

How to prepare your files for competition using...

**PICASA**  
**3.9.137.163 FOR MAC**  
**4 FOR PC**

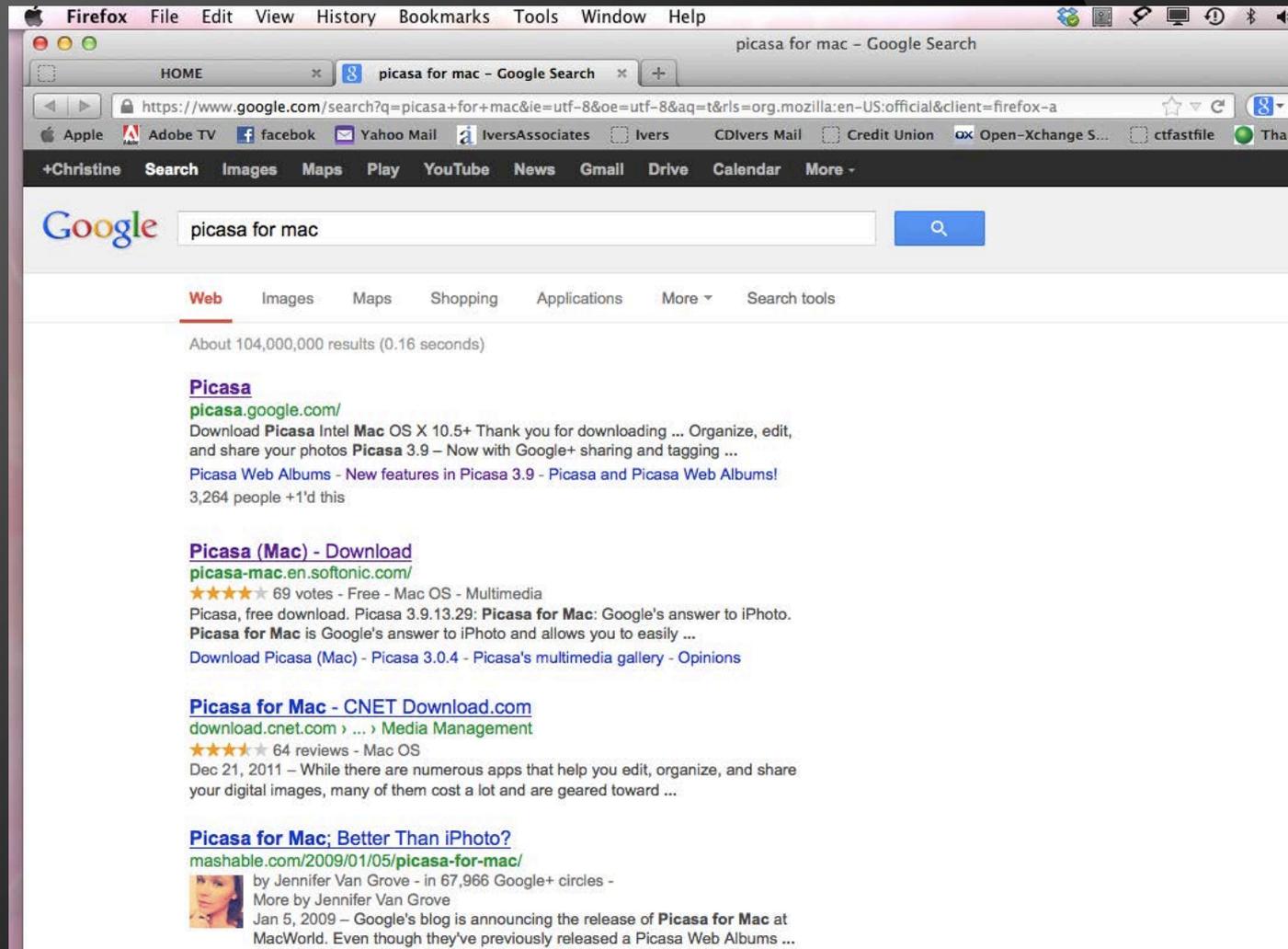
Many thanks to Margaret Carter Baumgartner for the use of her portrait painting in this demonstration.

# 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 CLWAC or future competitions.

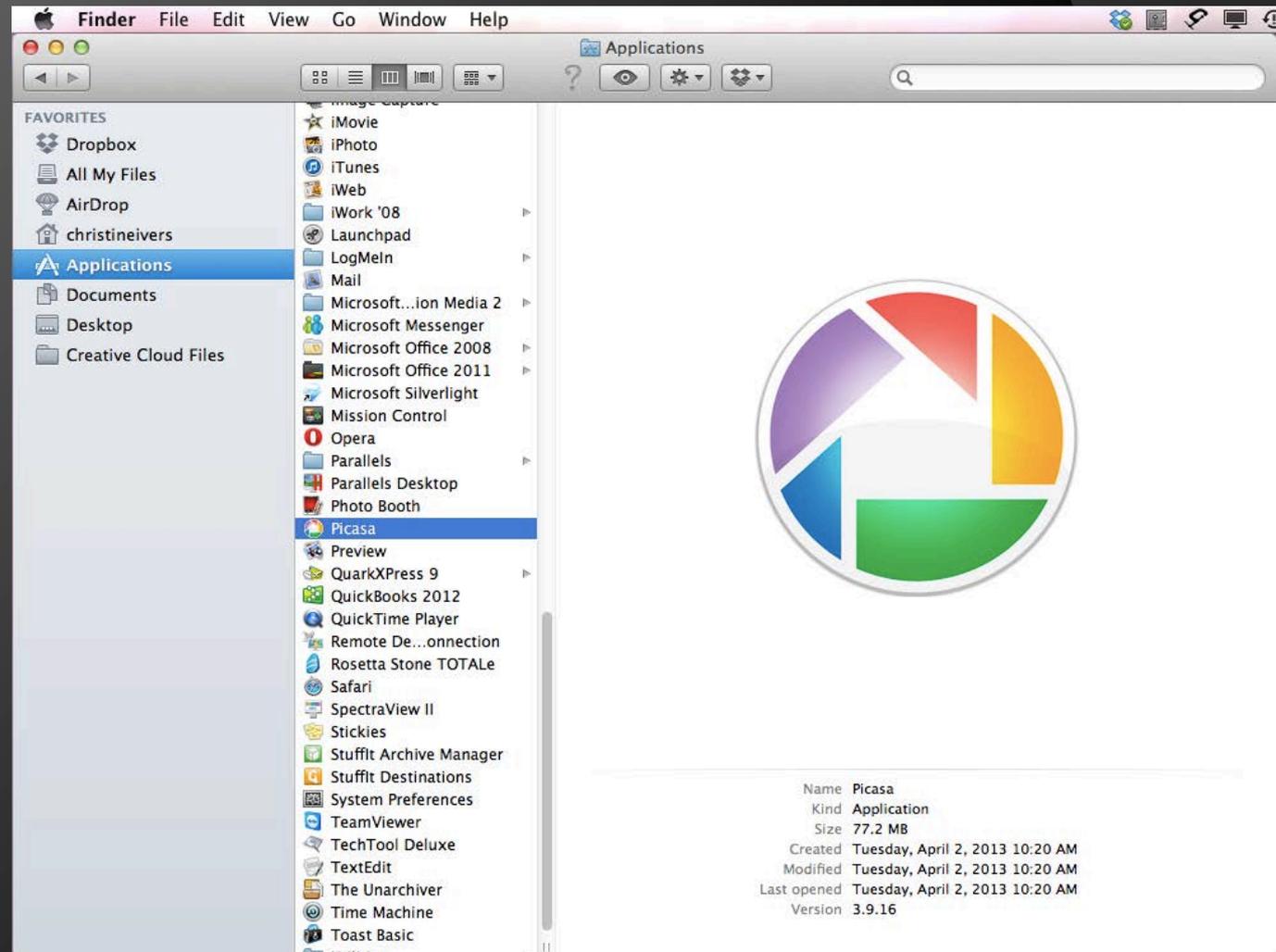
# Download the program.

