

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.**

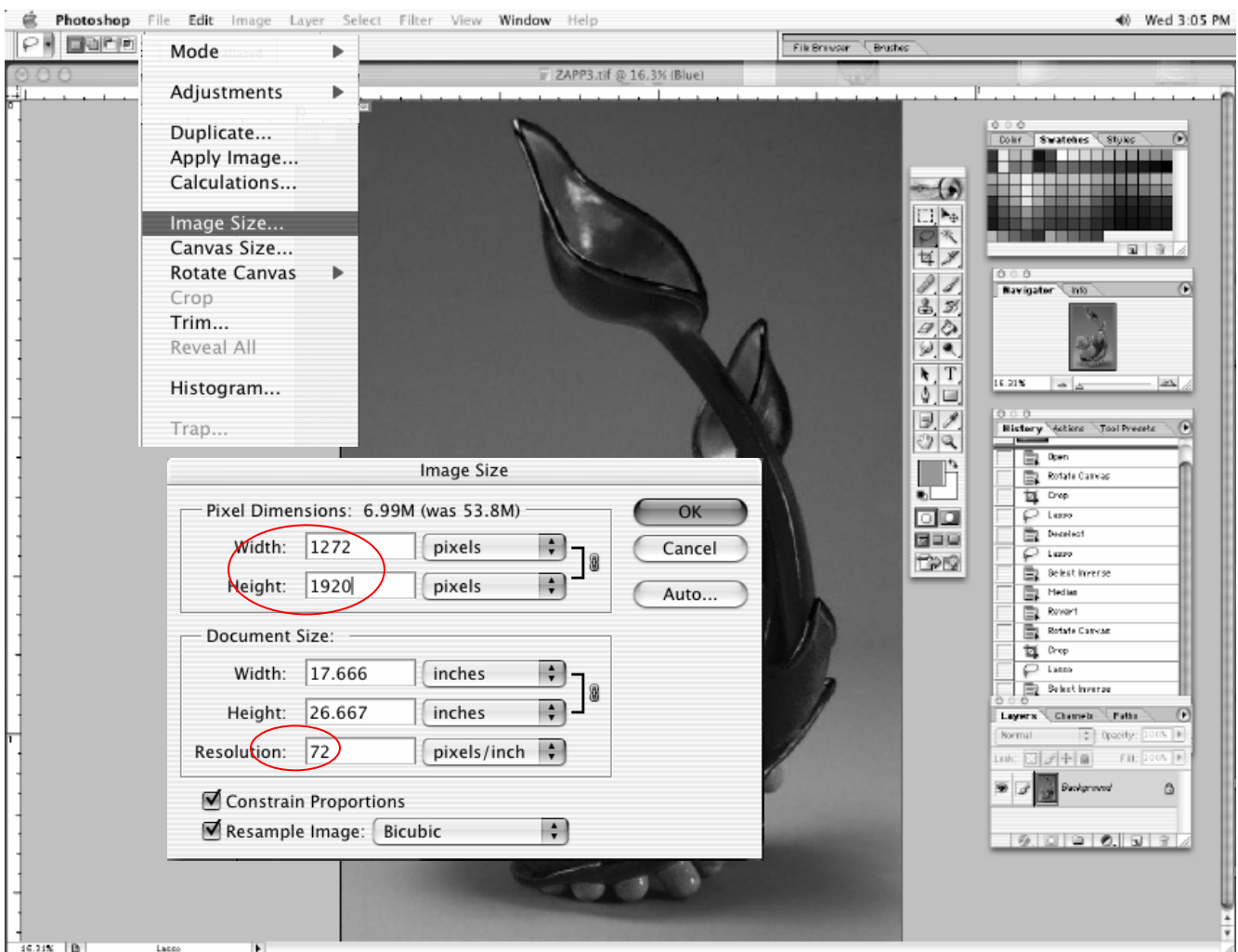
CaFÉ image upload requirements: 1920W x 1920H pixels, saved as JPEG & less than 1.8MB.

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*:
(You can use a higher resolution but keep in mind that might result in a file size being larger than 1.8MB.)
- 2nd set the longest edge, Width or Height, to 1920 pixels; located under *Pixel Dimension*:
- 3rd Click OK

Make sure that Constrain Proportions and Resample Image are checked off. Leave at Bicubic.

