing Digital Entries for Shows

#### **PAINTING/CAMERA SETUP:**

1. Painting flat against a wall.
2. No glass between painting & camera.
3. Digital camera on tripod.
4. Position camera pointed straight at center of painting. The line of “sight” of the camera should be a perpendicular to the canvas.
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.

#### **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 your image file to be 800 pixels on the longest side with a resolution of 300 dpi. (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 “Ideas” at top, then “Understanding Resolution and DPI.”

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

Picasa2 is a free, downloadable digital photo-editing program that is easy to use.

Go to [www.picasa.google.com](http://www.picasa.google.com) Click on “Try Picasa Now,” and follow the instructions. When asked if you want to run or save, click “run.”

It will take a few minutes for the program to install itself. It creates its own file of all images that are in your computer and presents them as easy-to-work-from thumbnail images. It will not remove your photos from their original files.

When the program has installed, you are ready to use the following “Directions for Preparing Digital Images in Picasa2.”

## PREPARING DIGITAL IMAGES IN PICASA2

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

These instructions lead you specifically through directions for editing your image and putting it on a CD. (Picasa2 does more than this, but other functions will not be discussed here.)

### **RETRIEVE THE IMAGE OF YOUR PAINTING FROM THE PICASA "LIBRARY":**

Double-click the image of the photo that you want to work with.

### **STRAIGHTEN THE IMAGE:**

1. Click "Basic Fixes" tab on left of screen.
2. Click "Straighten" button.
3. Click and hold while sliding button at bottom. Slide right or left until image straight, then release button.
4. If image isn't yet straight, click "Cancel" and repeat steps 2 and 3. If image is straight, click "Apply."

### **CROP THE IMAGE TO REMOVE ALL FRAME, MAT, ETC.:** (You want only your painting to be showing.)

1. Click the "Crop" button on the left.
2. Select the Manual option.
3. Place the cursor at the upper left corner of your painting. Click the mouse button, hold it down, and drag the mouse to the lower right corner of your painting. Release the mouse button. You should have formed a rectangle of brightness that exactly encloses your painting.
4. If you make a mistake, click "Cancel." Click the "Crop" button and follow 2 and 3 again.
5. When you have cropped the photo so that only your painting shows (no mat or frame), click "Apply."
6. If the result shows that there is still more cropping needed, click "Recrop" and follow 2 and 3 again.

### **SAVE THE RESULTING IMAGE OF YOUR PAINTING:** (You will rename the file here so that your original photo will still be available if you need it.)

1. Click "File" in the upper left of the screen.
2. Slide the cursor down to "Save As" and click.
3. Delete the file name and type in the full name of your painting, with appropriate capitals and spaces.
4. Make sure the file type shown is JPEG.
5. Click "Save."

**SET THE PIXEL WIDTH OF YOUR IMAGE:**

1. With the image you have created above on the screen, click "Export" at the bottom right of your screen.
2. In the window that appears, note the location and name of the exported folder. You will need to find that file to retrieve your re-sized image. You can designate a particular location by choosing the "Browse" button and clicking a particular location. You can also change the name of the exported folder by simply deleting what is there and typing in a new name.
3. Choose "Resize to" and make sure the pixel value is 800. (You can change the pixel value by typing in a new value, or moving the slider with your mouse...click and hold...and release.)
4. Choose "Automatic" Image quality.
5. Click OK.

**PUT YOUR EDITED IMAGE OR IMAGES ONTO A CD:** (Unless told otherwise in the prospectus, you should put all images you are submitting to a competition onto one CD.)

1. Blank CD's can be purchased at many stores...Office Depot, Wal-Mart, even many drug stores and grocery stores. You want to get CD-R's. (Recordable Compact Discs).
2. You will now need to find the images you have edited and exported. Return to the "Library" of Picasa by clicking on "Back to Library" at upper left.
3. Find the "Exported Pictures" section in the list of files on the left. You may need to scroll down the list.
4. Find the folder that was created when you set the pixel width.
5. If you have your images in more than one folder, you need to move them into just one. To move an image from one folder to another, click, hold, drag and release (Position the cursor over the image you want to move, hold down the left mouse button while dragging the cursor to the folder you wish to move to...then release the mouse button. You can either drag to the left and release over the folder name...the folder name will change to dark grey when you are in the right position...OR...you can move the cursor to some point among the thumbnails that are in the folder you're moving to, and release.).
6. Highlight all of the images that you want to put onto the CD. (A single click highlights an image. You know it is selected when it has a blue line around it.) If you are highlighting more than one image, hold the control key down while clicking the image.
7. When all of your images are highlighted, click "Gift CD" at the top of the page.
8. In Selection and Settings at the bottom of the page, choose photo size "800 x 600".
9. Make sure you have not checked "Include slideshow" or "Include Picasa"
- 10 Click "Burn Disc." Progress of the burn is shown in the lower right of the screen.
- 11 When the burn is finished, you will be asked if you wish to eject the disc or show it. Click "show" and then click "import" in the upper left of the screen. If the disc was properly burned, your images will all appear in the Import Tray on the left. You can click on individual thumbnails to see the enlarged image, or can click the arrow at the bottom to go forward or back.

- 12 When you have checked your images on the disc, click “cancel” at the bottom right.
- 13 Eject your CD. Label the CD in permanent ink with your full name and names of the paintings (unless the prospectus gives other directions).

### **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 prepared in February, 2008, for the Appalachian Pastel Society by Kay Gordon ([kgordon@main.nc.us](mailto:kgordon@main.nc.us)), 828.649.3363). Much of it was copied, with permission, from a guide written by Sallie Atkins for the Southeastern Pastel Society. Deepest gratitude to Sallie for the research to find the Picasa program, and for her generosity in sharing the fruits of her labors.*