- Picasa is a **free** Microsoft Application that you can download from the web. If you Google Picasa (Mac) or Picasa (PC) you will see the Download link. Just hit the link to get to the site that will let you download the program.
- **Follow the instructions, which are extremely easy!**



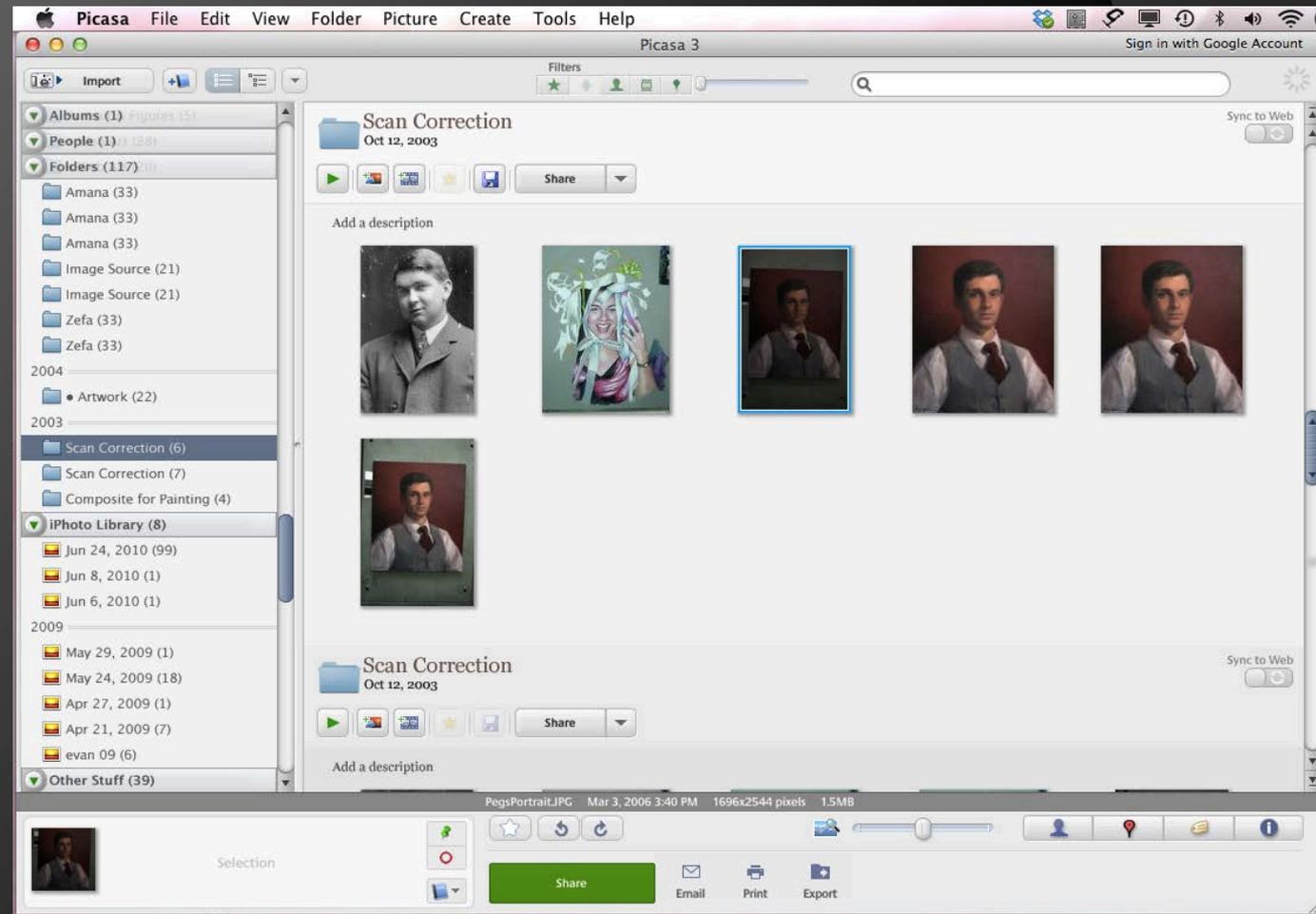
# Open the program.

- Once the program is downloaded. You will most likely find it in your Applications Folder of your computer hard drive.
- Just double click on it to open the program.



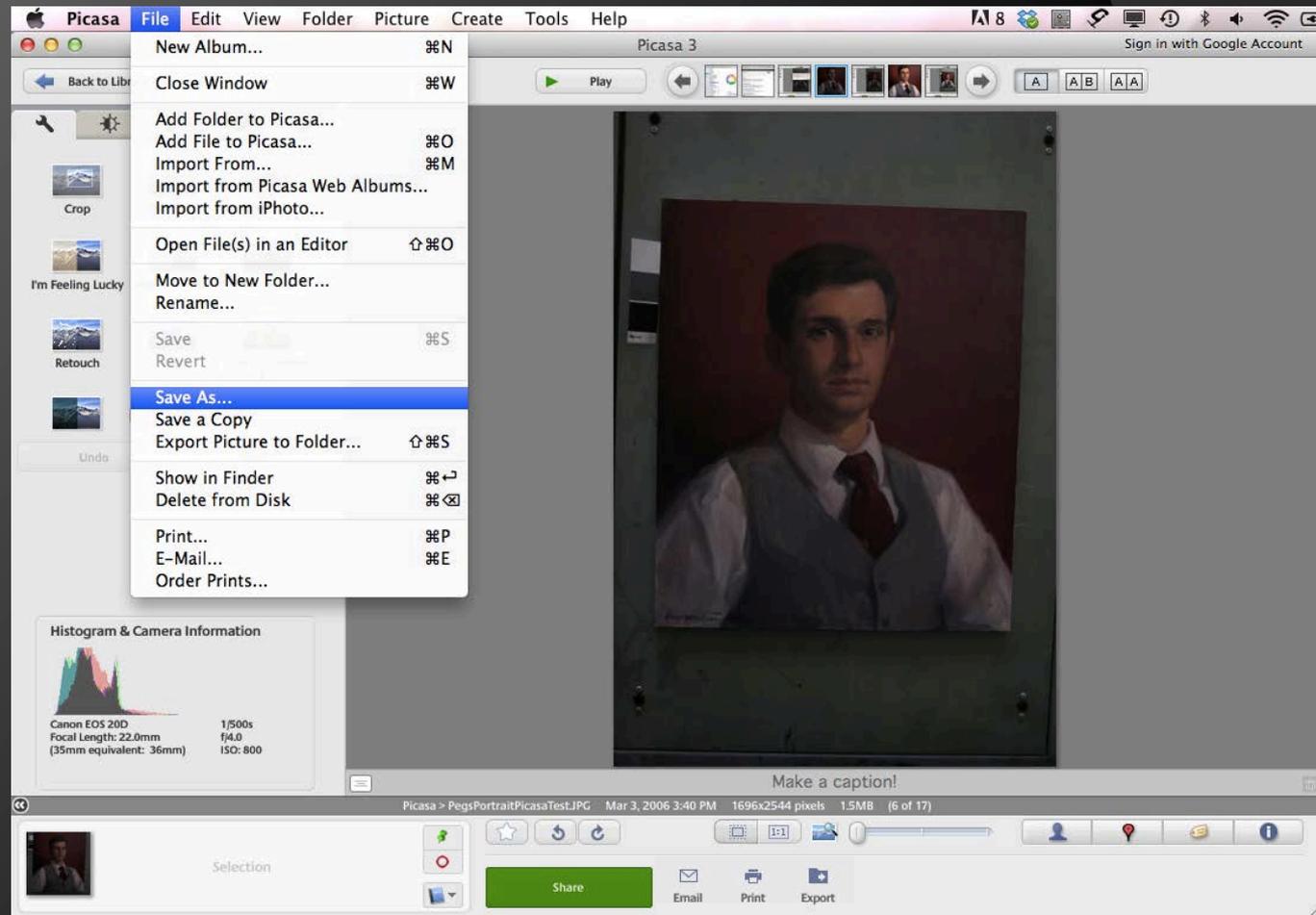
# Open the file.

- When the program opens, you will see that it automatically finds every photo that you have in your computer.
- Double click on the photo of your painting that you need to correct.



