

How to prepare your files for competition using...

PHOTOSHOP ELEMENTS 12

Many thanks to Margaret Carter
Baumgartner for the use of her portrait
painting in this demonstration.

Before you do anything!

- **MAKE A NEW FOLDER** TO HOLD YOUR FILES OF THIS PHOTO!
Put the photo of your painting in this folder and name it.
- This folder will hold the original image and any files that you will save for future competitions.

Open the program.

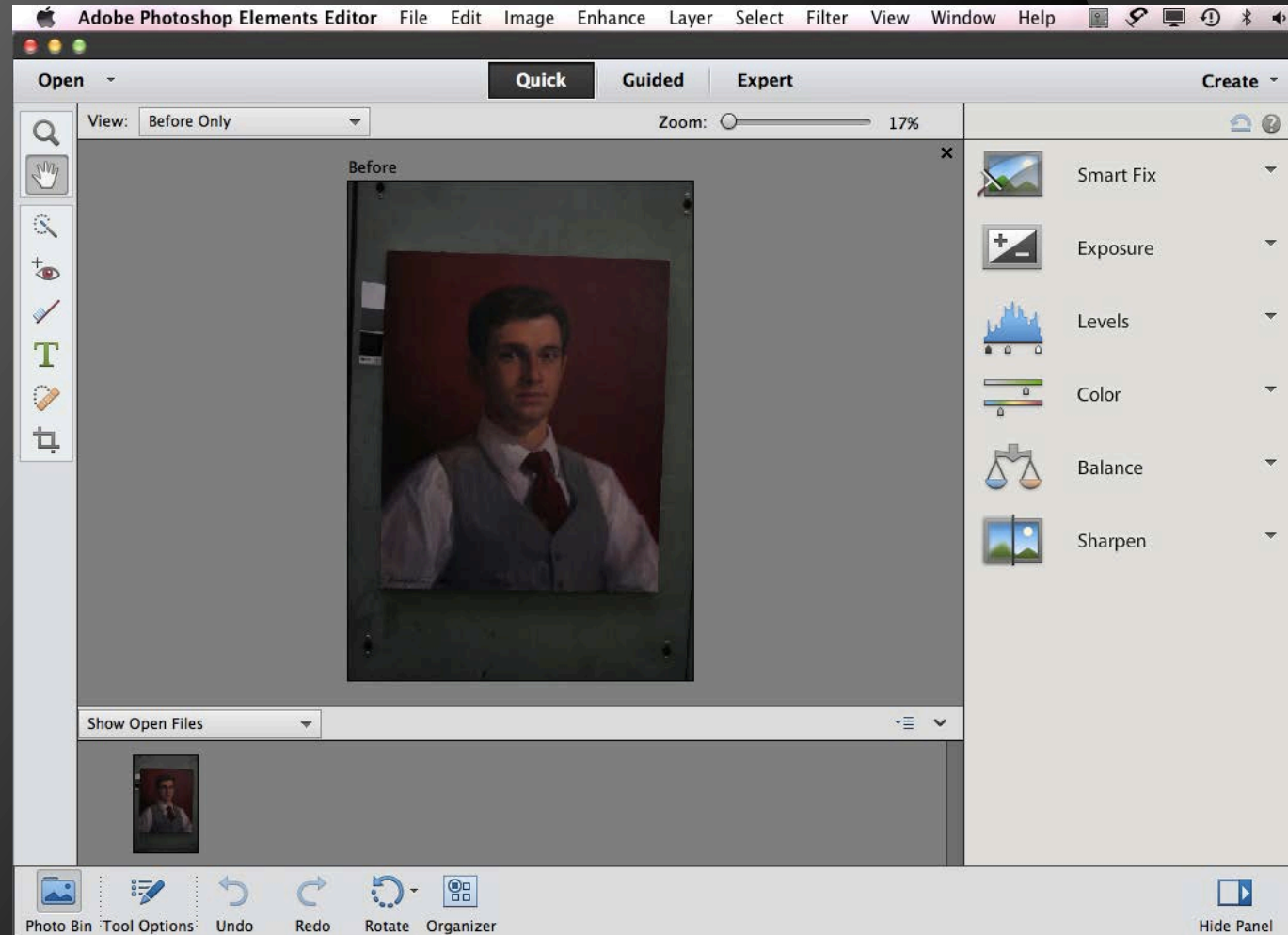
- When you first open Elements, you will see this window. Double click on the Photo Editor icon.



Open the file.

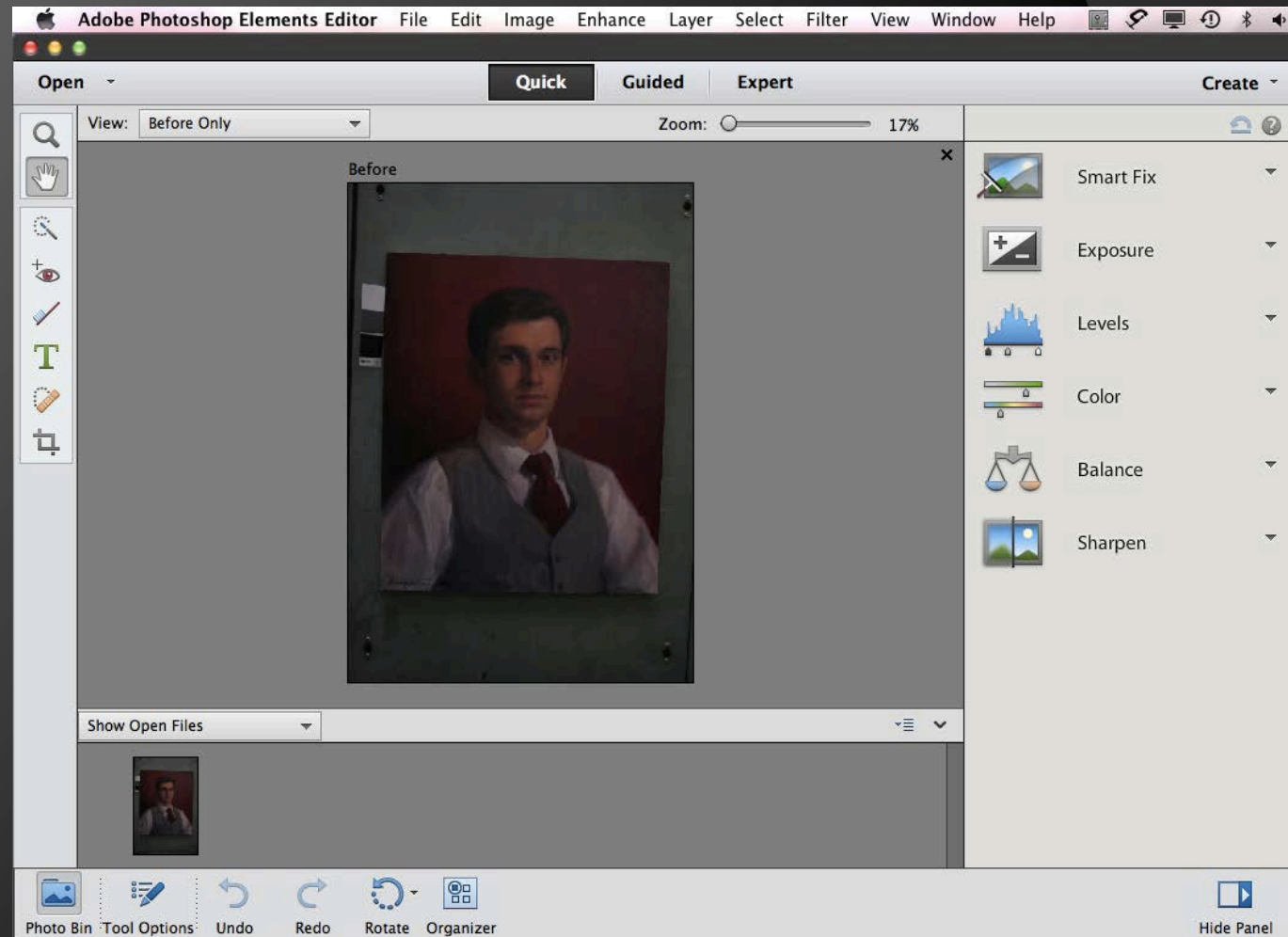
- From the top menu bar, **click and hold FILE**, then scroll down to **OPEN** and click. Find your photo and double click on that. It will open up in Elements and look like this.

Note: This is the default setting in Elements. When you first open your file it will normally look like this.



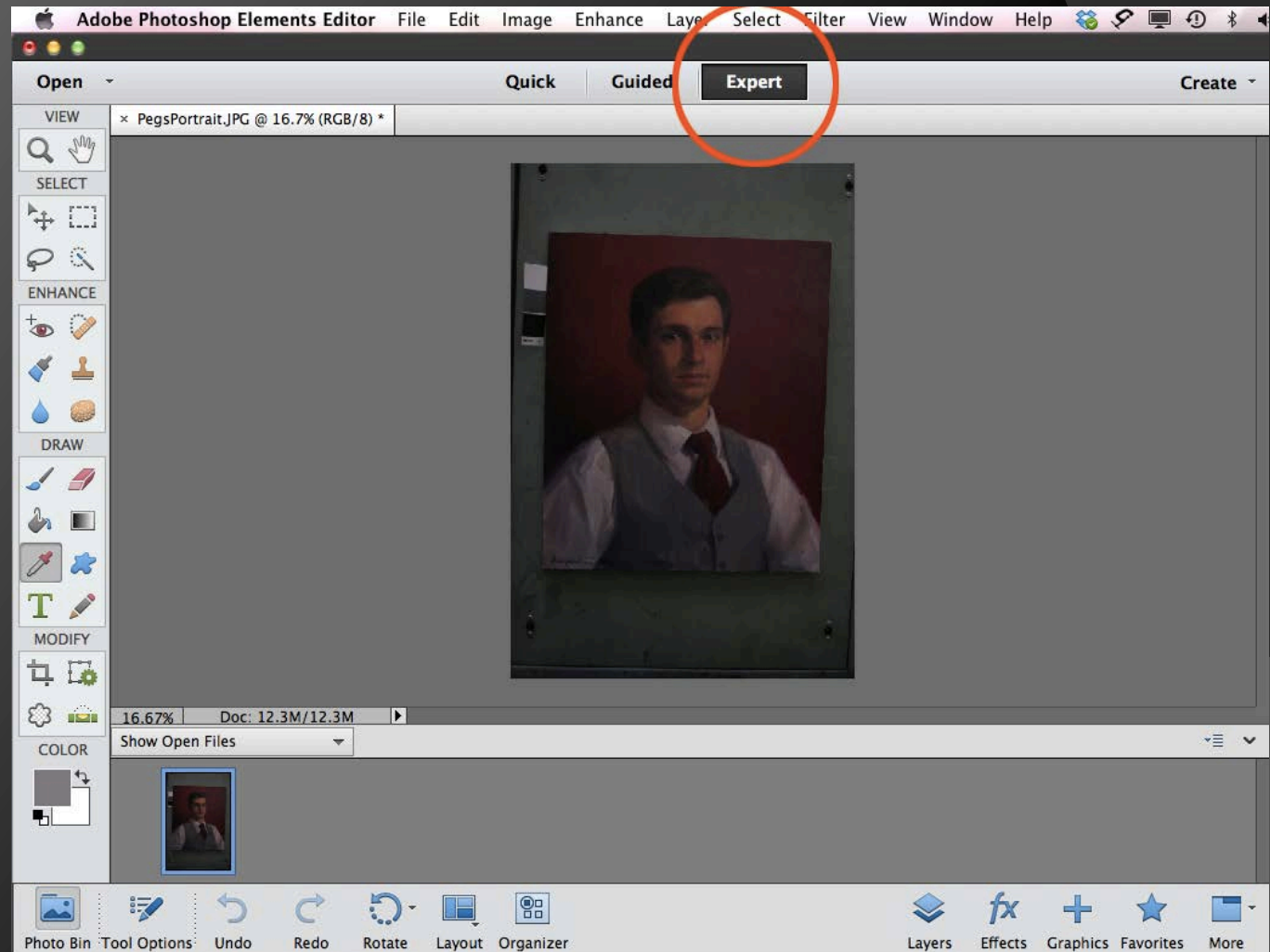
“Save As” the file.

- From the top menu, click on **File**, hold down and scroll to **Save As**. Click and rename your painting. Save it in the folder you created at the beginning.
- In this way you will never Over Write your original file.



