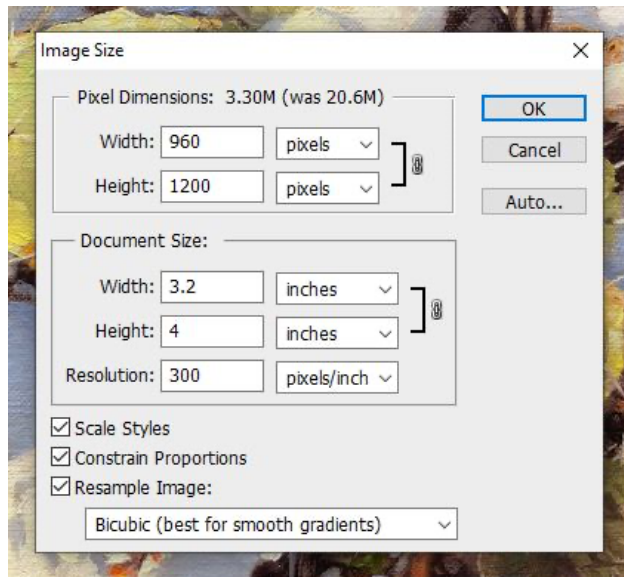**How to properly size an image (in Photoshop) for submission to CaFE for a PAPNM event:**

The goal is to create the highest possible image at 300 dpi that is at least 1200 pixels in the longest dimension of the painting. The final file size should be <u>no larger</u> than 5 MB.

1. Open the highest possible quality image that you have in **Photoshop**. It should be adjusted for value and color to your liking before you start re-sizing. The image should show <u>only</u> the image of the painting, without the frame, etc. and it should be in proper portion to the original painting (in the example below, an 8x10 starting image size was used). <u>TO MAINTAIN IMAGE QUALITY, ALWAYS START WITH A HIGHER RESOLUTION IMAGE (OR AT LEAST THE SAME SIZE) THAN YOUR FINAL SIZE.</u>
2. Under the Photoshop drop-down menu at the top, go to **Image/Image Size**.
3. This will bring up a pop-up window. Make sure that "Constrain Proportions" is checked. Otherwise, the image will be stretched in one direction.
4. Under "Document Size", select a resolution of 300 pixels/inch (this is the dpi).
5. Under "Pixel Dimensions" change the highest starting number under width or height to 1200 pixels.

6. Do a final check of the image to make sure that it looks correct and is clear.
7. Save the image where you want it on your computer, with the proper naming convention for event entry.
8. The image can now be uploaded to CaFE from your computer.