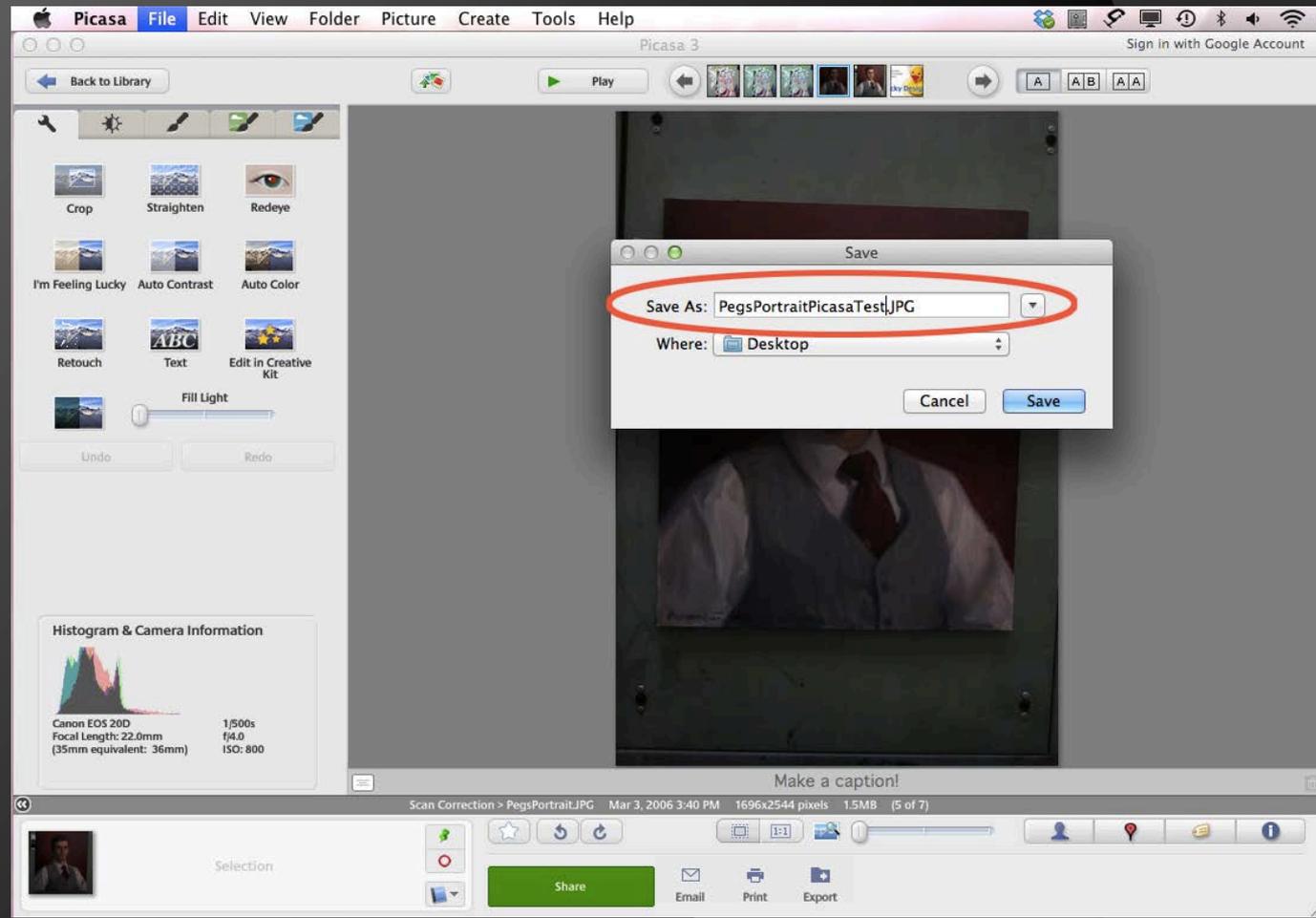
# “Save As” the file.

- In order to not accidentally overwrite your original file, **ALWAYS MAKE ANOTHER COPY OF THE FILE TO EDIT.**
- Go to the Main Menu at top, click, hold and scroll down to Save As... Now click again.



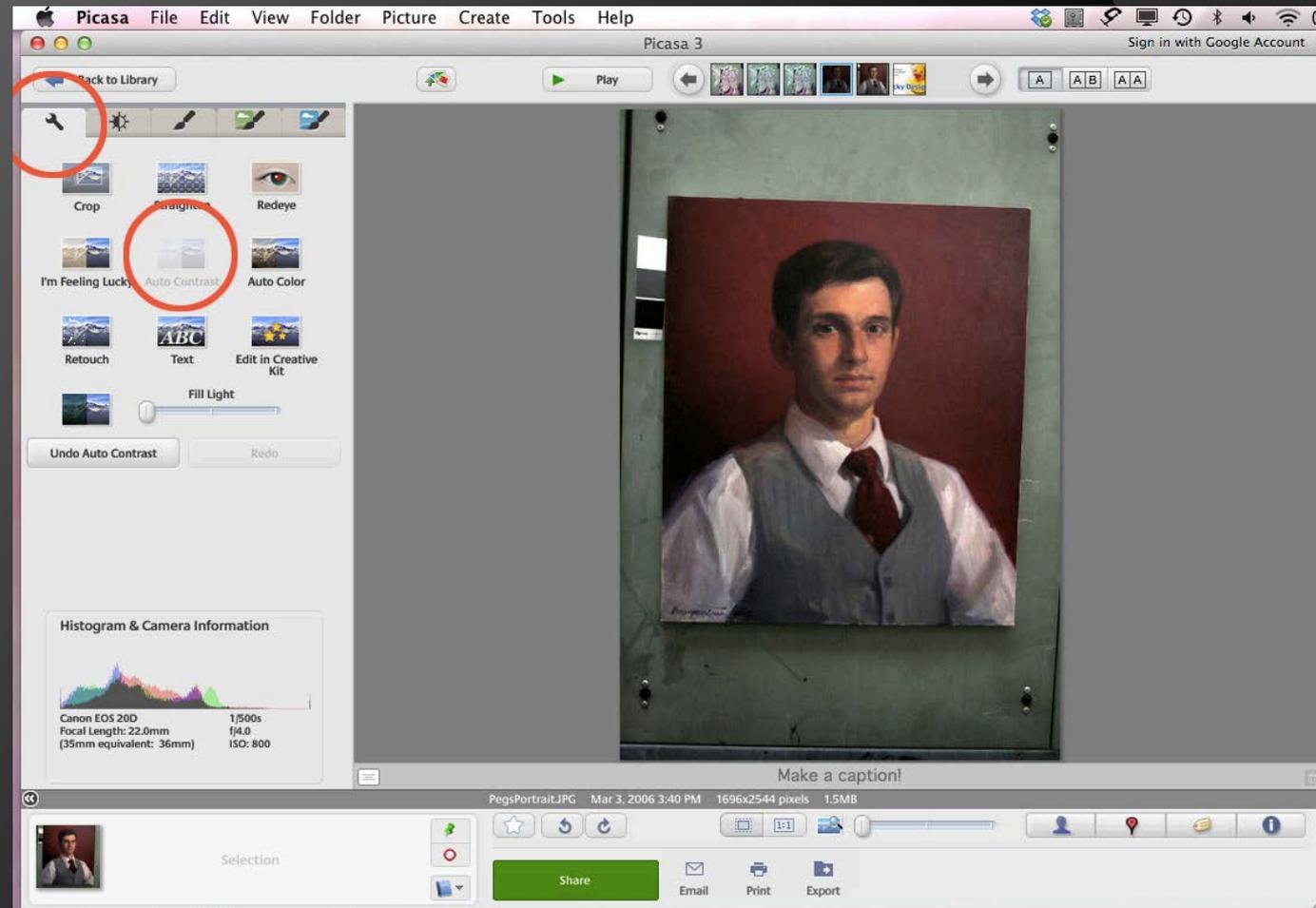
# Change the file name slightly.

- While renaming your file, make sure you put it in the folder that you made at the beginning of the lesson.
- If you accidentally forget to do this, just search your computer through Spotlight (Mac) or Find (both Mac & PC). Then drag it or resave it to the correct folder.



# Now start to correct color.

- In the top Menu of Picasa, notice the little wrench. **Make sure it is highlighted and click on Auto Contrast.**
- Immediately the image seems to be brought into much better contrast with colors looking more like the painting.



# Fine tuning.

- Now click on the little sun that is half white and half black.
- With your painting near you (make sure you are in as natural light as possible), you can experiment with the little “levers” by sliding them back and forth.
- This will make any minor adjustments to the image.