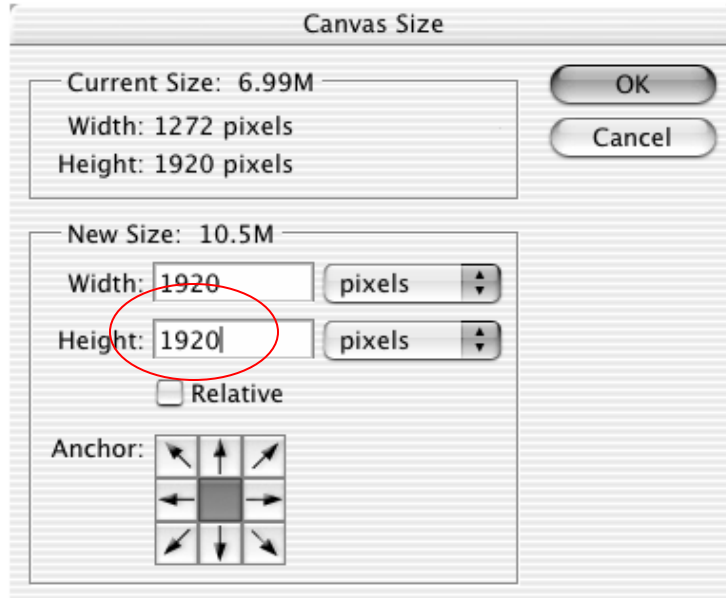
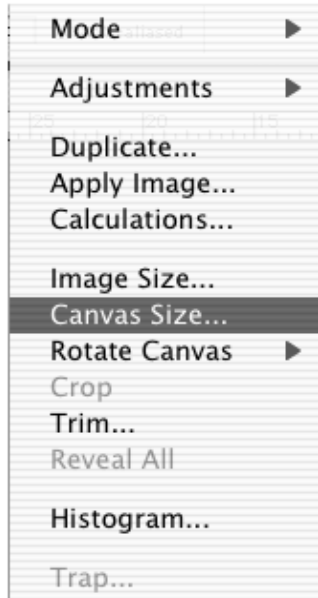
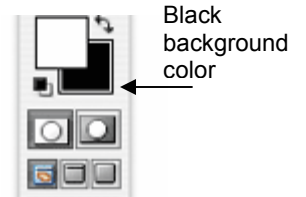


** artwork: Rebekah Bogard

Step 3) Set your background color to black in the tool bar.