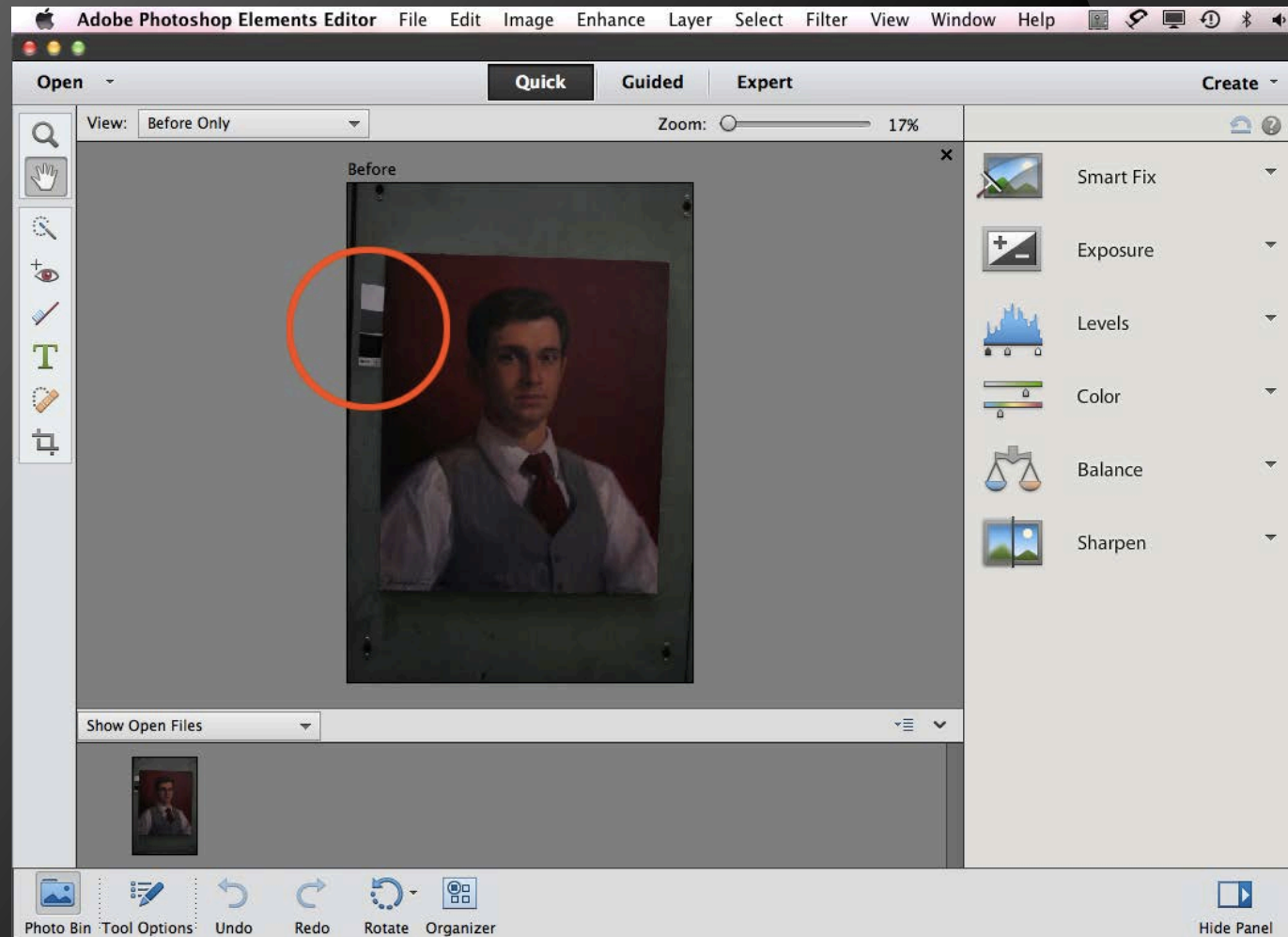
Change the setting.

- Click on the **Expert** button on the top of the window.



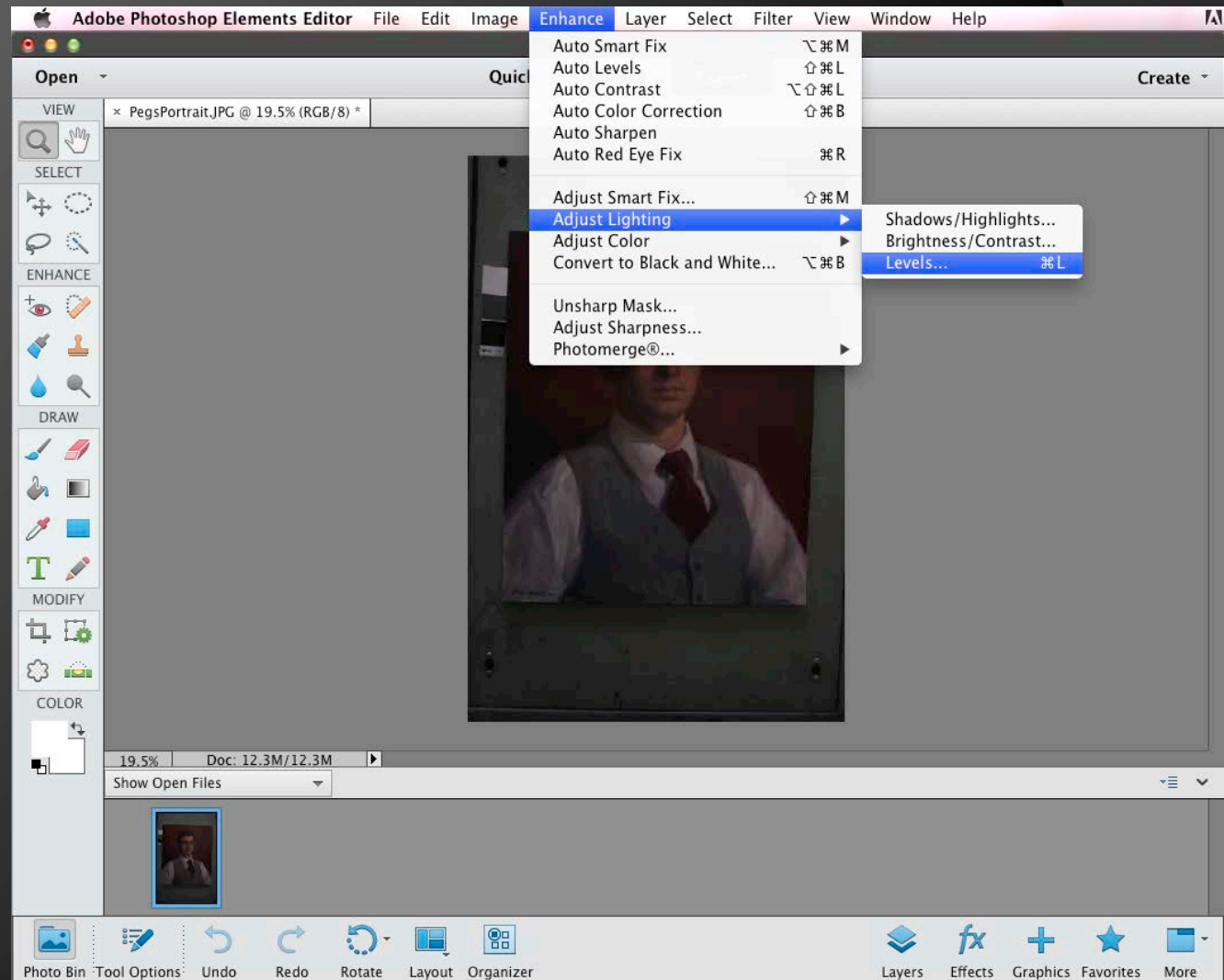
Notice the “White Card.”

- The card that is circled is called a photographer's White Balance Card. **You do not have to own one to correct your color balance.**
- Just tape a piece of white paper or a totally white index card somewhere within the area that the picture will be taken. Make sure your photograph this along with your painting.



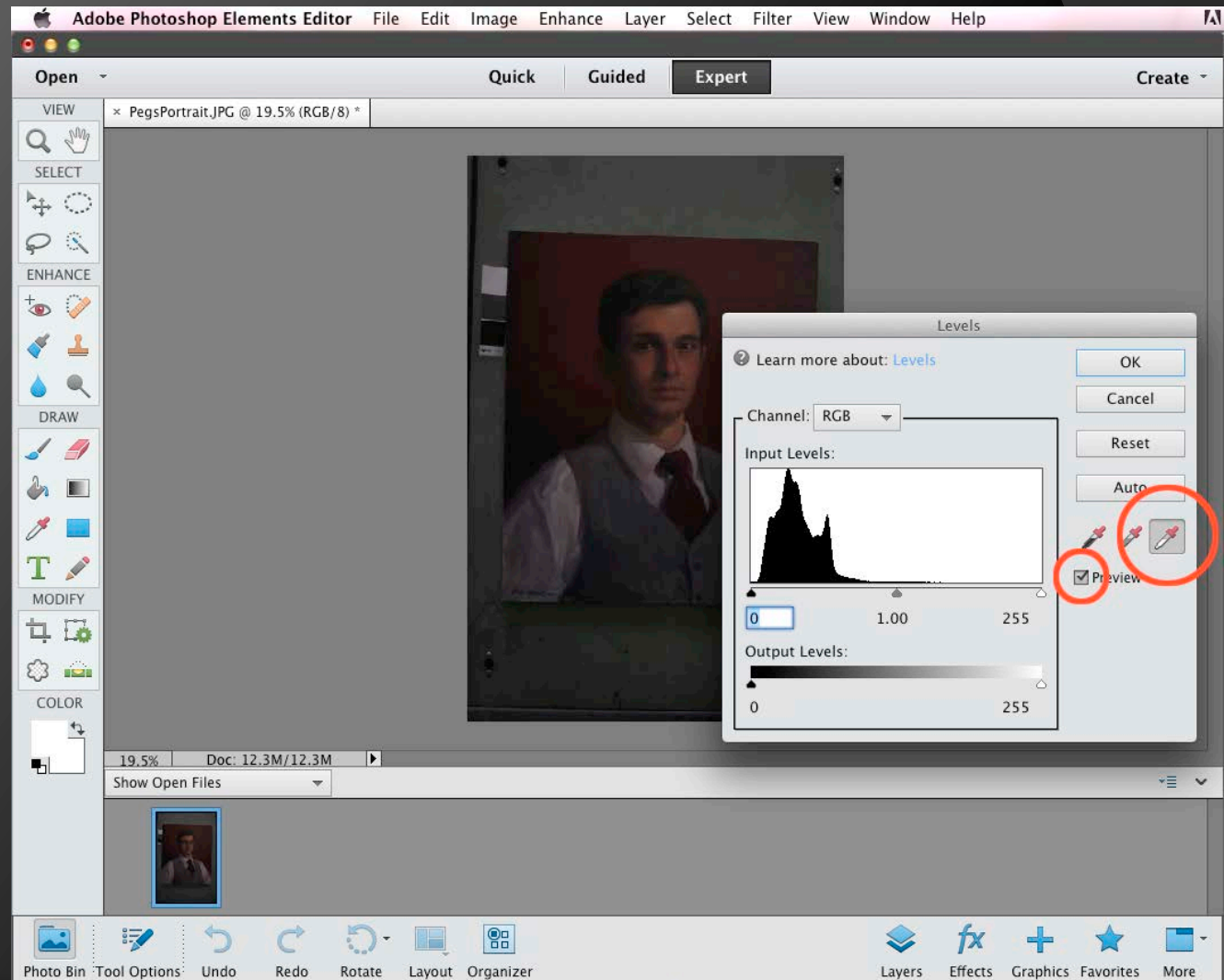
Correct the Levels.

- To correct the White Balance (and color) in your file, go to the top menu and click on **ENHANCE**, scroll down to **ADJUST LIGHTING**, highlight **LEVELS...** and click on this.



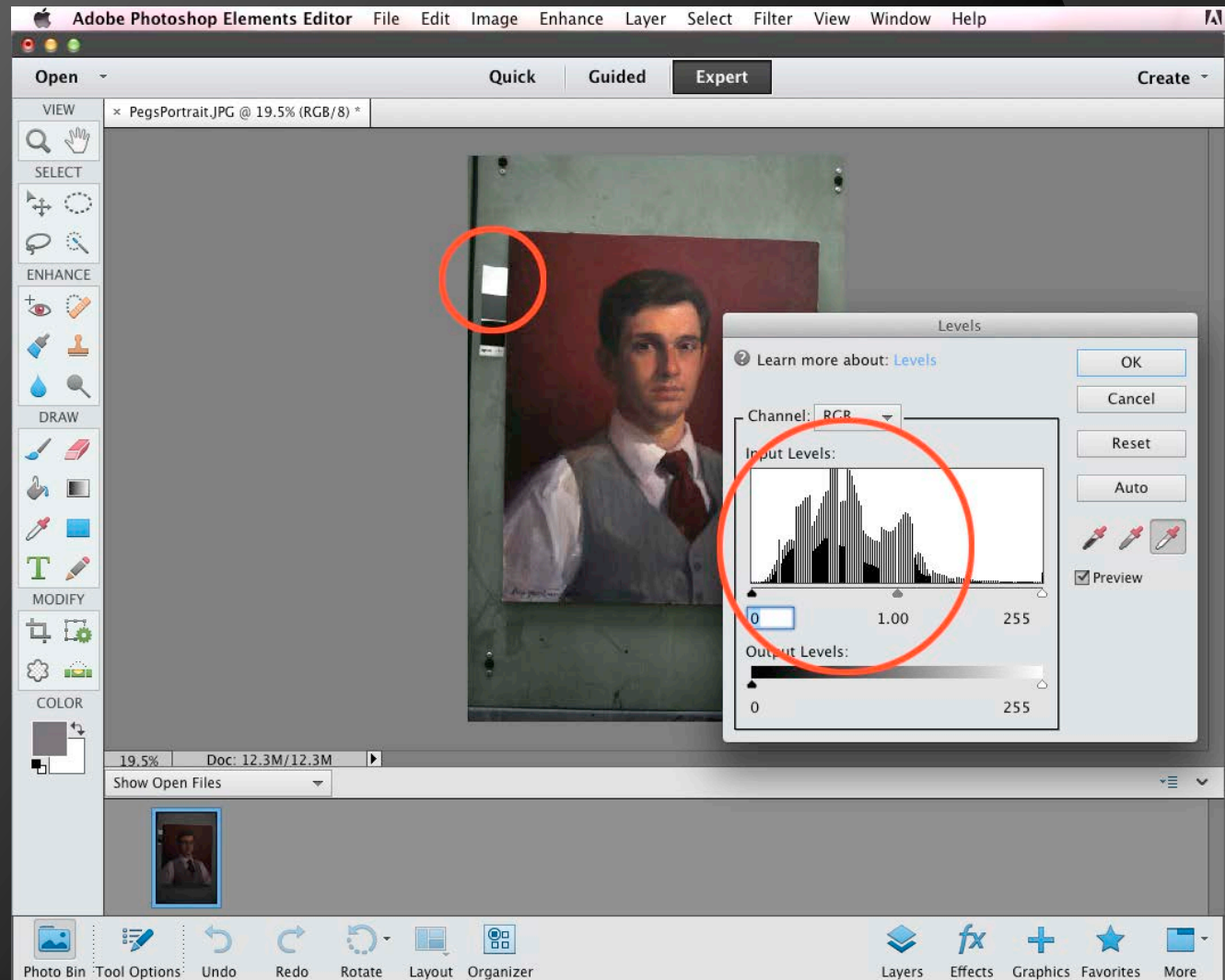
Correct the Levels.