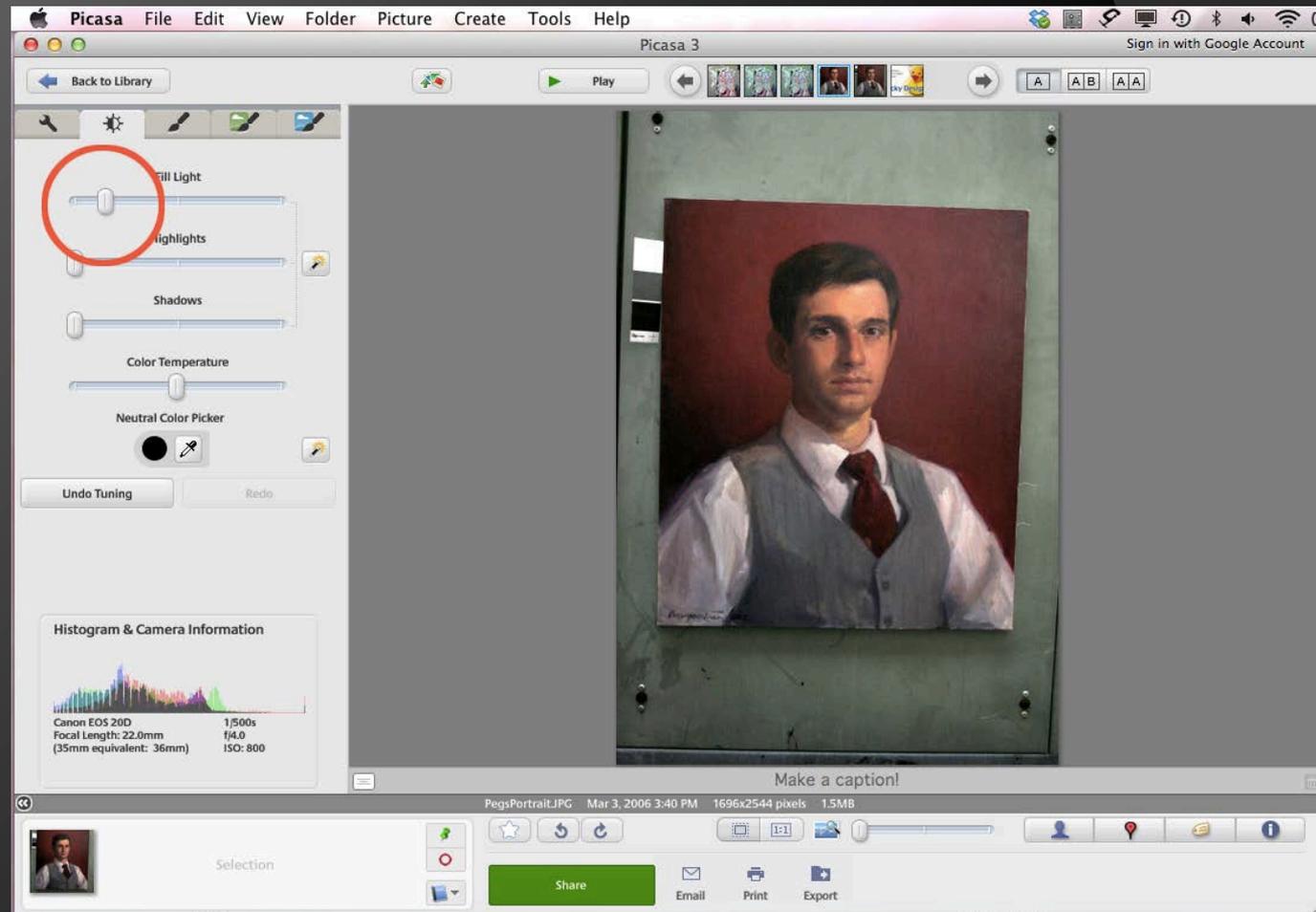
The screenshot shows the Picasa 3 application window. The menu bar includes 'Picasa', 'File', 'Edit', 'View', 'Folder', 'Picture', 'Create', 'Tools', and 'Help'. The toolbar contains various icons, including a sun icon (Fill Light) which is circled in red. Below the toolbar, the 'Fill Light' panel is visible, featuring a slider and a sun icon. The main image area displays a portrait of a man in a white shirt, grey vest, and red tie. The histogram and camera information panel at the bottom left shows the following details:

Histogram & Camera Information	
Canon EOS 20D	1/500s
Focal Length: 22.0mm	f/4.0
(35mm equivalent: 36mm)	ISO: 800

The bottom status bar shows the file name 'PegsPortrait.JPG', date 'Mar 3, 2006 3:40 PM', dimensions '1696x2544 pixels', and size '1.5MB'. The bottom right corner features a 'Share' button and options for 'Email', 'Print', and 'Export'.

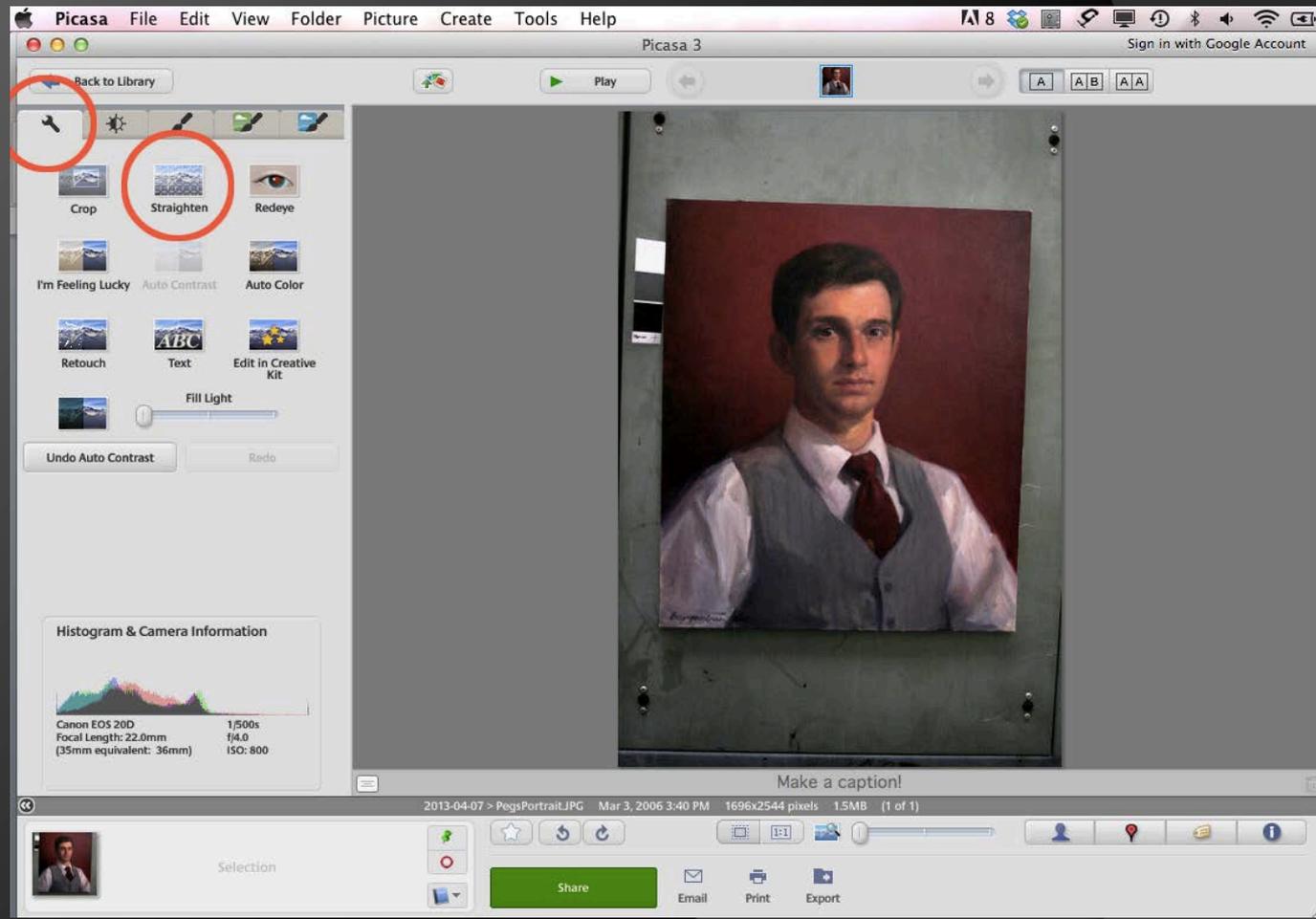
# Make minor corrections.