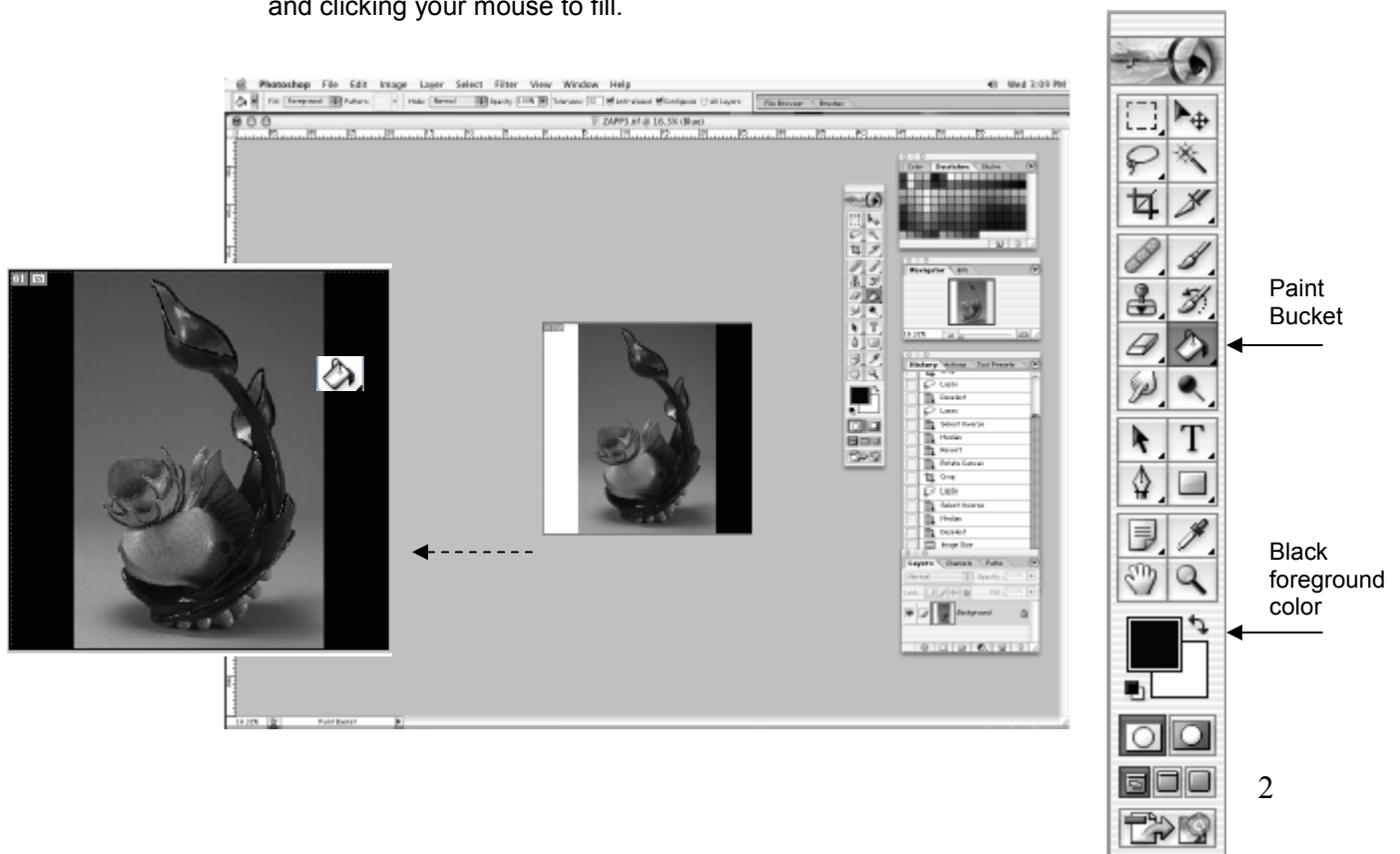
Go to Image – Canvas Size to open the Canvas Size dialogue box.

- 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. (uncheck Relative)
- 2nd Click OK



Step 4) If your background color was not set to black when extending the canvas, then you can fill the extra canvas space around your artwork with black.