- Notice the thing that looks like a mountain in the dialog box. This is called a Histogram. It tells you how the colors/white balance look in your image.
- First click on the GRAY eyedropper and then click on the GRAY part of the card. Now click the white eye dropper and make sure Preview is checked.



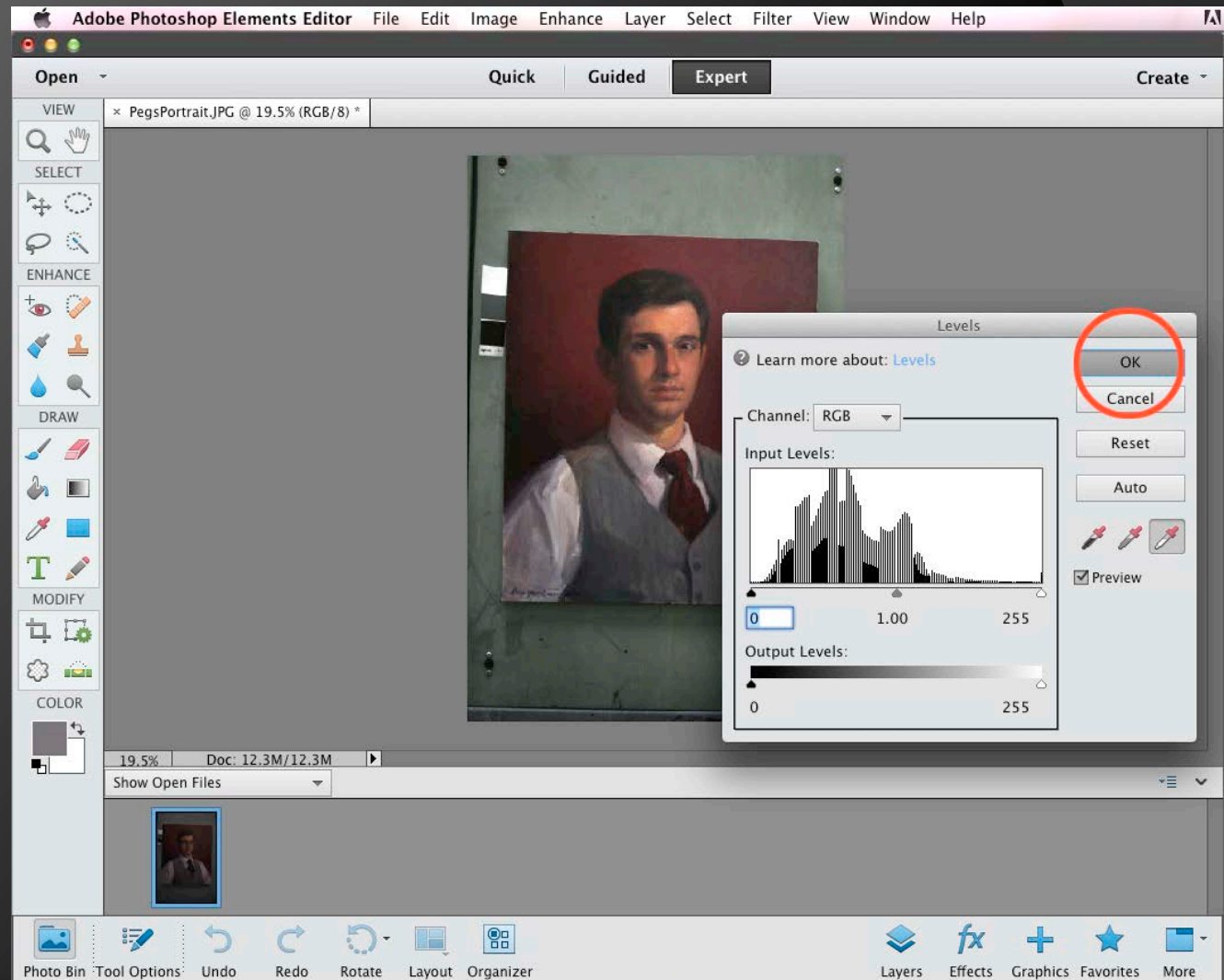
Correct the Levels.

- Now take the dropper and click it on the white part of the card or any other white item you have shot with your picture.
- Notice how this one action has changed the Histogram.



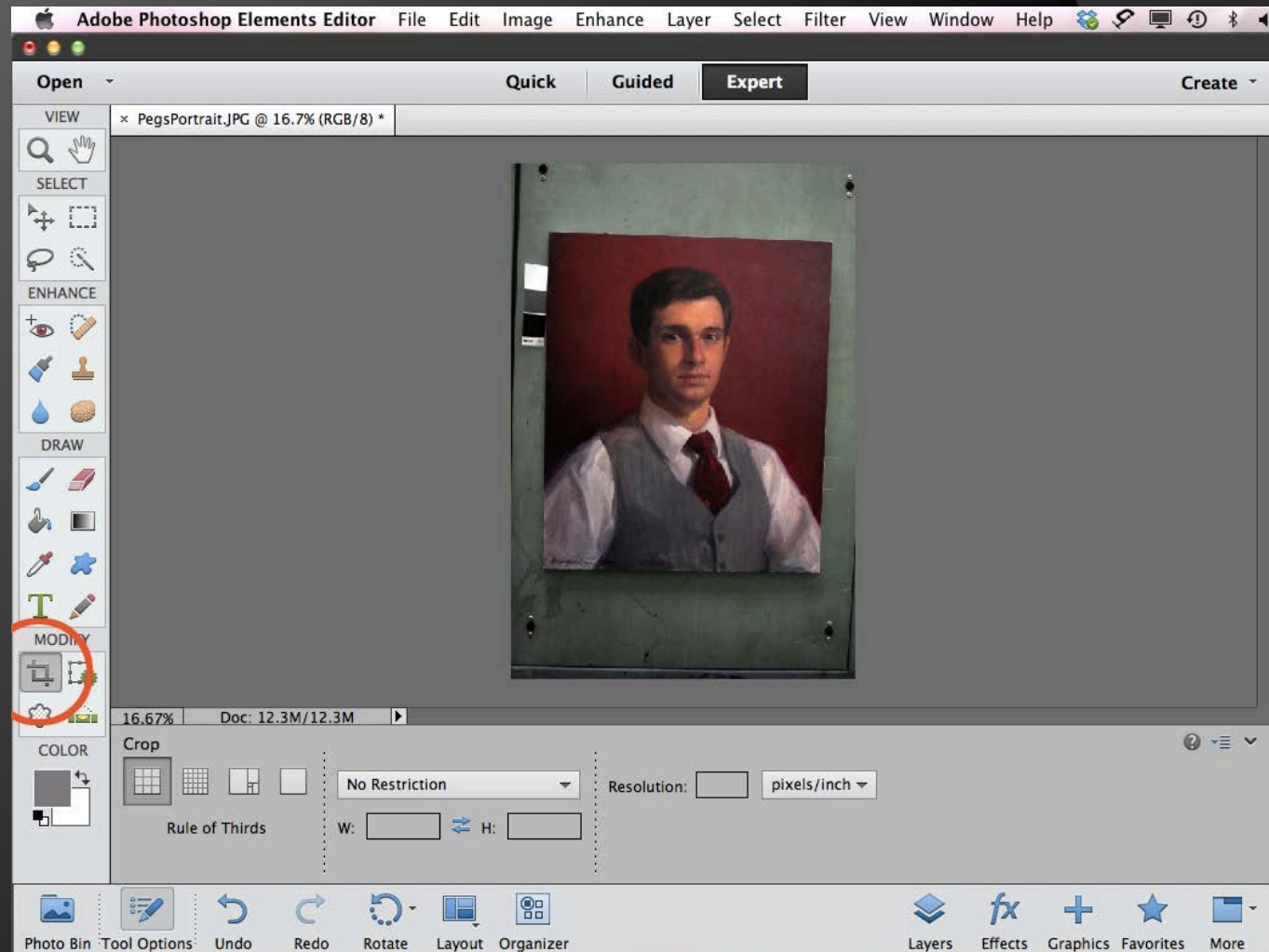
See the difference.

- Now hit OK.
- Note how this one action has brought the color into near perfect light.



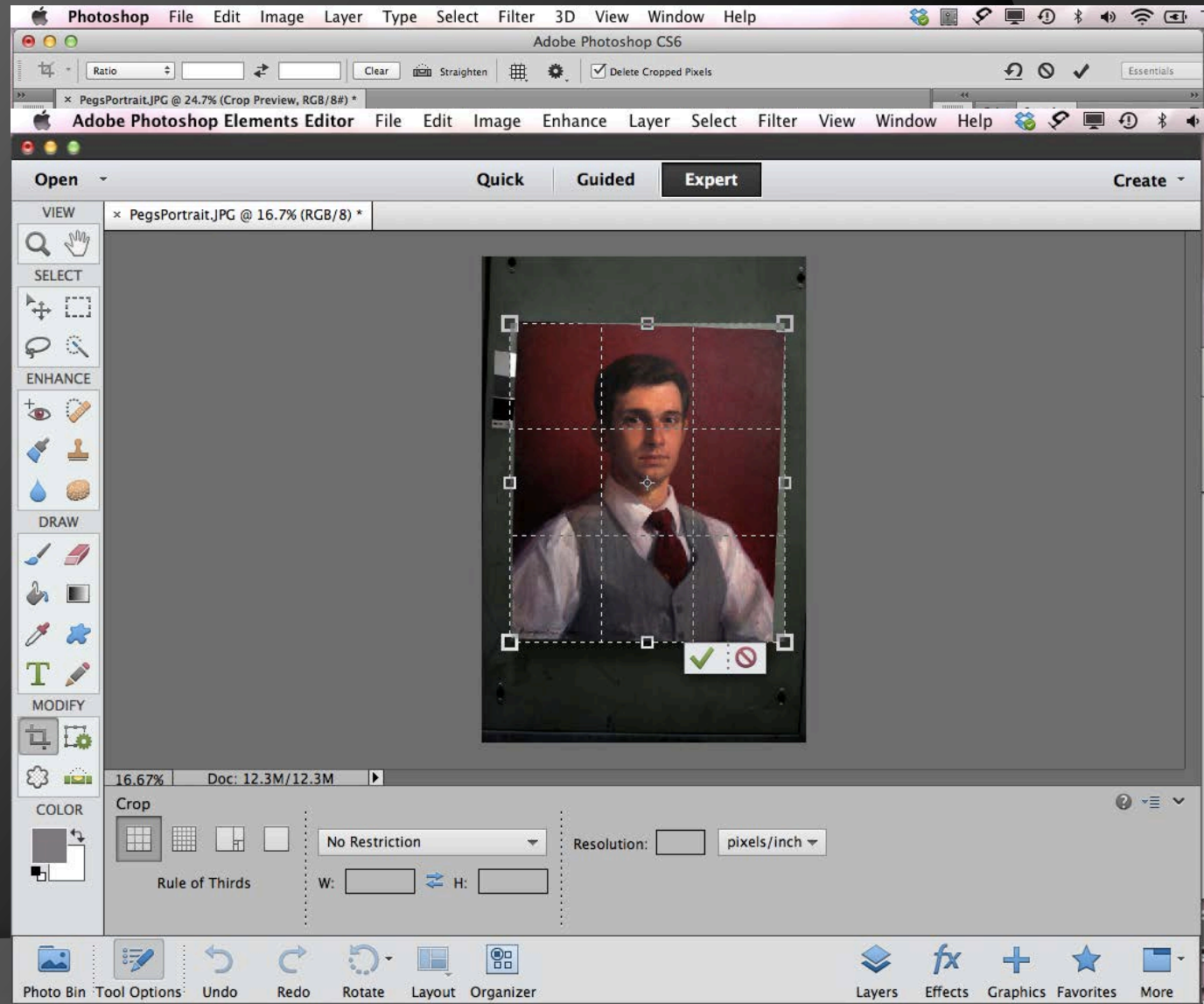
Crop the photo.

- Now click on the crop tool in the left hand tool bar.



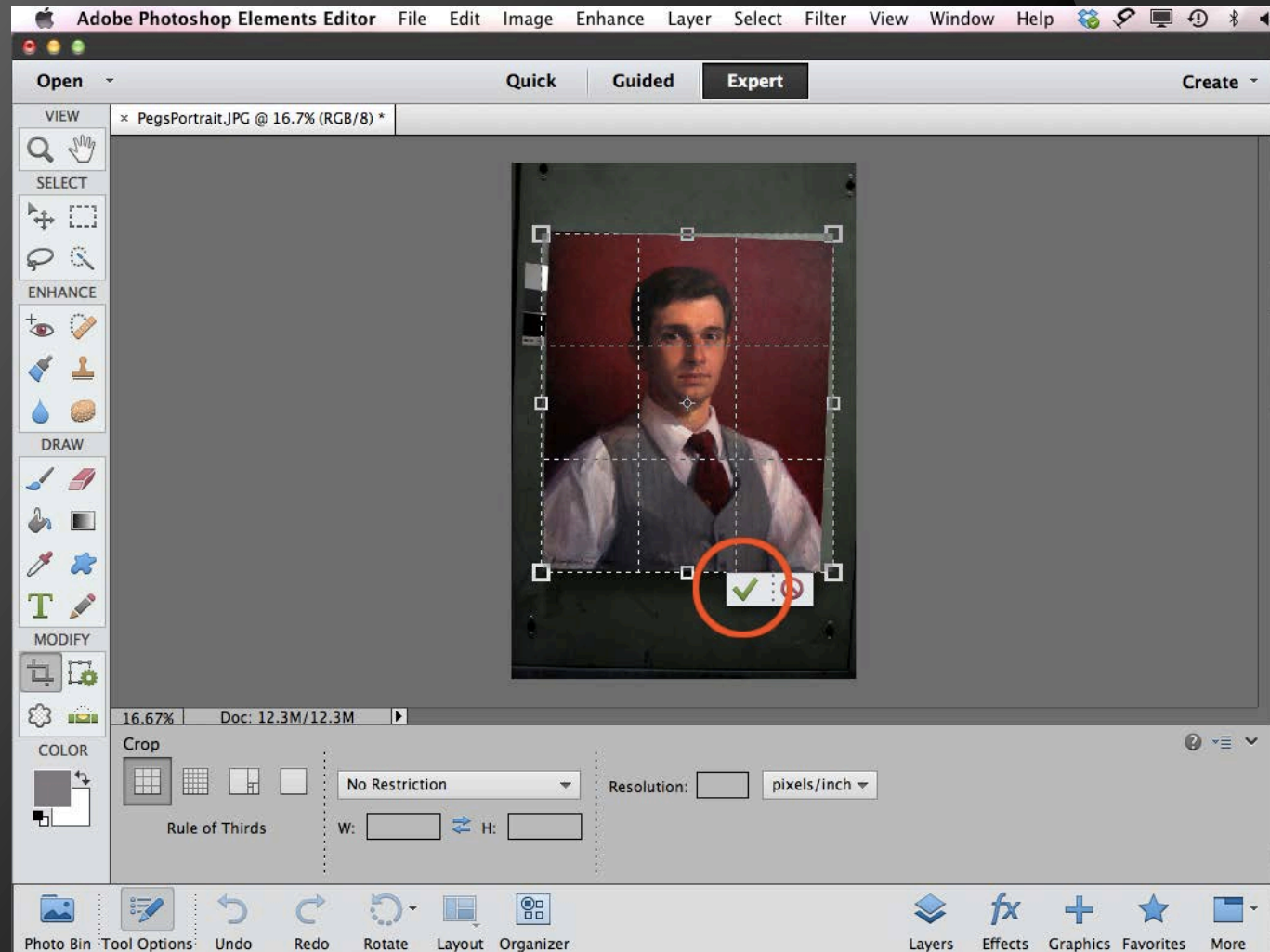
Crop the image.