- Since I felt the image was just slightly too dark, I added a little Fill Light. This will brighten the image overall.
- If your darks are the only things that seem too dark, or similar with the lights, adjust the Highlights or Shadow Sliders to correct the image.
- If it is too warm or cool, use the Color Temperature Slider.



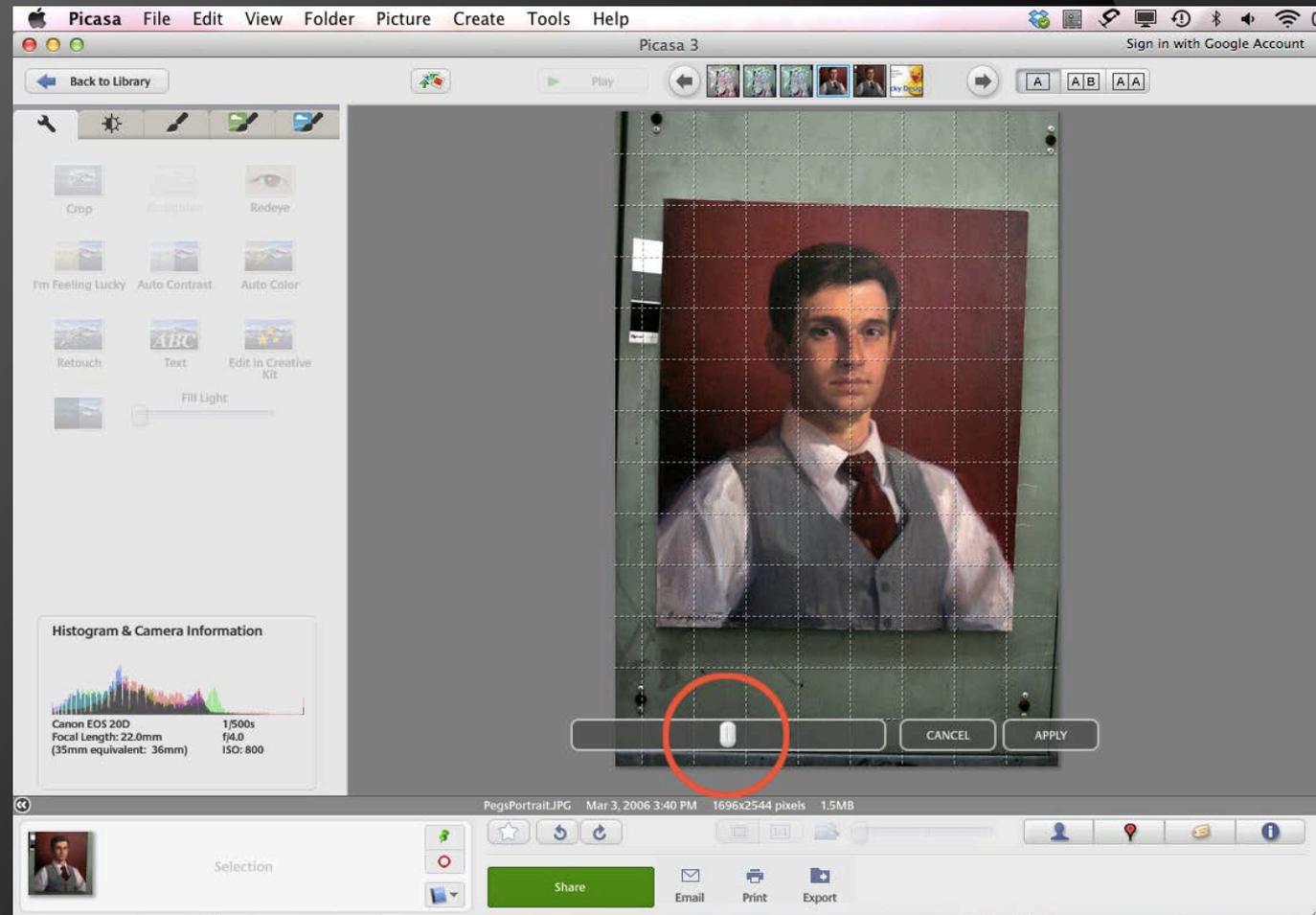
# Straighten the Image.

- Click the little wrench again. Then click on the Straighten Icon.



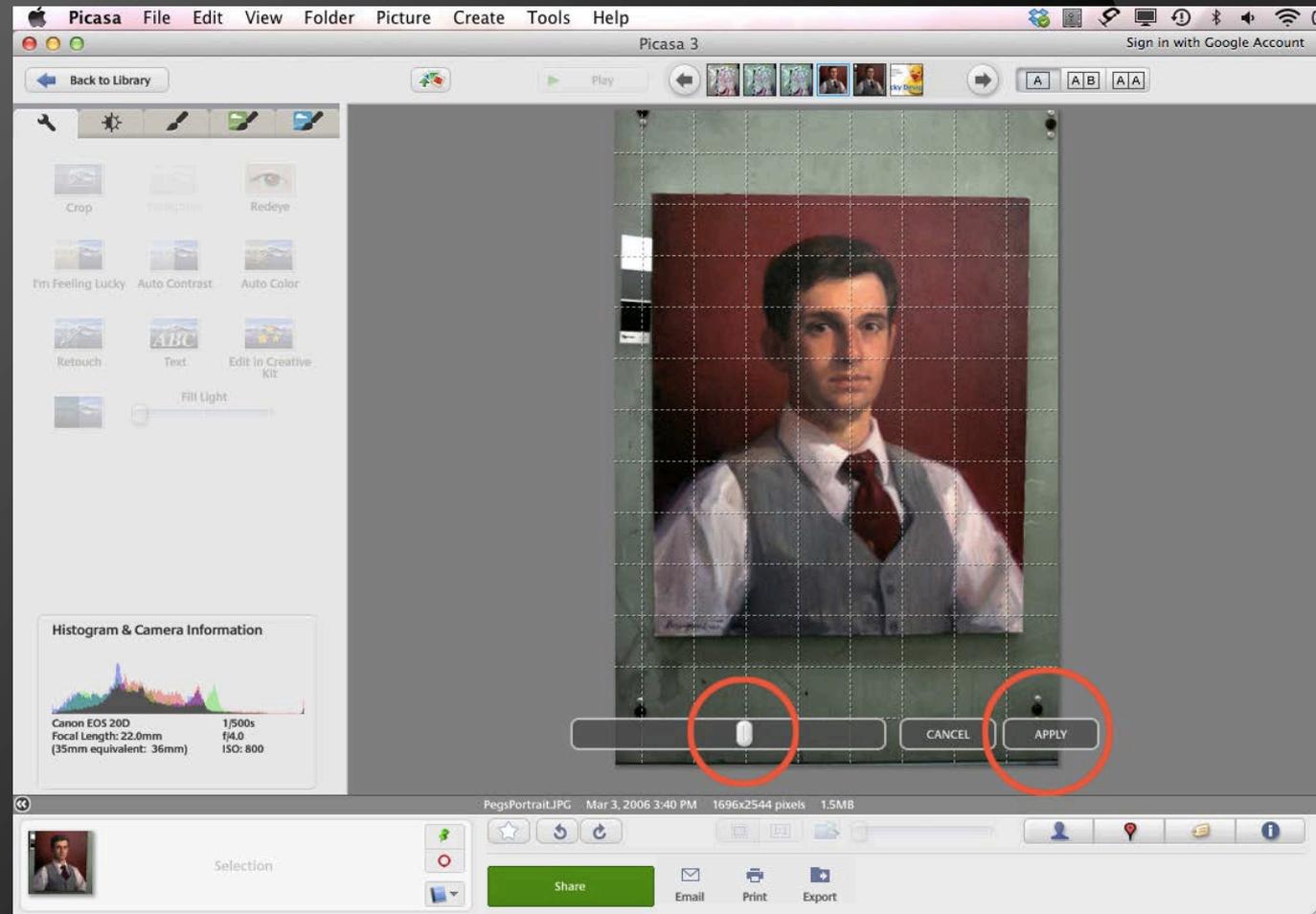
# Straighten the Image.

