

## Formatting Michigan Water Color Society Entries

notes

### Overview

Digital entries for the Michigan Water Color Society are required to be 1,800 pixels in height or width (whichever is longer) and saved in the JPEG file format.

In this lesson, you'll learn how to format your MWCS images in three easy steps:

- **Resize the image** to 1,800 pixels on the longer side
- **Name the image** with your last name, first name and entry number
- **Save the image** as a JPEG file

The examples are shown using Adobe® Photoshop® Elements 6, but you can follow the same steps with most other photo editing software.

### Step 1: Resize the Image

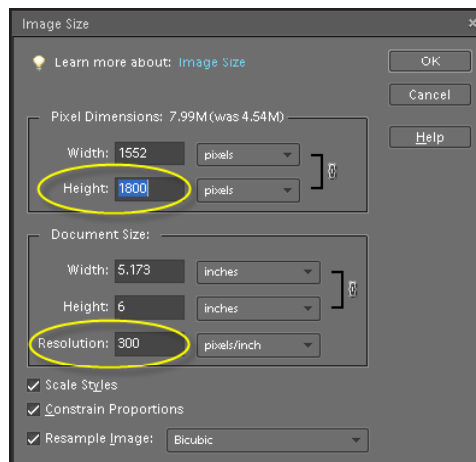
Open the image you wish to format, then click "Image" on the top menu bar, "Resize", and "Image Size".

With the Image Size tool, you can change the size of any image. At the bottom of the window, check the "Resample Image" box. "Bicubic" is the default resampling method and will work fine for this purpose.

In the "Pixel Dimensions" section at the top, enter 1800 in place of the longer dimension (Width or Height). The shorter dimension will change proportionately – the "Constrain Proportions" box at the bottom should be checked.

The "Document Size" section in the middle is used for resizing an image for printing and can be ignored, as can any value in the Resolution box.

Then click "OK".



### Step 2: Name the Image

The image is now 1,800 pixels on the longer side. You should always save format changes as a new file, so click "File" on the top menu bar and then "Save As".

In the "Save As" window, use the "Save in:" dropdown at the top if you want to select a different directory in which to save the file. Using a sepa-

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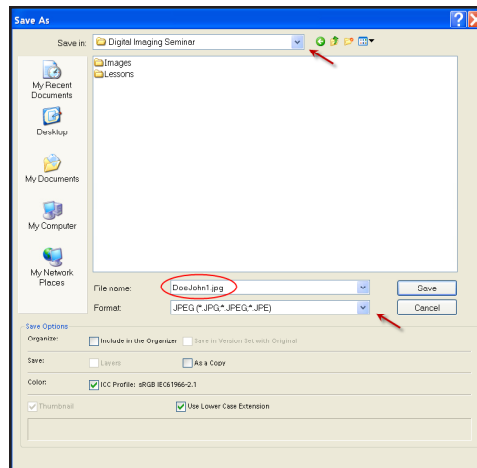
rate directory for your show entries can help you find them when you are ready to create a CD with these images.

In the "File name:" box in the center, type in a new file name. The files for MWCS entries must be named with your last name, first name and entry number as follows:

*LastnameFirstname1.jpg* for entry #1  
*LastnameFirstname2.jpg* for entry #2

The number in the file name must correspond with the entry number. Also, don't put any spaces or other, non-alphabetic characters in the file name. In the example, the file is named *DoeJohn1.jpg* for John Doe's entry #1.

Select "JPEG" as the file format using the "Format" dropdown under the file name. Then click "Save".

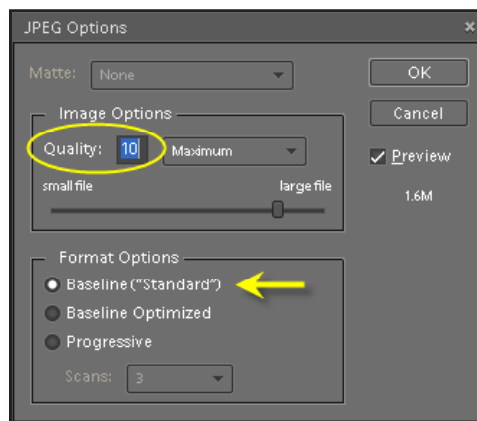


### Step 3: Save the Image

In the "JPEG Options" window, select "Baseline (Standard)" in the "Format Options" section at the bottom. *Do not* use the "Baseline Optimized" or "Progressive" options.

In the "Image Options" section, select a "Quality" level from the dropdown (use High or Maximum) or type a number in the box (use 8 or higher).

A higher number increases the quality of the saved image, but also increases the file size. If the "Preview" box is checked, the file size is shown below it. Click "OK" to save the image.



Your image is now ready to be burned on a CD. Use a permanent marker to label the CD with your last name, first name, and the titles with entry numbers. Be sure the image number corresponds to the correct title.

*You can learn more about shooting your artwork and using your images in the Learning Center at ShootMyArt.com™.*