- Place the crop icon on the upper left hand corner of the image. Now click and hold the mouse down and drag the crop tool diagonally down to the lower right hand corner.
- Since the image is crooked in the file, just make sure you have the entire image within the boundaries of the crop. We will fix the distortion later.



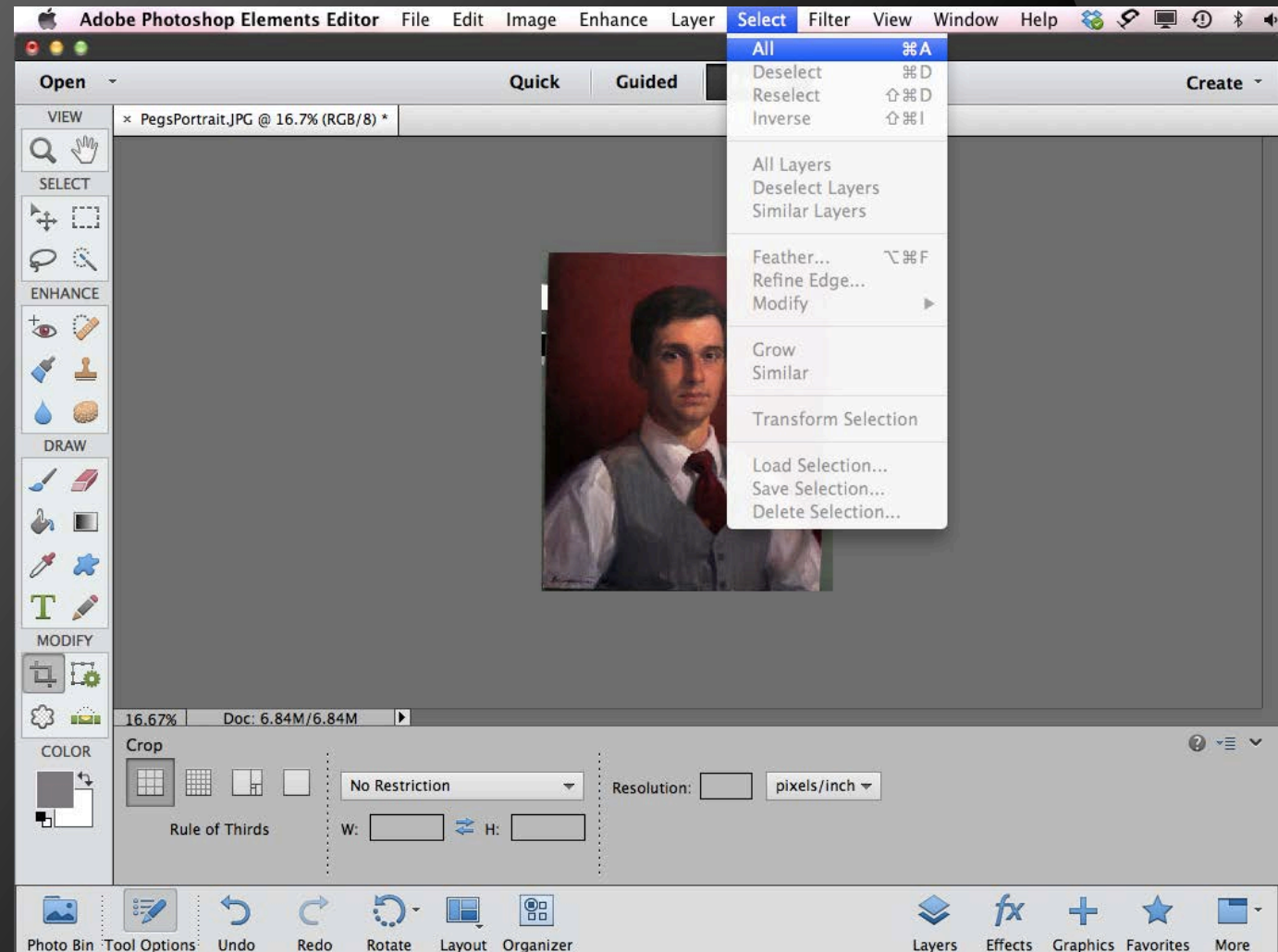
Finalize the crop.

- Now just click the green check mark as shown.



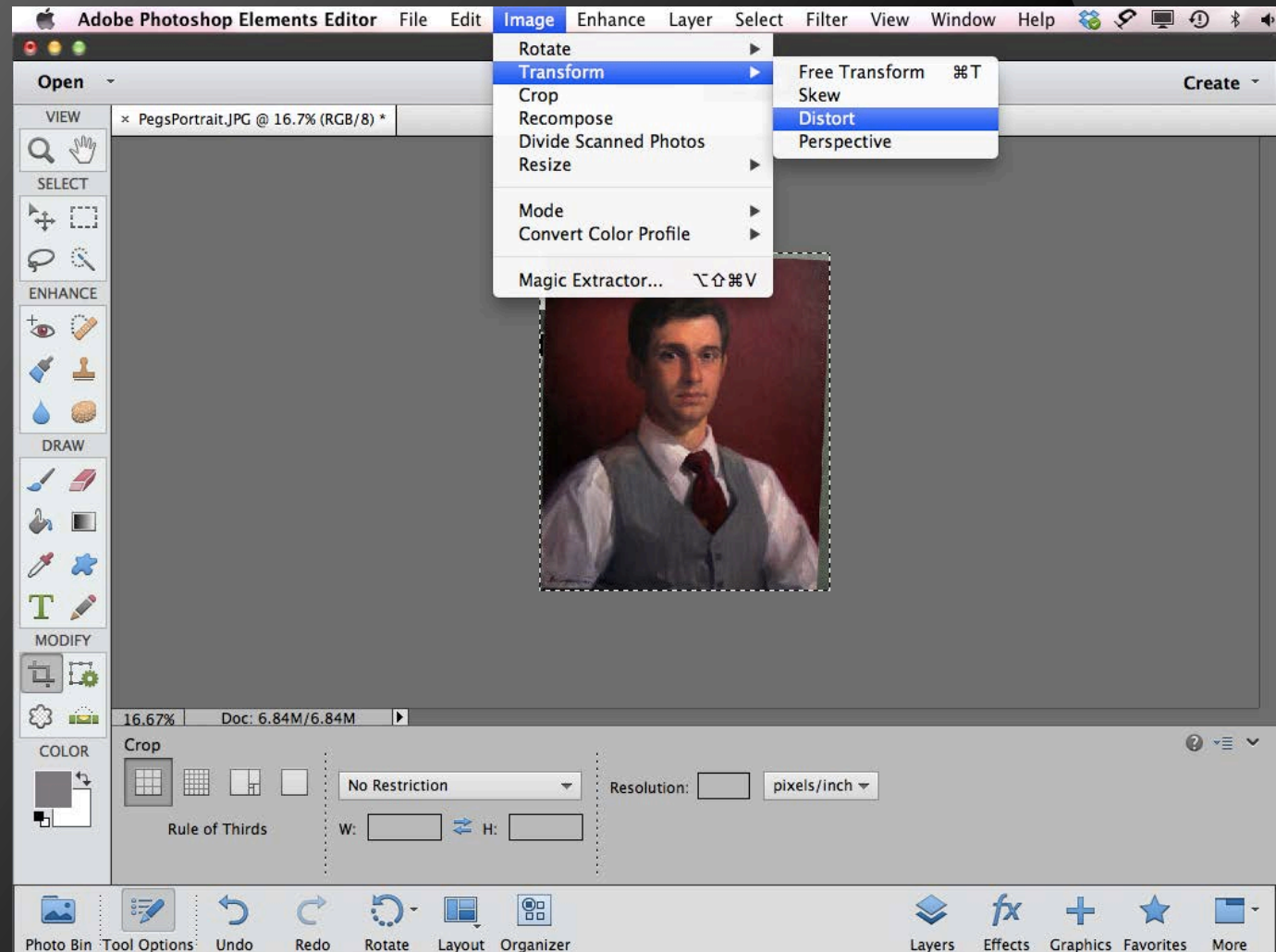
Select the entire image.

- From the top menu, click on **SELECT**, scroll down to **ALL** and click.
- A dashed line will then show up around the image. It will “crawl” around the image like a snake. This is correct, so do not be alarmed.



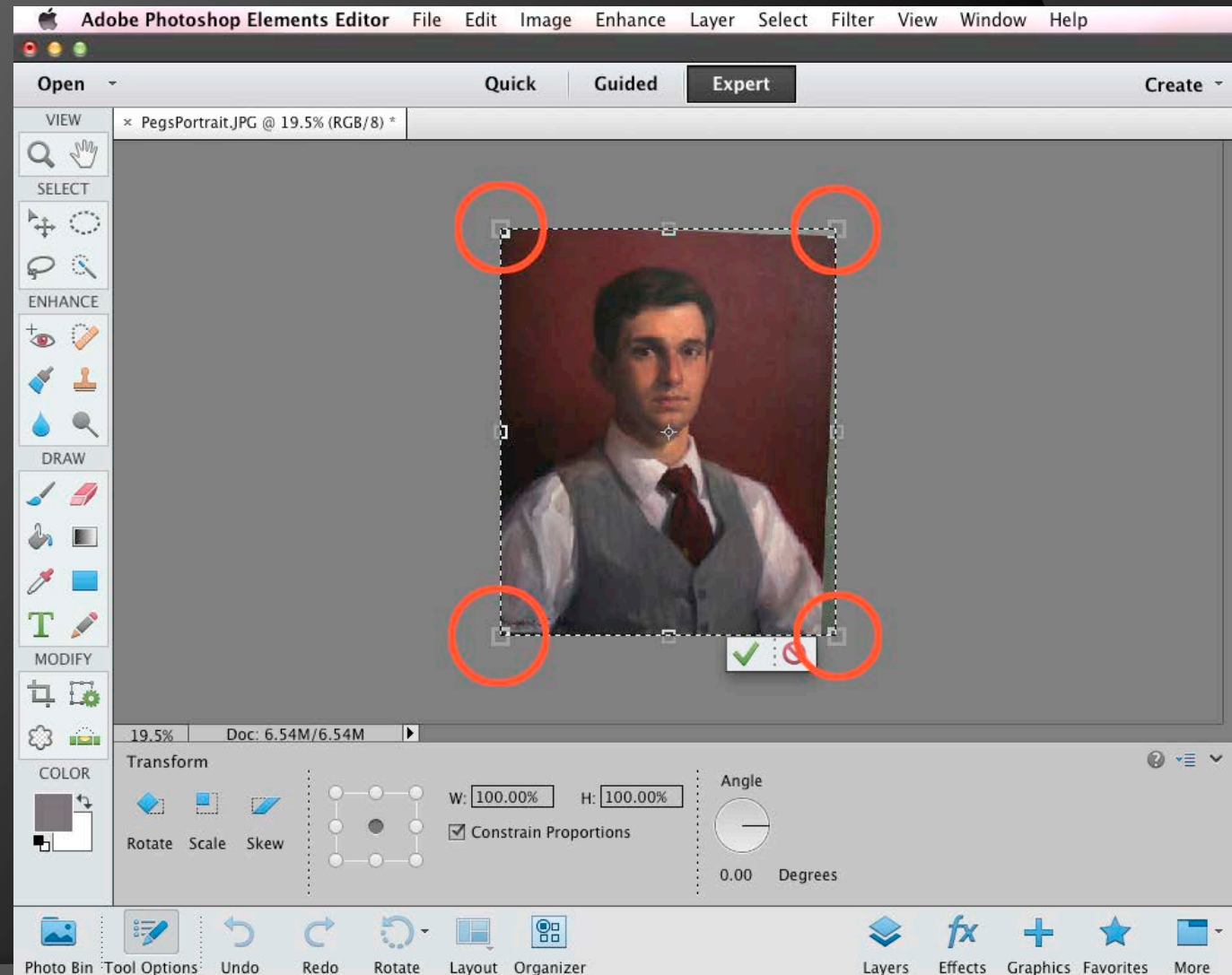
Correct the distortion.

- Now we will start to correct that crooked image. This is easier than you think!
- From the top menu click and hold down IMAGE. Scroll down to TRANSFORM and select DISTORT as shown.