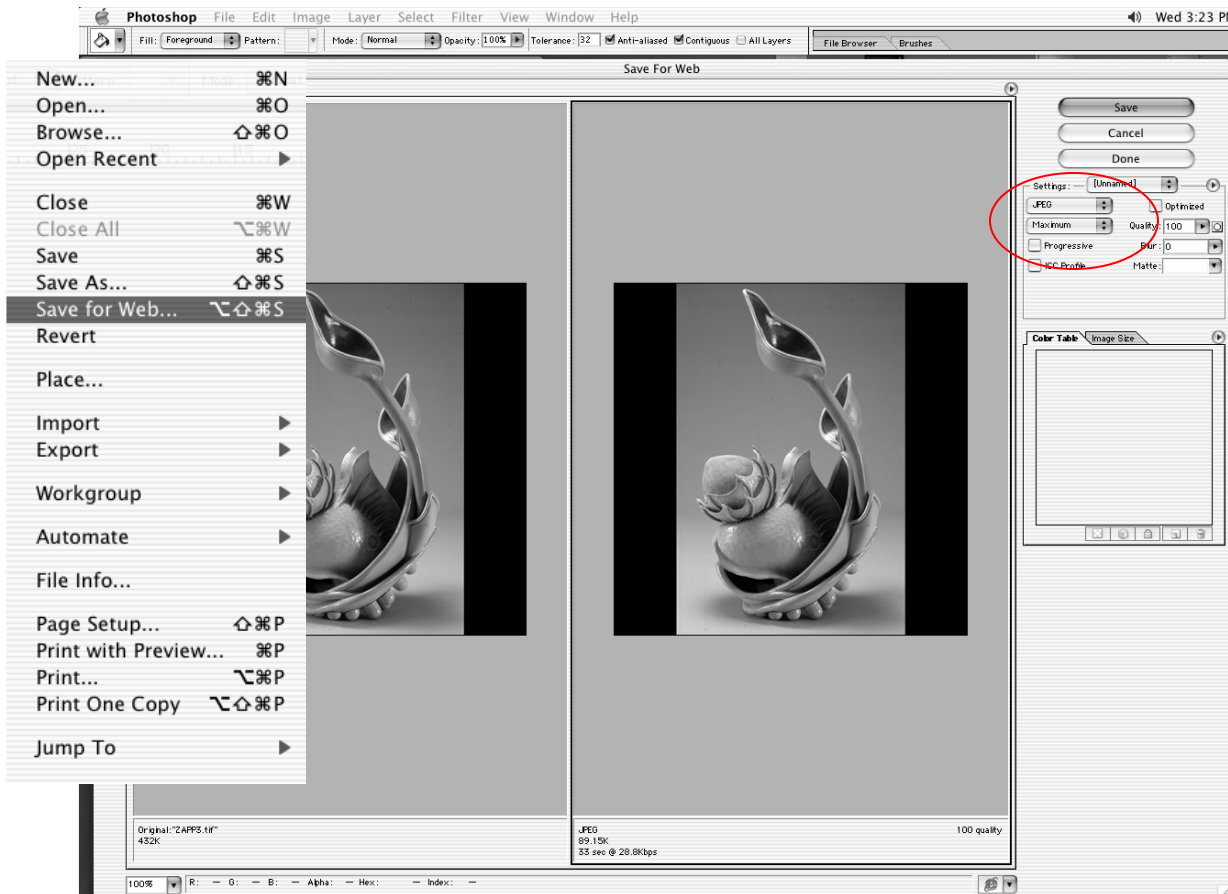
- 1st select your paint bucket tool and set the foreground color to black in your tools palette.
- 2nd fill the white areas with black by hovering the paint bucket over the white space and clicking your mouse to fill.



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

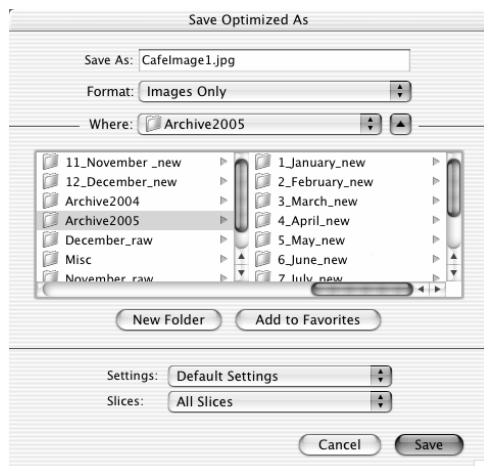
- 1st make sure the Setting is JPEG
- 2nd quality should be at Maximum – 100 is best or no less than 70
- 3rd Click Save

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*. Do not use these characters in your file name: ? ! " ~ / < > * , ; : \$ % # &
- 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.

If the file size happens to be over the 1.8 MB requirement, simply re-open in Photoshop go to Save As and when the JPEG Options dialogue box pops up, change the Quality setting to 12, 11 or 10. Click OK. This will decrease the file size and safely retain the quality.

***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 visit the Adobe Design Center at <http://studio.adobe.com/us/search/main.jsp>

Other comparable photo editing programs include: Adobe Photoshop Elements, Corel Paint Shop Pro, Microsoft Digital Image Suite. We recommend investing in a photo editing program that is comfortable for your needs and skill level.

For trial versions of Adobe Products visit

http://www.adobe.com/downloads/?ogn=EN_US-gntray_dl_trialdownloads

For freely distributed photo editing software visit

GIMP at <http://www.gimp.org/>

Paint.Net at <http://www.getpaint.net/>

CaFE tech support does not provide product support or training for commercial or freely distributed photo editing software, please contact the manufacturer directly or download their product user manuals.

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 full service professional digital imaging services. 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