- Notice the Grid and the Slider that has appeared on the image.
- Slide the “Handle” on the Slider until you feel that one side of the image is straightened.



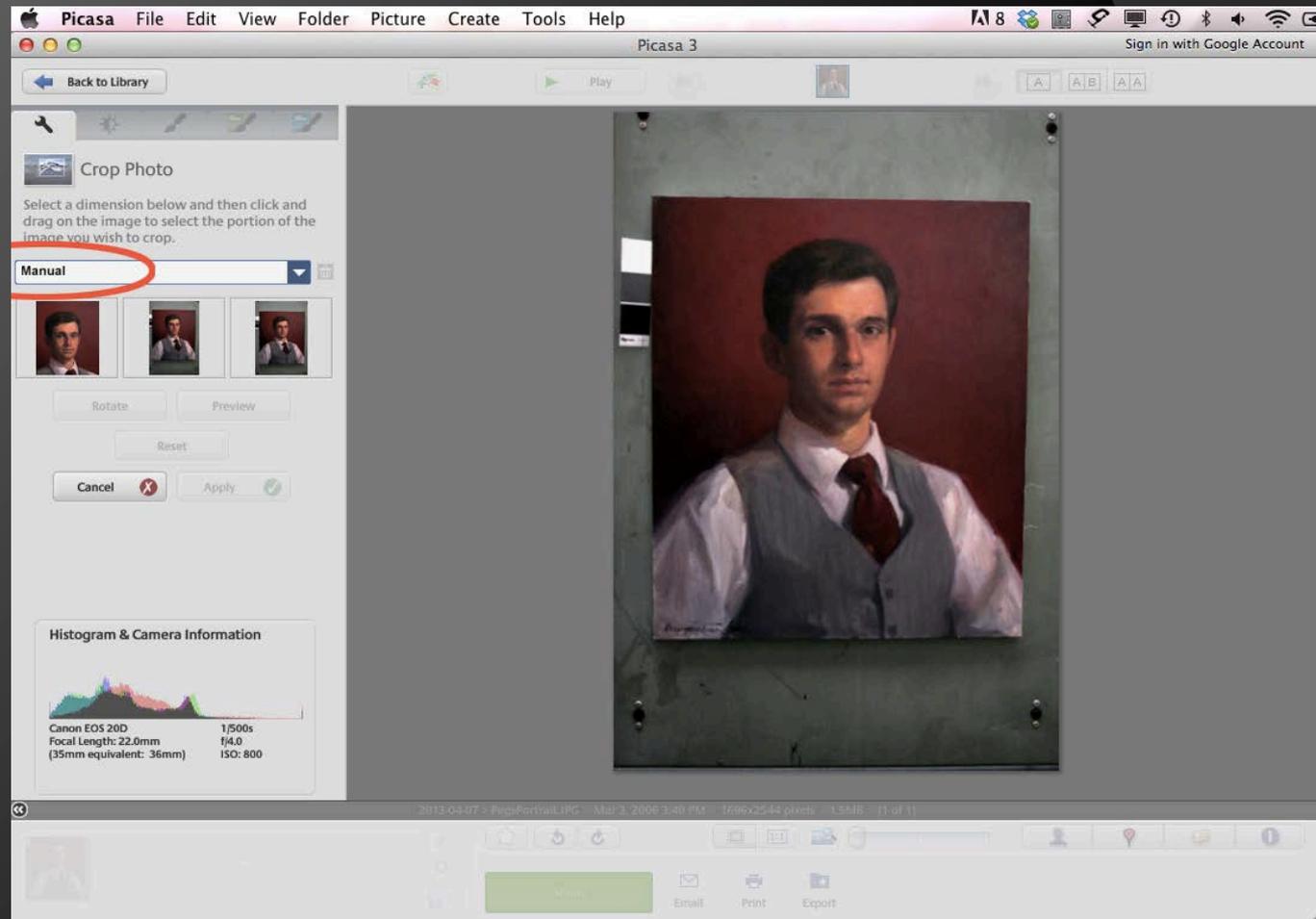
# Commit to the function.

- Now hit the APPLY button.



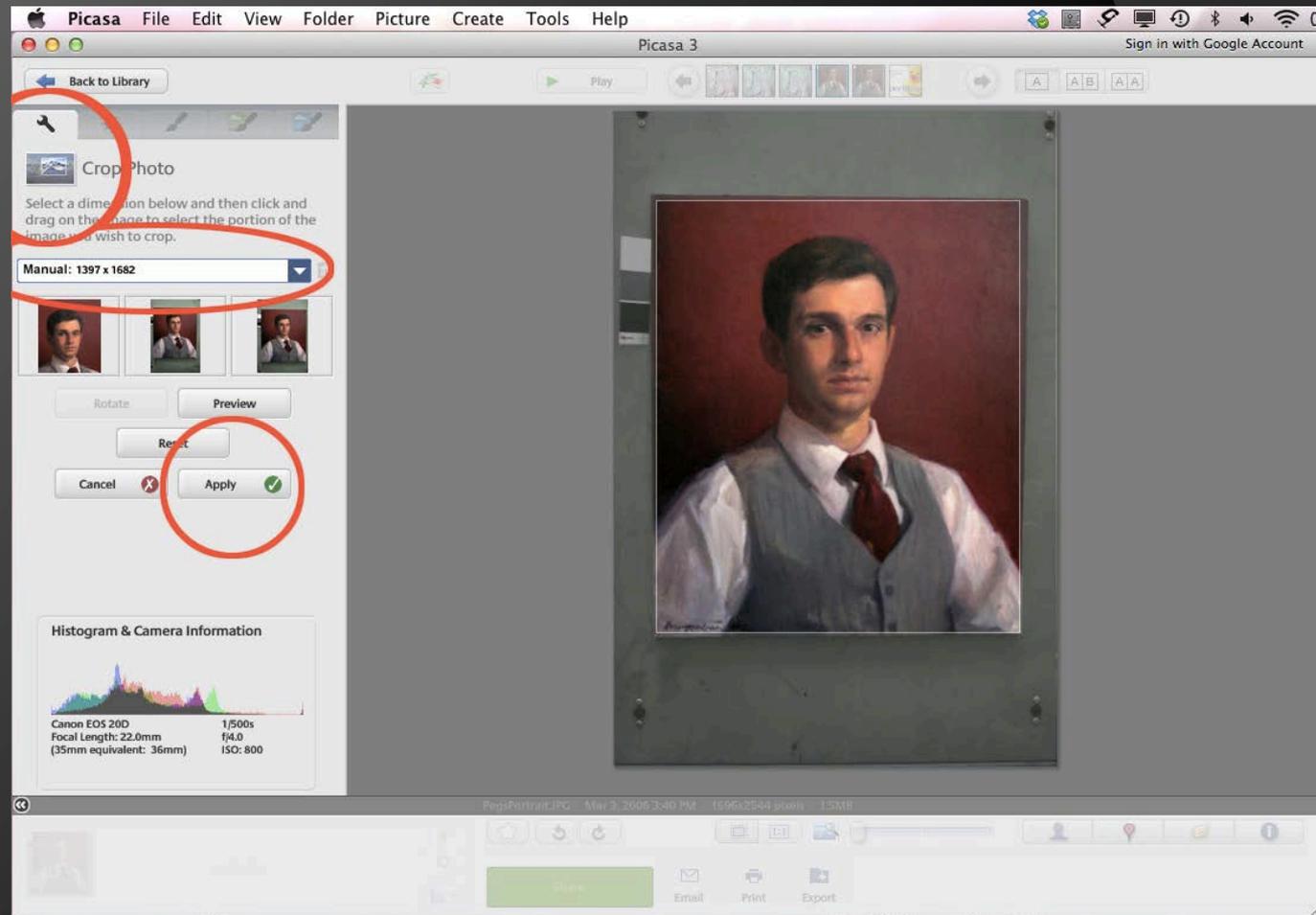
# Crop the photo manually.

- Making sure the scroll bar is set to Manual, place your cursor on the upper left hand corner of your painting and drag diagonally across the image until you get to the lower right hand corner.