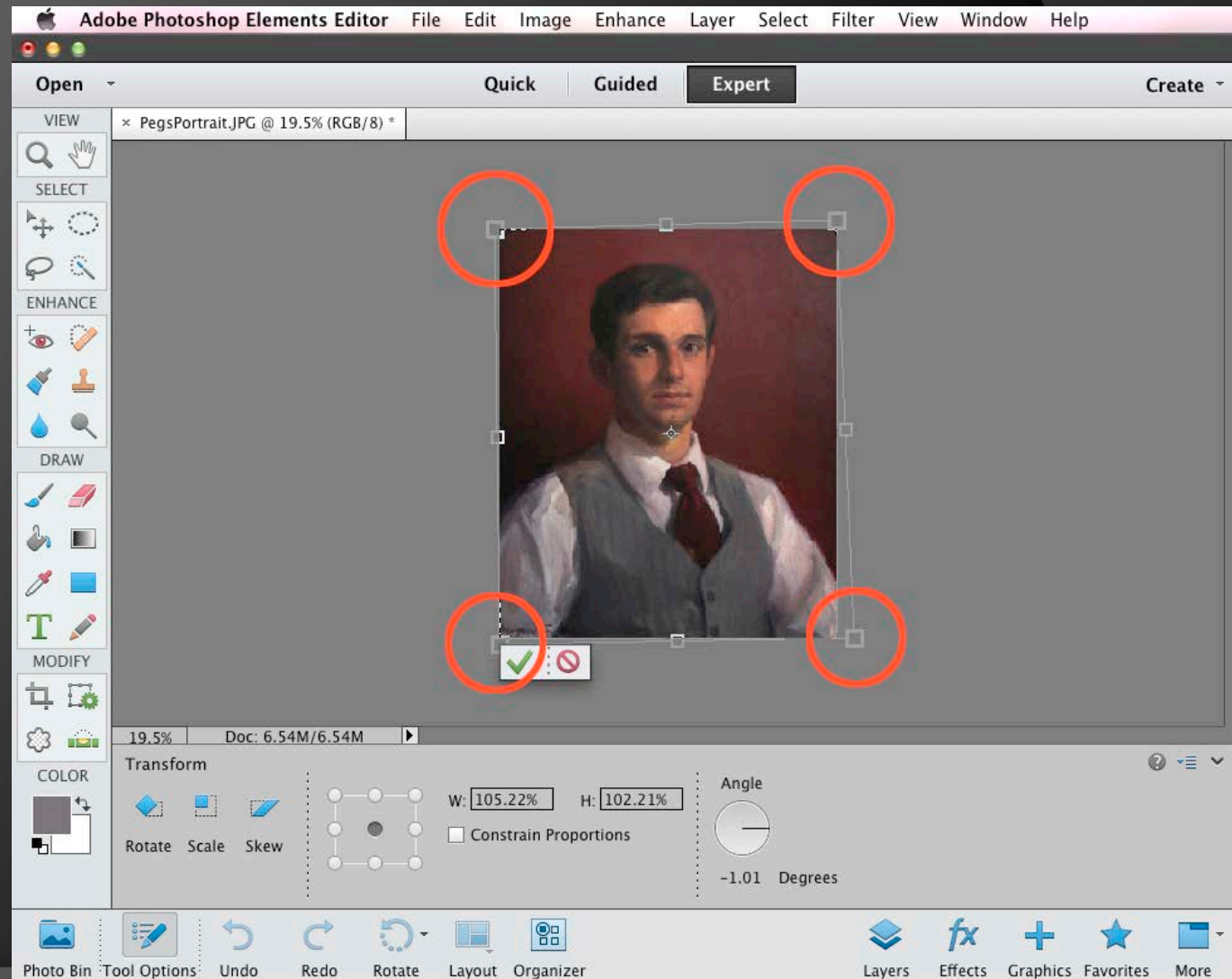
Correct the distortion.

- Notice the little “handles” show up once again.
- Now take your cursor, and one by one, click and hold it in the little square “handle.”
- At the same time, hold the Shift Key down and drag the handle in a horizontal or vertical direction to correct the distortion. Do this for any corner that doesn't line up in the frame.



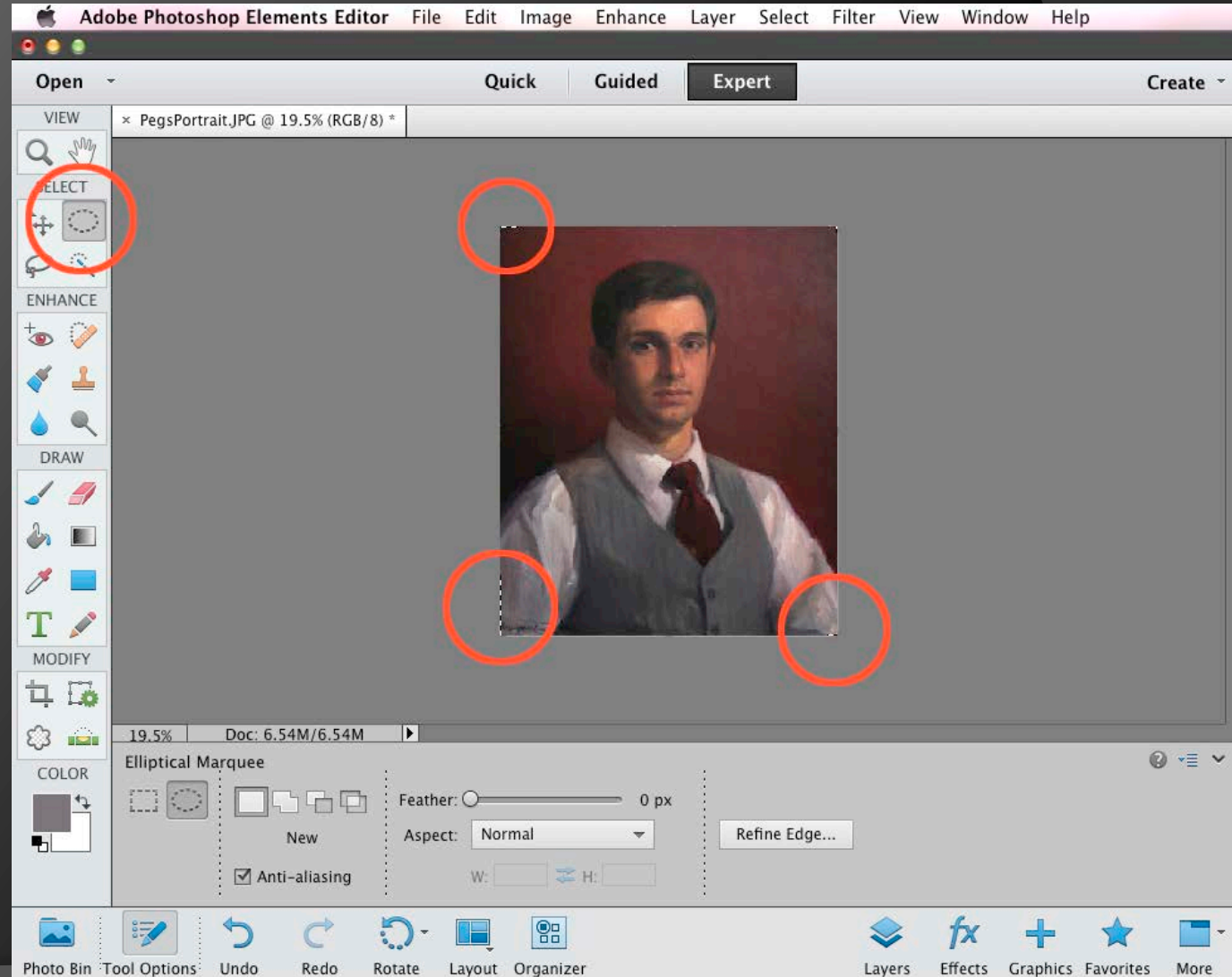
Transforming the image.

- After fixing the distortion, **click the green checkmark** to commit to the transformation.



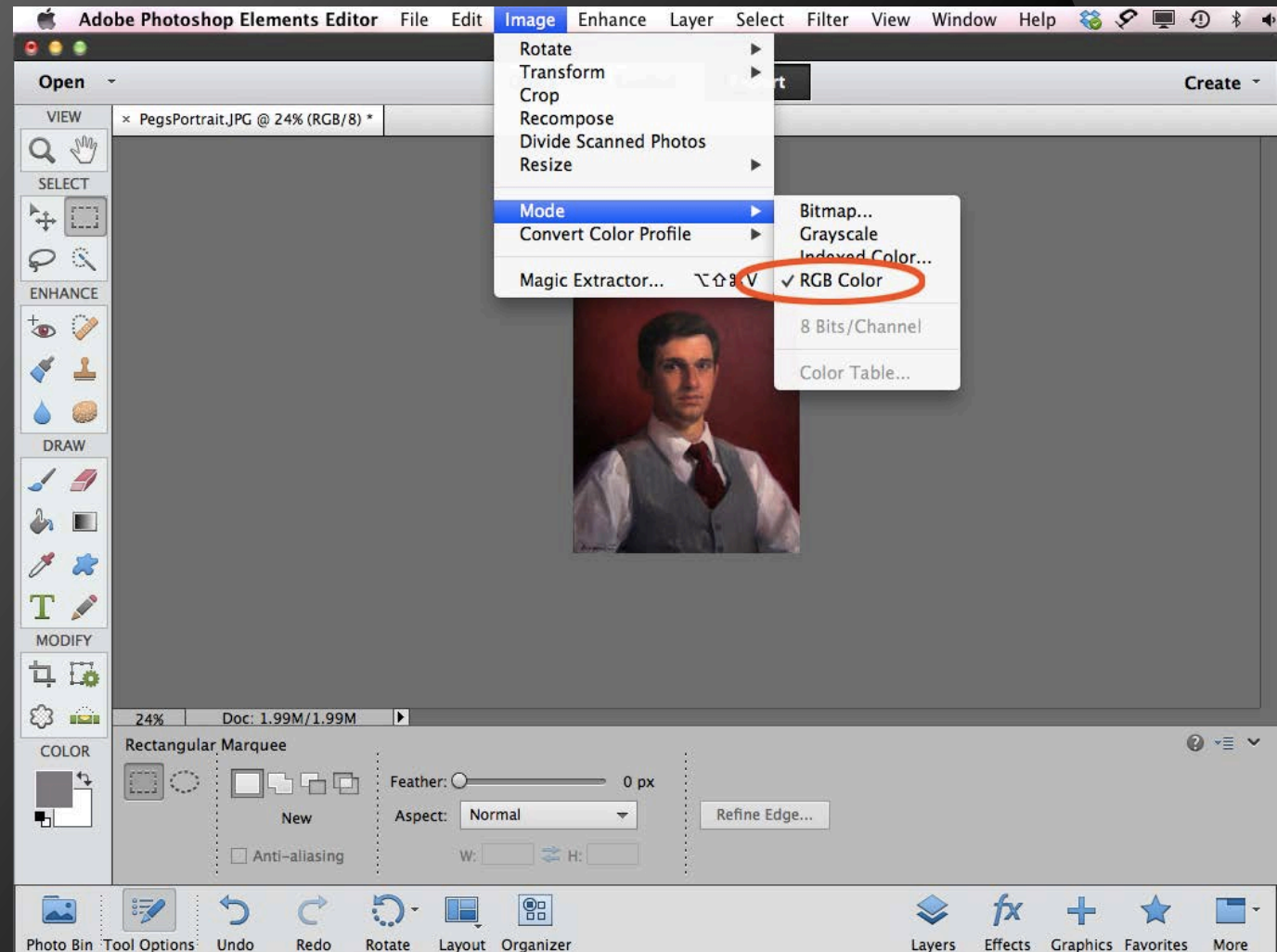
Getting rid of creepy crawlies.

- After you complete the correction, you might see little “creepy crawly snake-like” things on your image.
- Just click the Marquee tool on the left toolbar and then click anywhere on the gray part of the window. They will disappear.



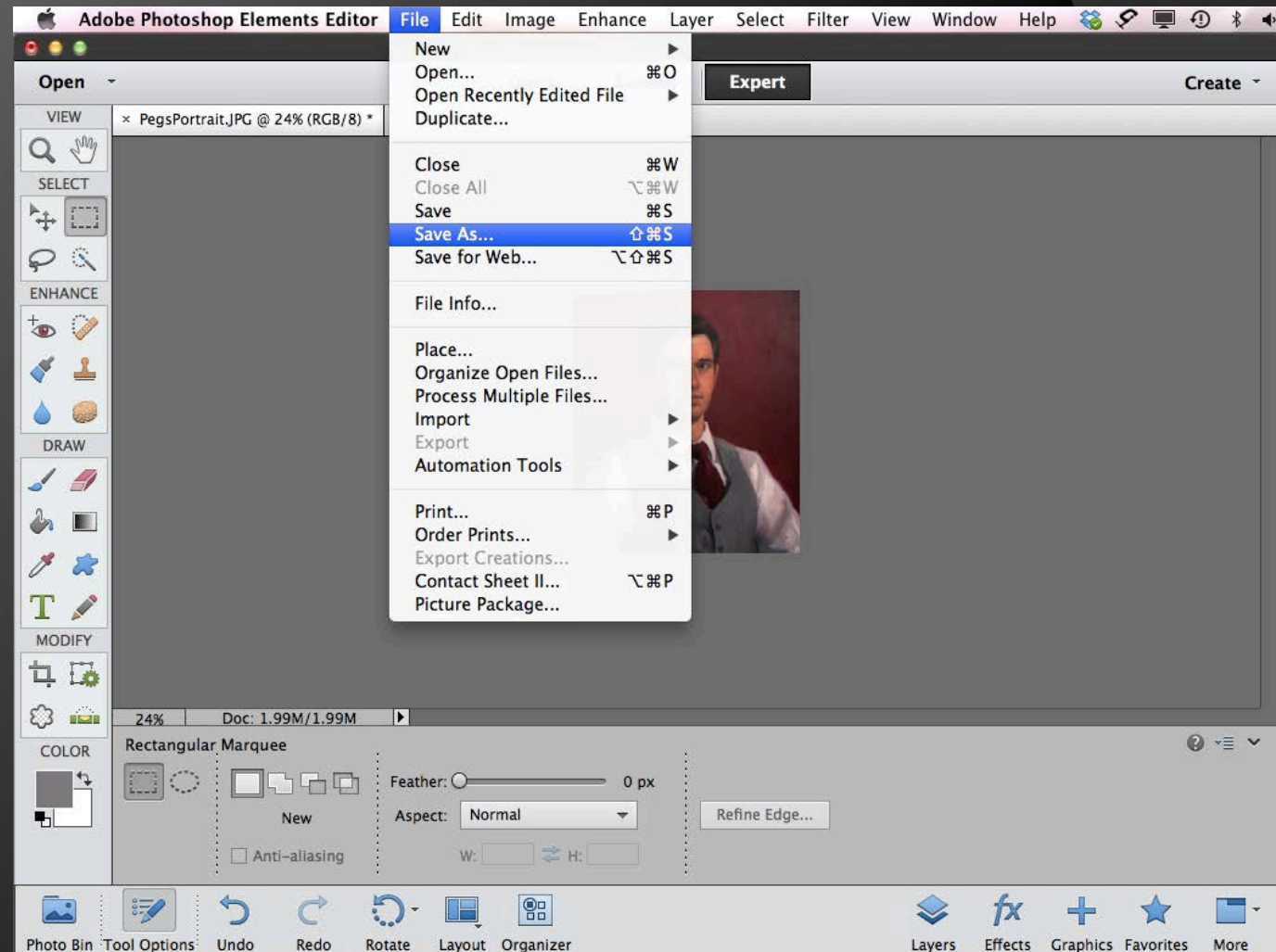
The Color Profile.

- The biggest difference between the professional version of Photoshop and Photoshop Elements is that Elements can't resave files to CMYK for print.
- You can play with a lot of options, but if you want to print this file on post cards, business cards, etc., you have to have it converted to 4 color.



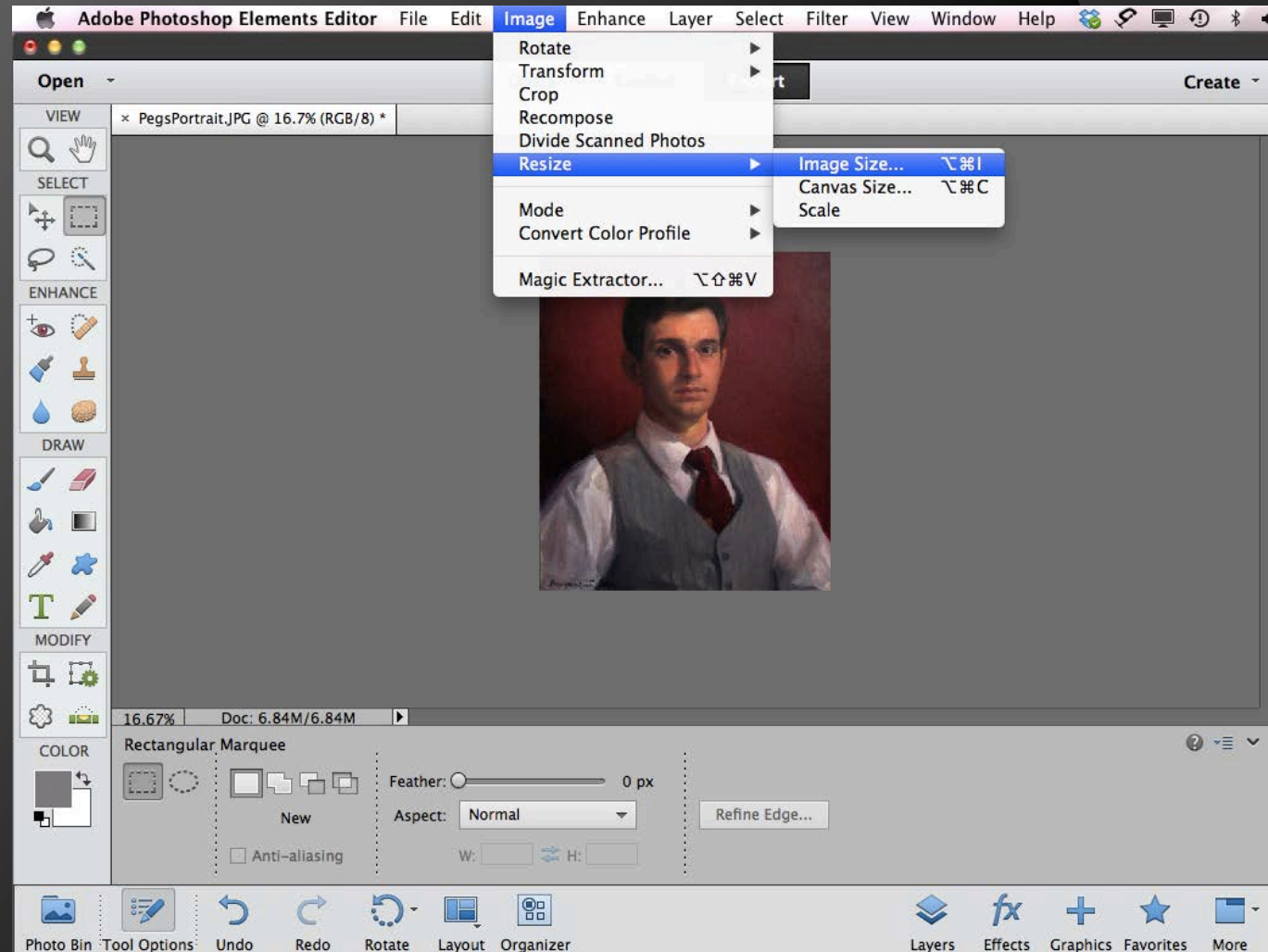
“Save As” the file again.

- At this point you should rename the corrected file with the color profile to keep for future resizing and renaming for specific competition entries.
- ALWAYS include the color profile format (RGB) in the resaved file name.
- Put it in your folder with the original image.



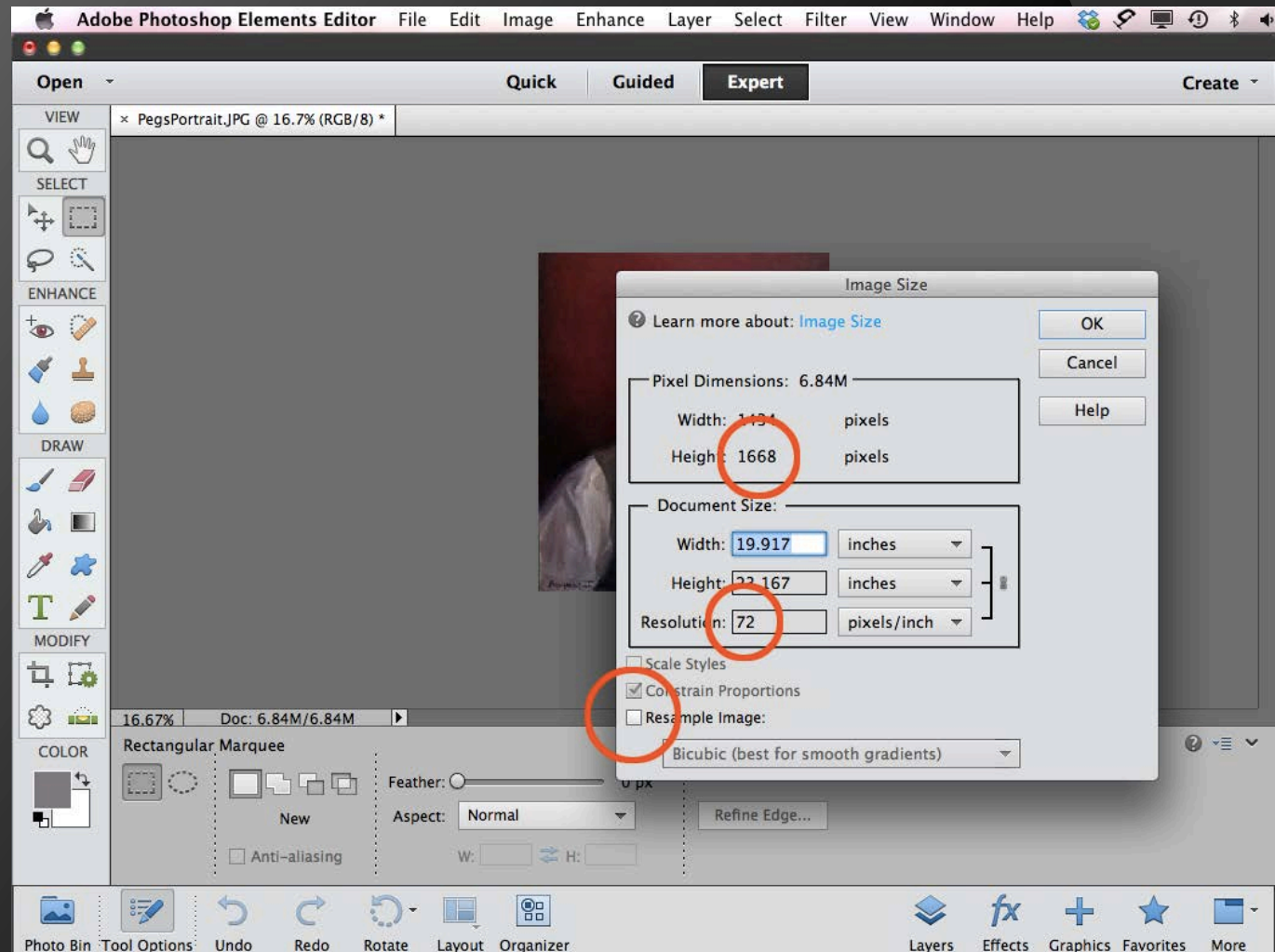
Resize your image for CLWAC.

- Since most point and shoot cameras shoot at 72 ppi/dpi (pixels per inch or dots per inch), you will usually have to reset the image size for any competition.
- From the top Menu, click and hold down IMAGE. Scroll to Resize and click on IMAGE SIZE.



Changing the image settings.

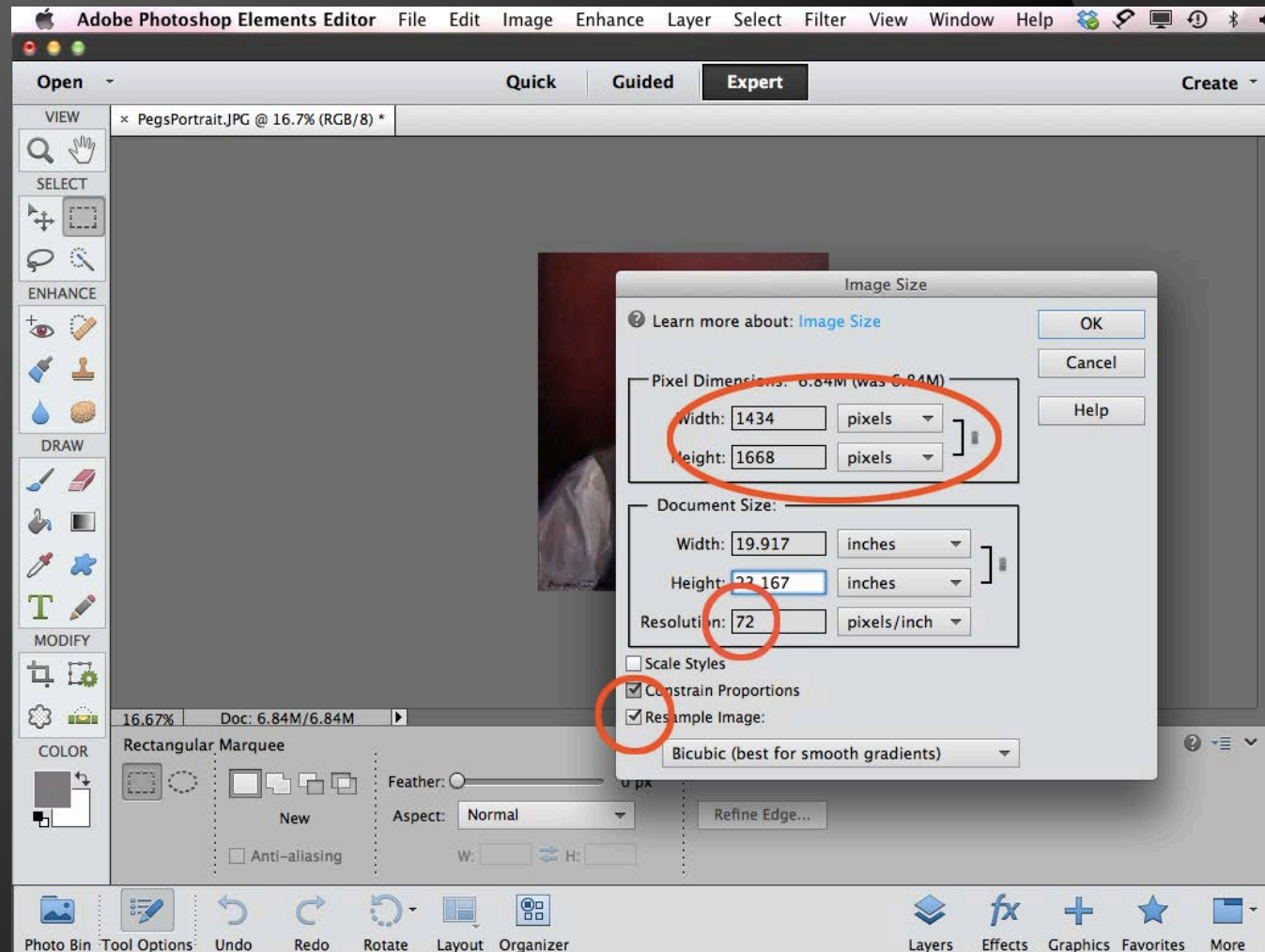
- This is what you will see next.
- Note that the Resolution is at 72 pixels per inch (ppi) and the file is 6.84 Megabytes.



Changing the image settings.