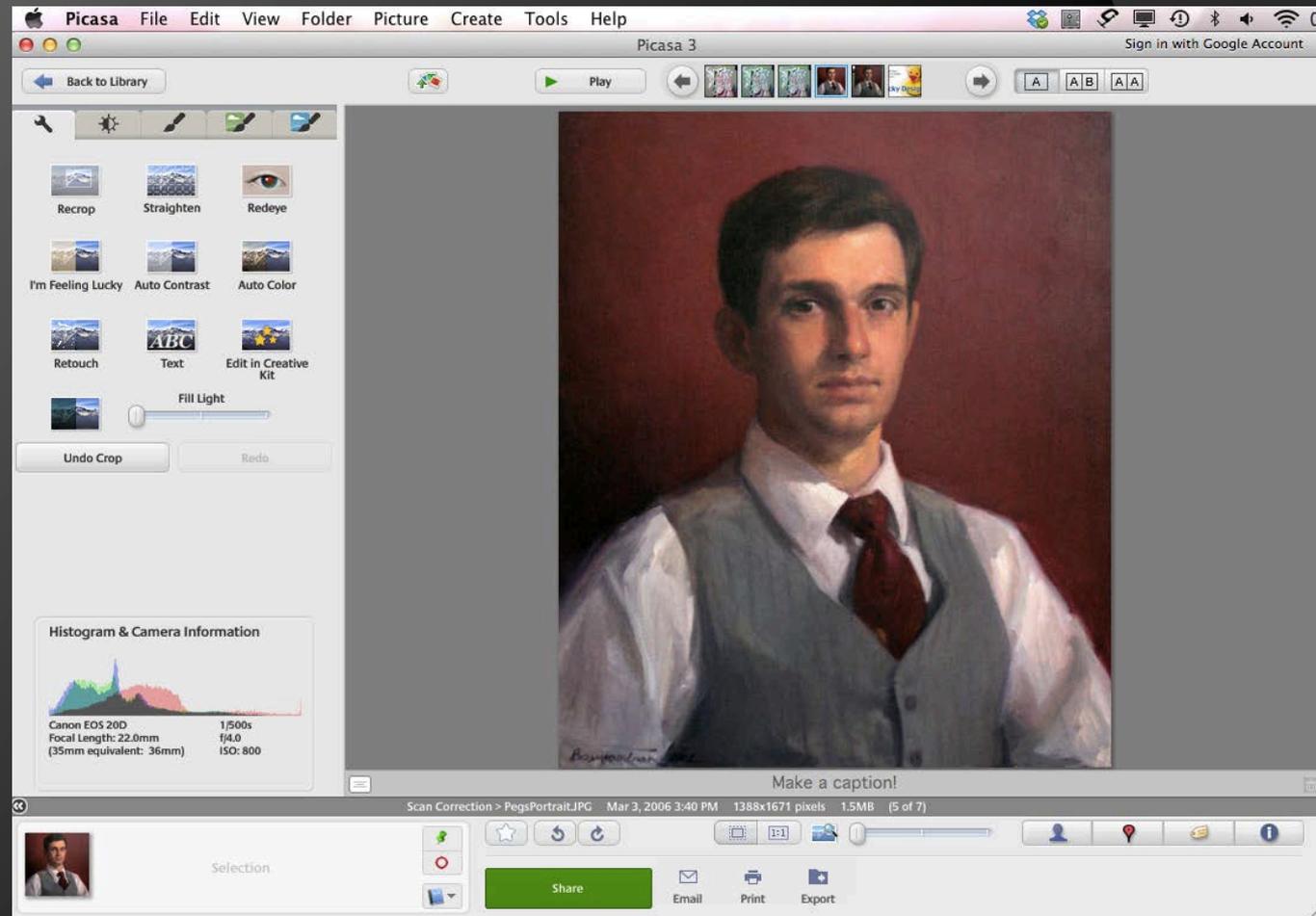
# Crop the image.

- This is what you should see after dragging the cursor. Now click on the Apply button.
- Unfortunately, Picasa does not have a built in fix for distortion like Elements or Photoshop. You can download Paint.Net, a free program that was invented to replace Microsoft Paint, but I would just try to shoot your photo as straight as possible to begin with. Less trouble.



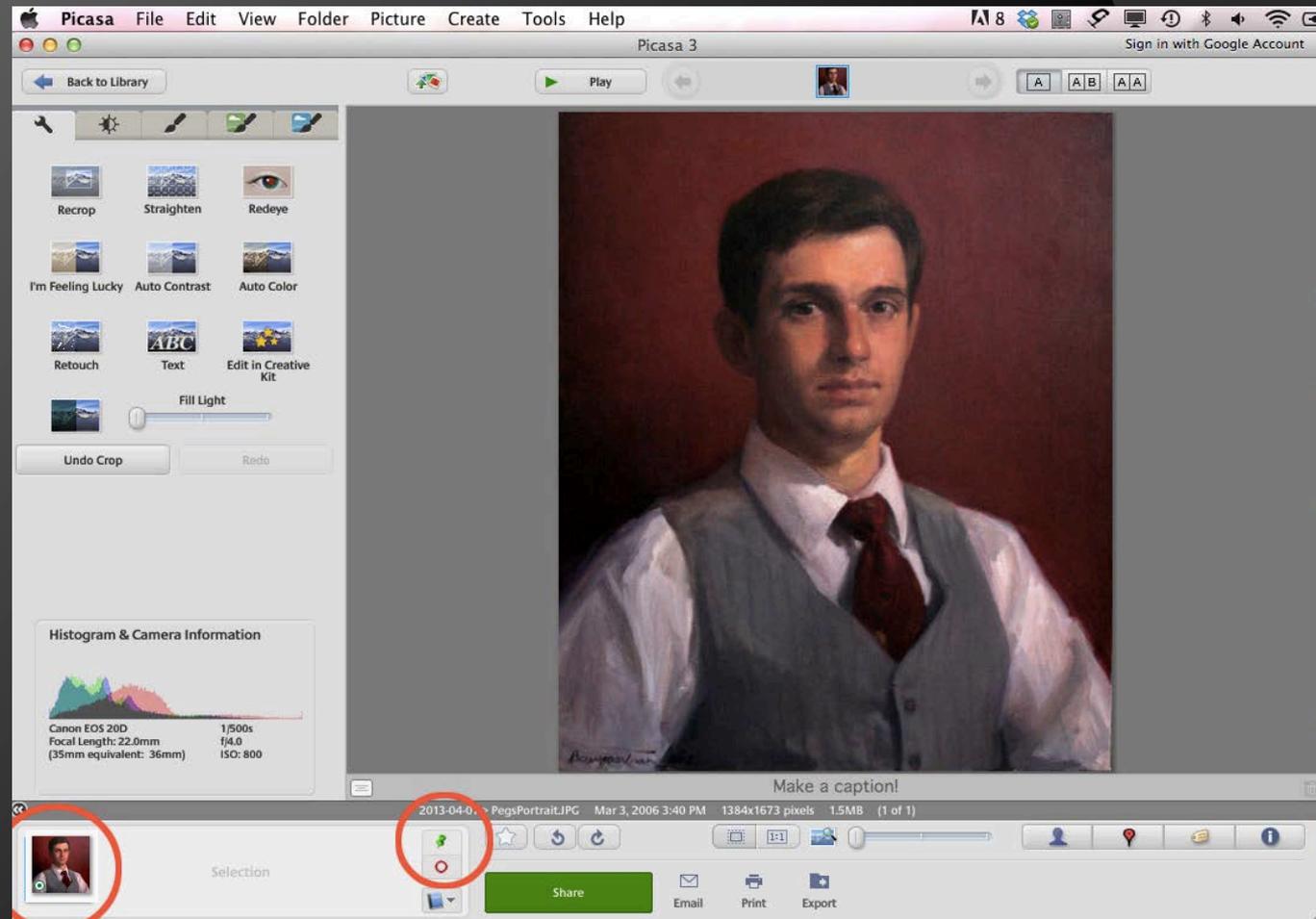
# The cropped image.

- This is what your image should look like now.



# Resize the image for CLWAC.

- At the bottom of the screen, you will see a little tiny green “push pin.”
- Click on the pin and then click on the small picture of your image in the “photo bin” at the bottom left of the window.
- It will have a little green dot in the left bottom corner.