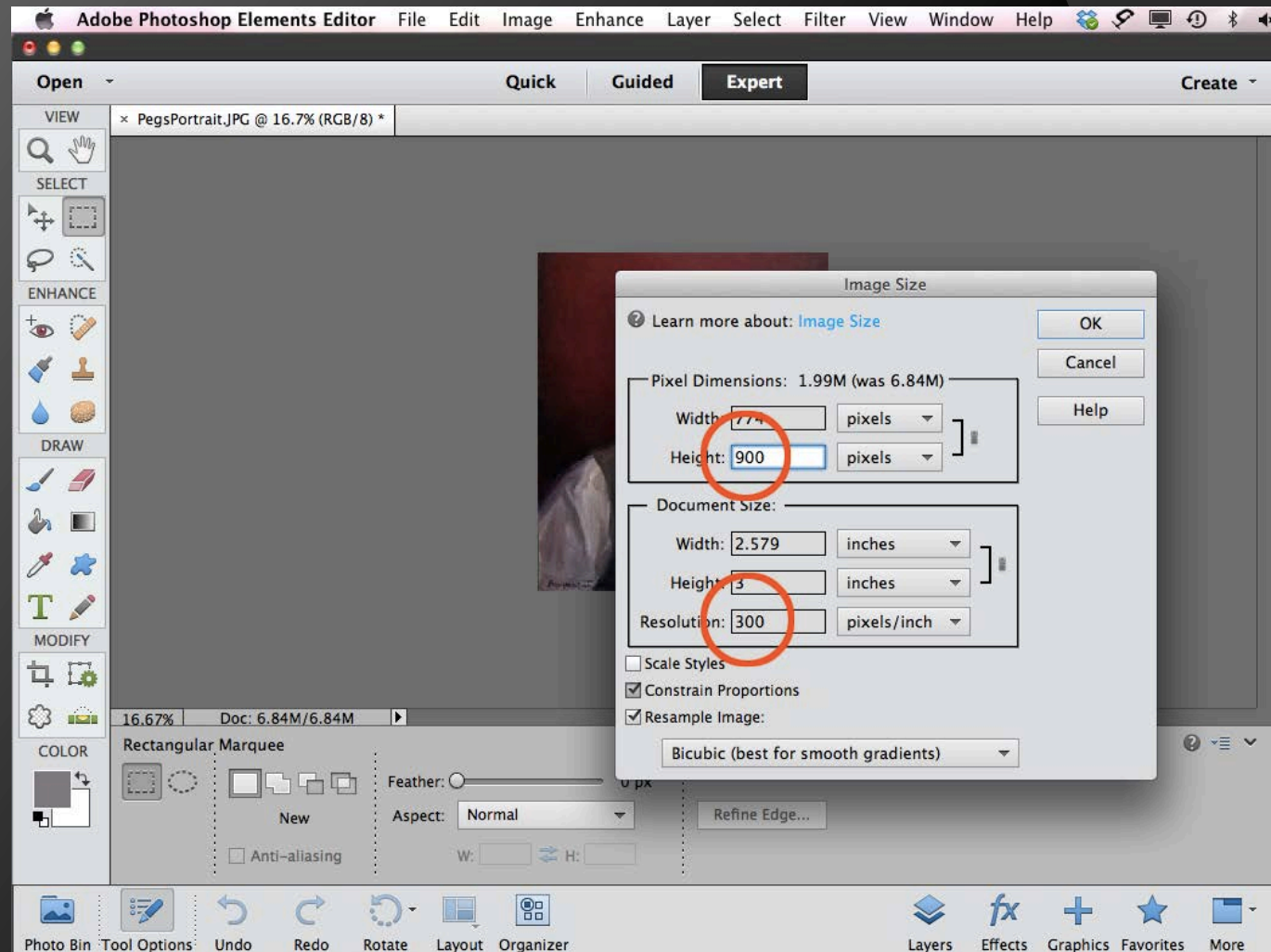
- Now check the Resample Image check box and notice what happens.
- You now have the ability to change the Resolution **AND** the Pixel Dimensions!

NOTE: Always check to make sure the Constrain Proportions check box is checked. It should be by default, but always check this.



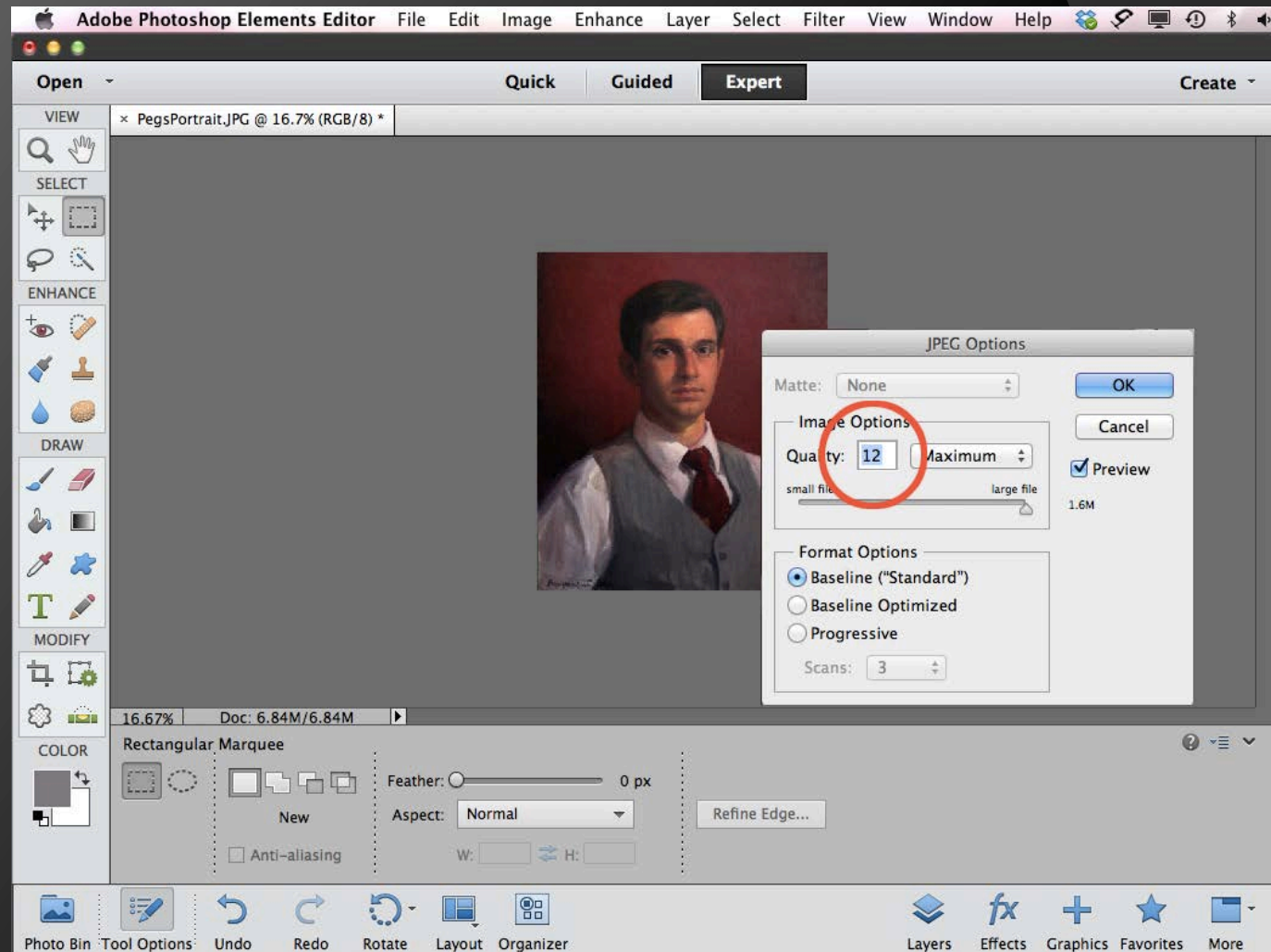
Change the settings.

- For CLWAC entries, all you have to do is highlight the Resolution setting and type in 300. **ALWAYS DO THIS FIRST!** Then highlight the Pixel Dimensions and type in 900 on the longest side and click OK.
- Make sure you check the specs for other competitions. They may not be the same as CLWAC.



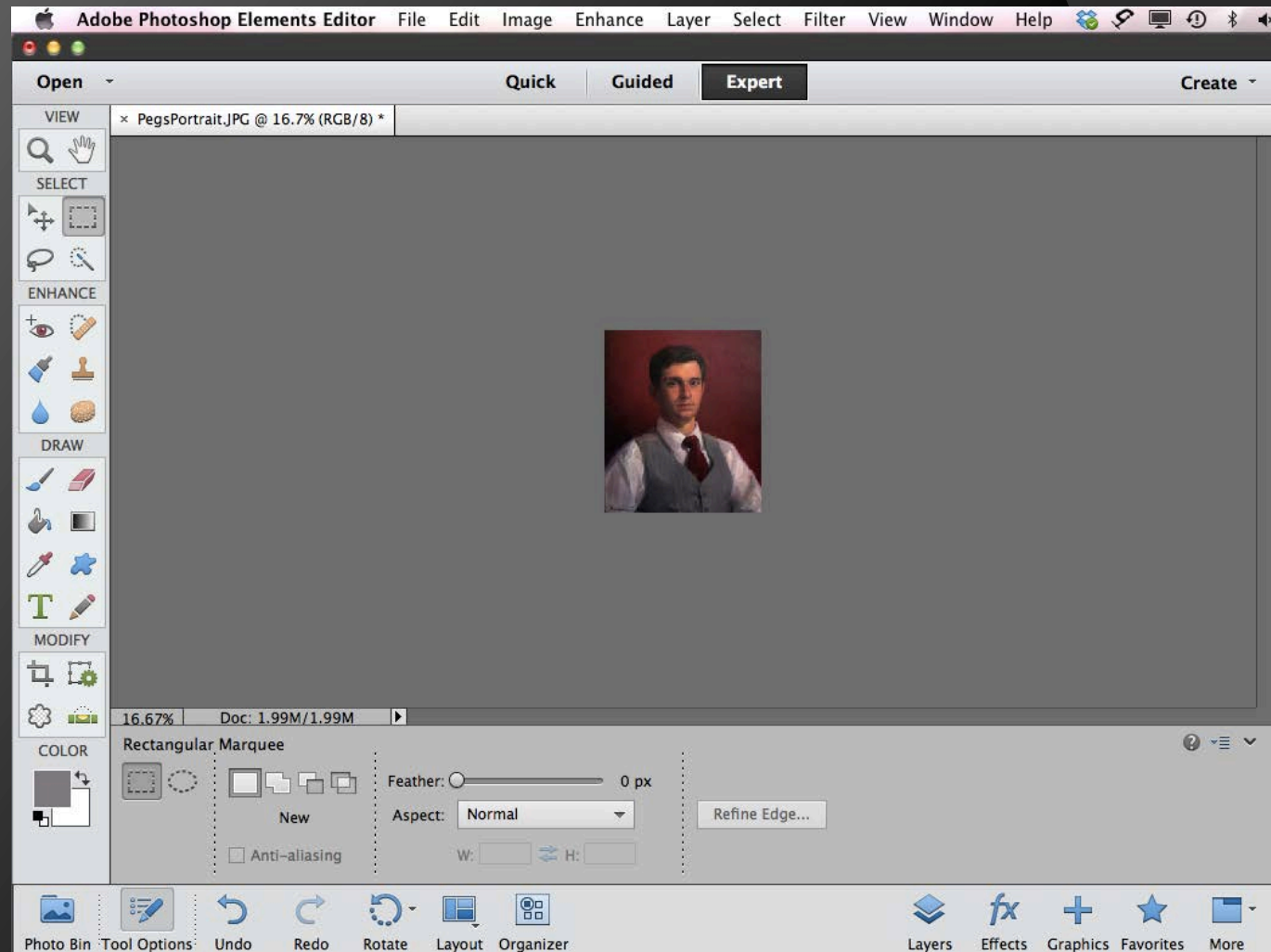
Choose your option.

- Make sure the Quality is set to 12 and hit OK.



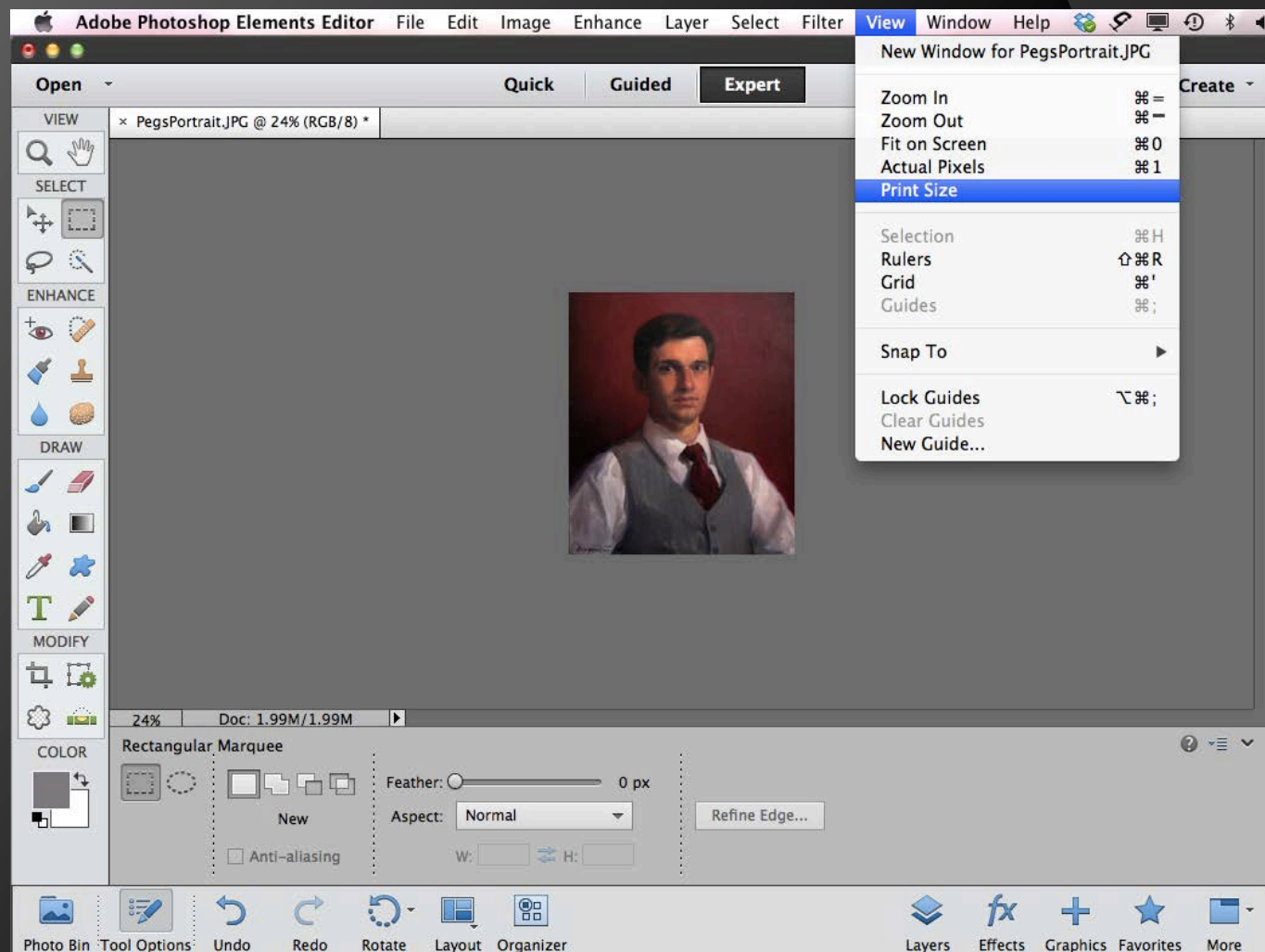
Change the settings.

- This is what your image will look like after you reset the resolution and pixel dimensions.
- **DON'T WORRY!
THIS IS
CORRECT.**



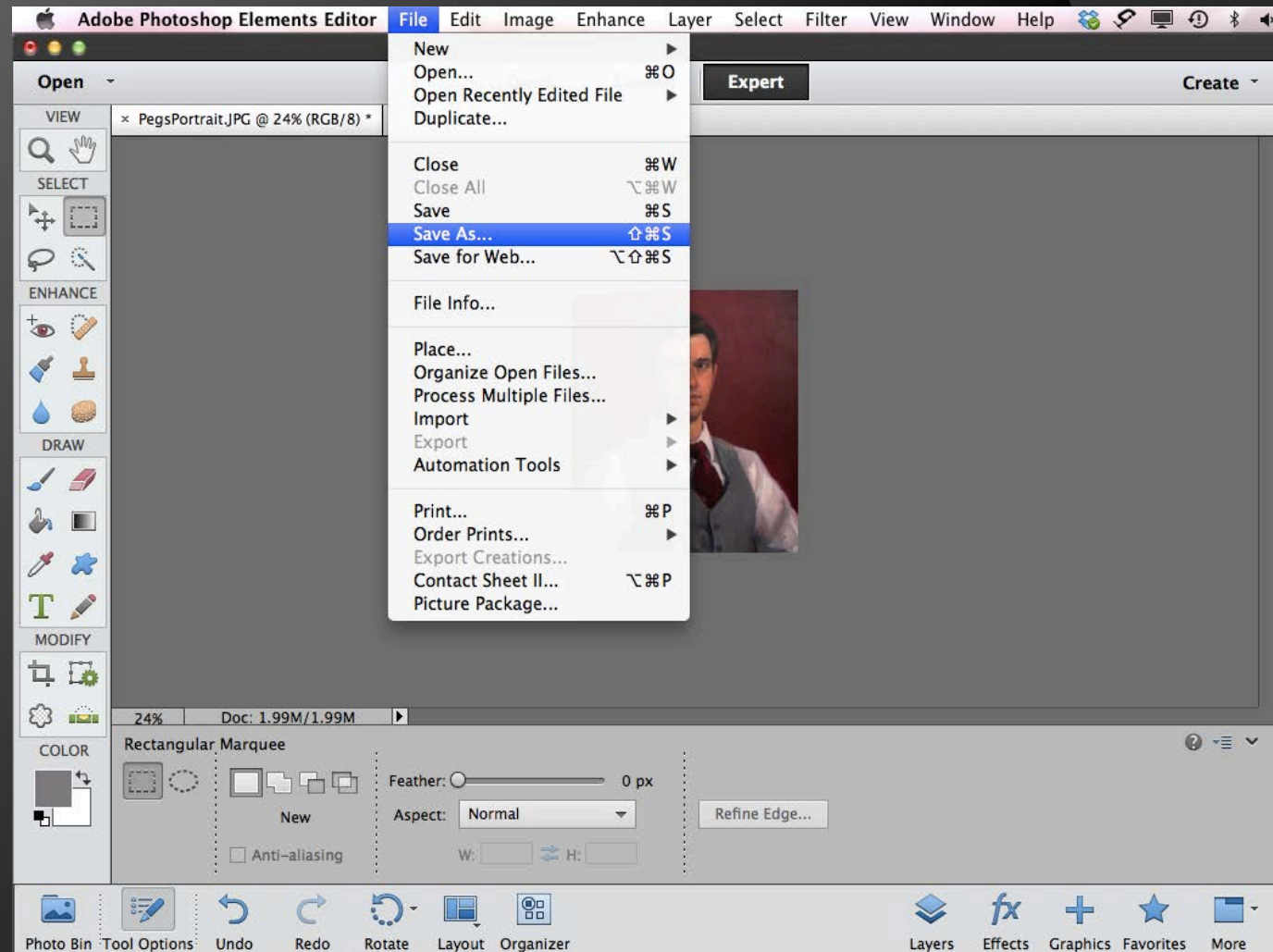
View at a larger size.

- If you want to see the image a little larger, you can go to VIEW and scroll down to Fit on Screen or use the little magnifying glass at the upper left hand corner of the tool bar to increase the size.
- If you want to see the clarity of your file close up, choose Actual Pixels or Print Size.



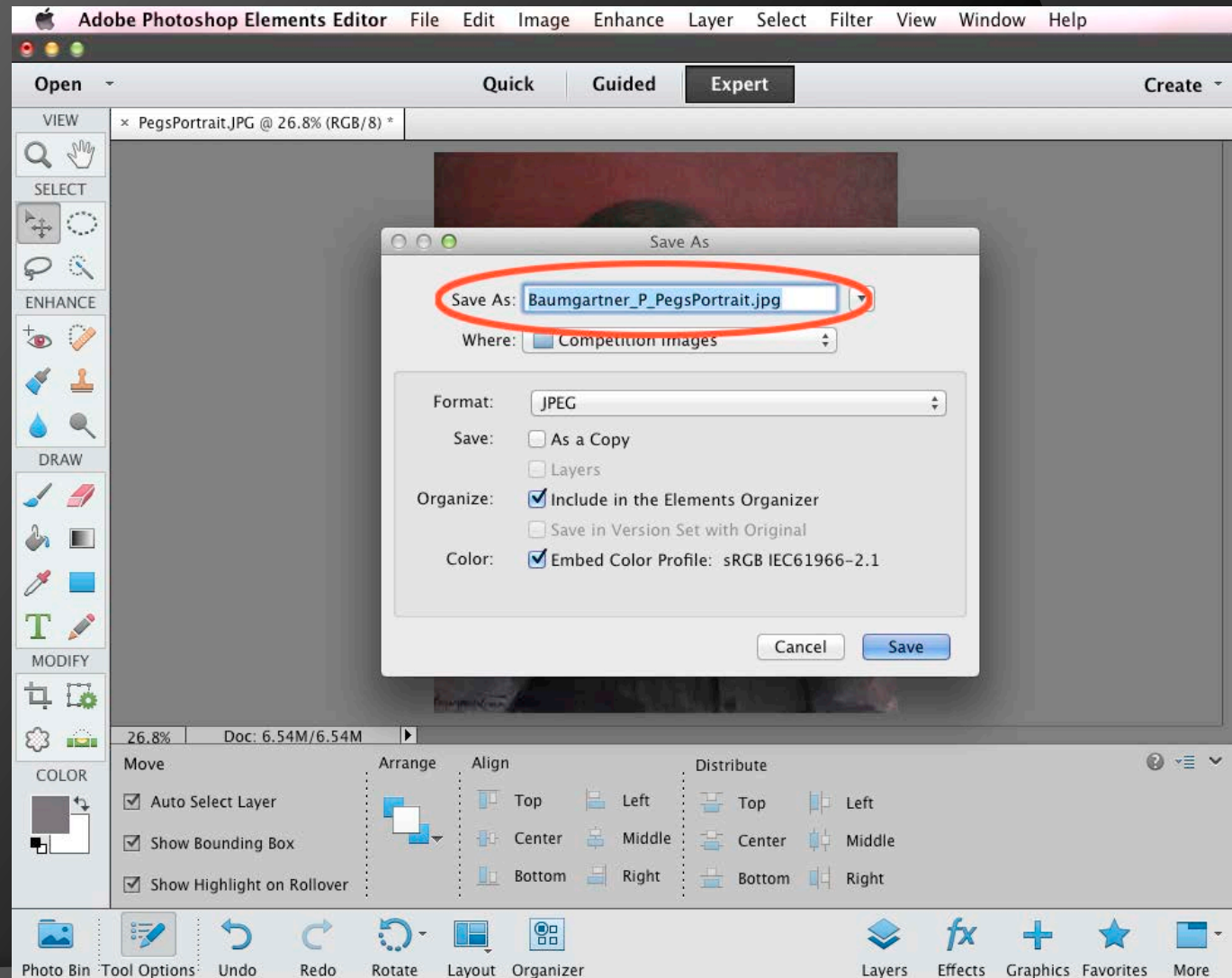
Renaming your file for CLWAC.

- The image is all done!
- Now you need to save a copy with the correct name for the CLWAC entry.
- Last name, underscore, first initial, underscore, name of painting, jpeg.
- Click File/Save As once again.



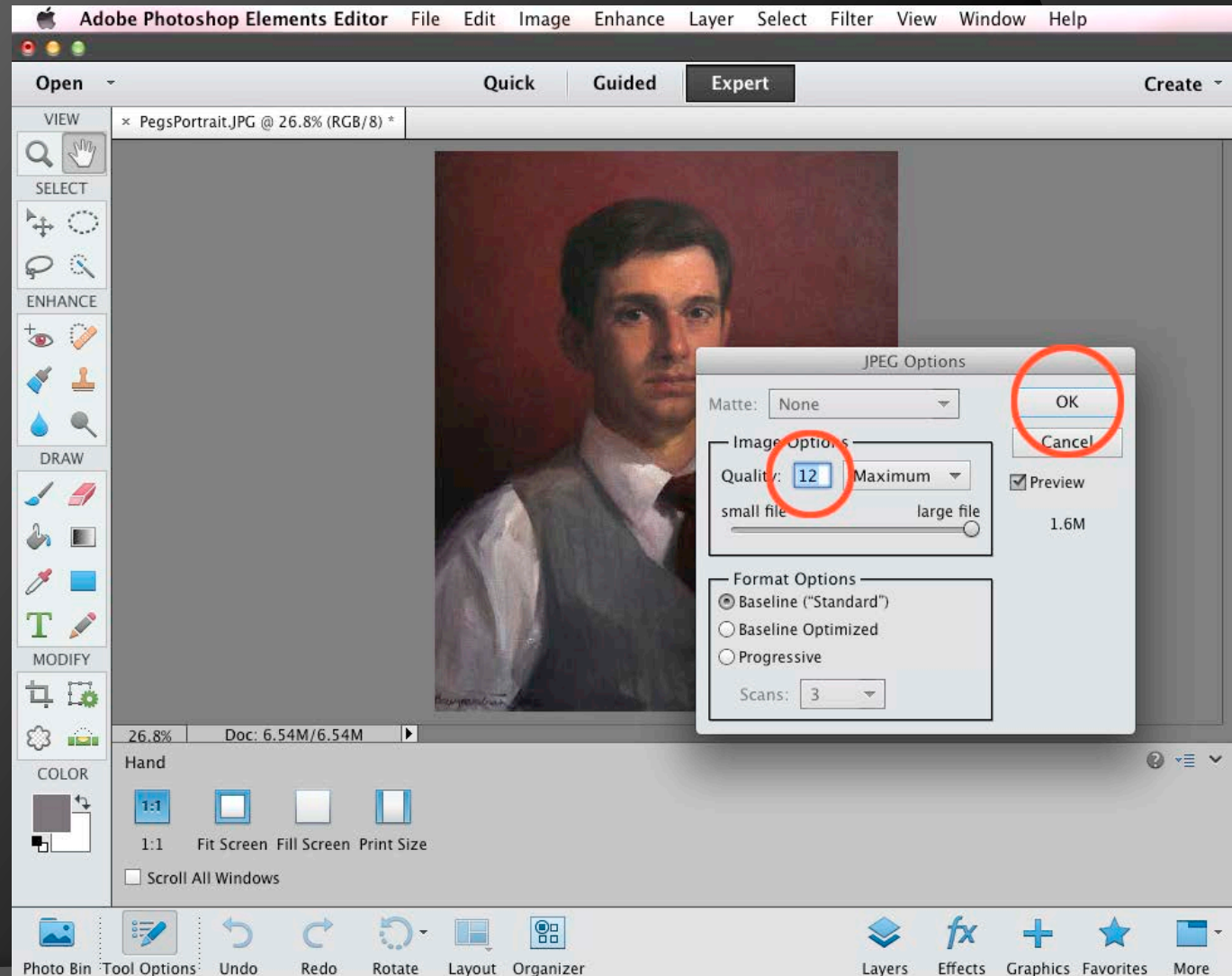
Renaming your file for CLWAC.

- Now rename the file as instructed in the CLWAC prospectus.
- Last name, underscore, first initial, underscore, name of painting, jpeg. Hit Save.



Renaming your file for CLWAC.

- Make sure it is set on 12 again and hit OK.



Congratulations!
You've done it!