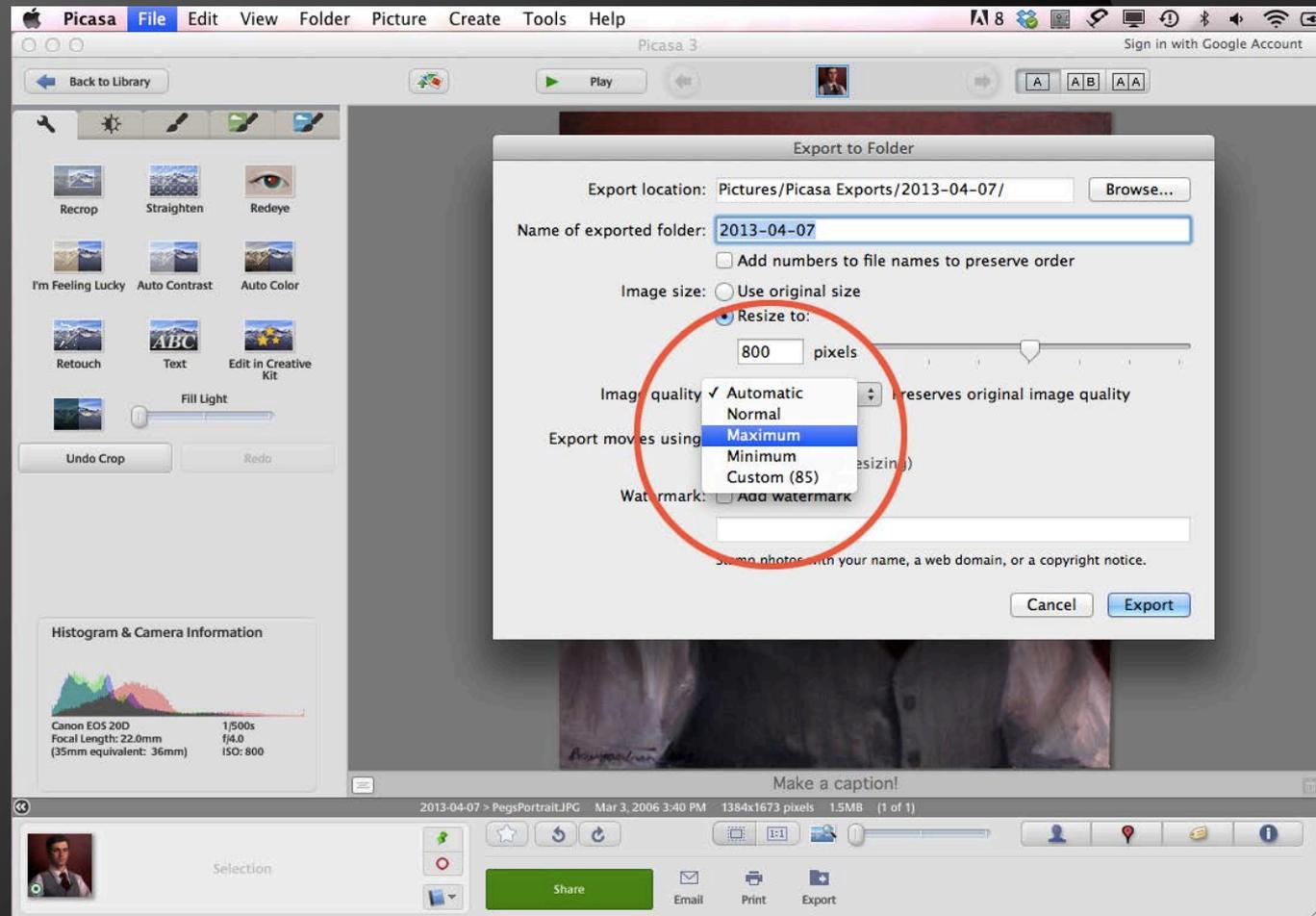


# Resize the image for CLWAC.

- ⦿ **NOTE:** If you are working on a PC but do not have software such as Photoshop or Photoshop Elements, you may not be able to set the resolution (dpi) of your image to 300 as specified for your entry. Just submit the image you now have after all the above steps, making sure it has the correct filename according to the show guidelines.

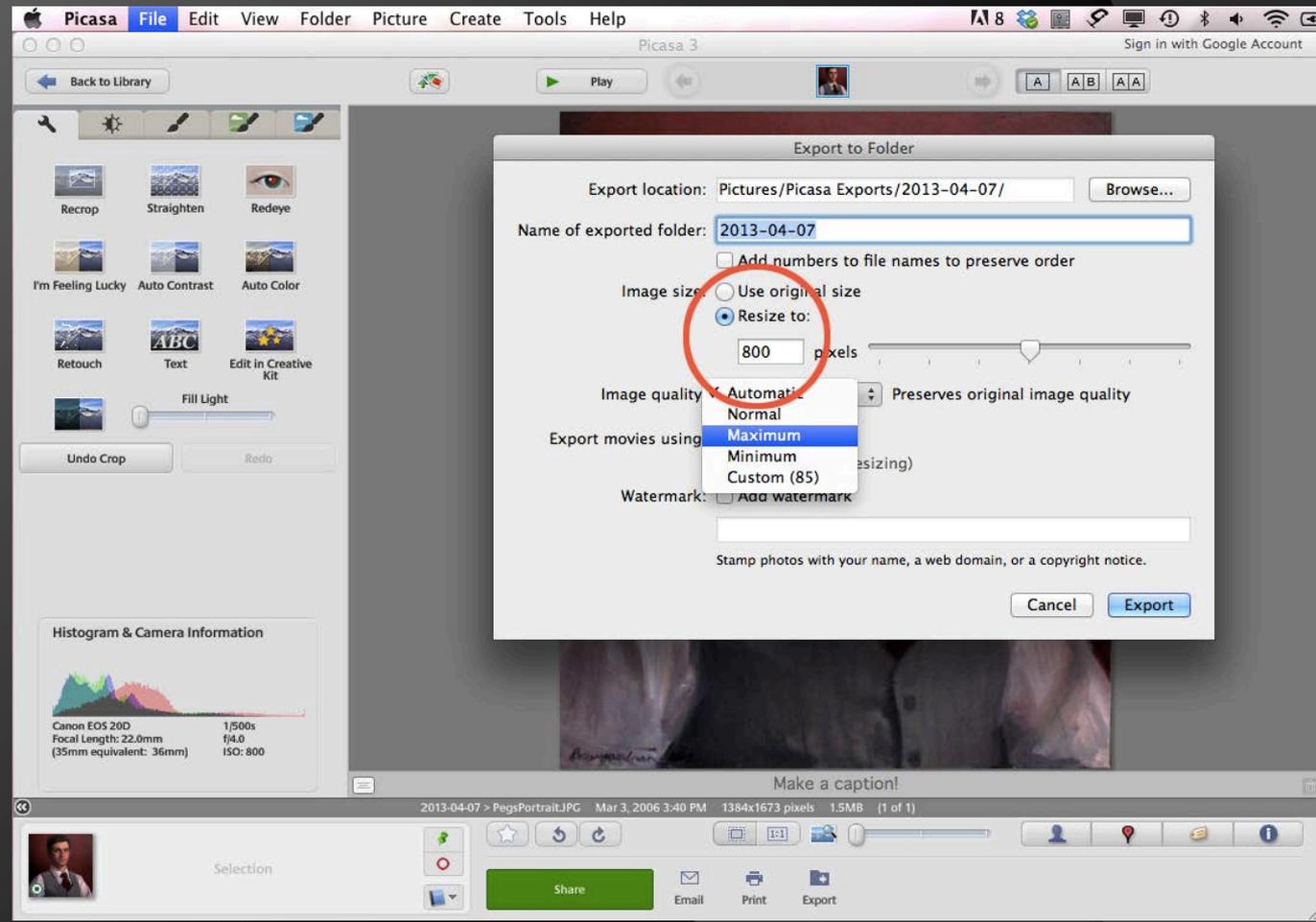
# Resize the image for CLWAC.

- In the Export to Folder dialog box you will see a number of things that you must change to resize and rename the image.
- First is to go to the Image Quality scroll bar. Click and scroll to Maximum.



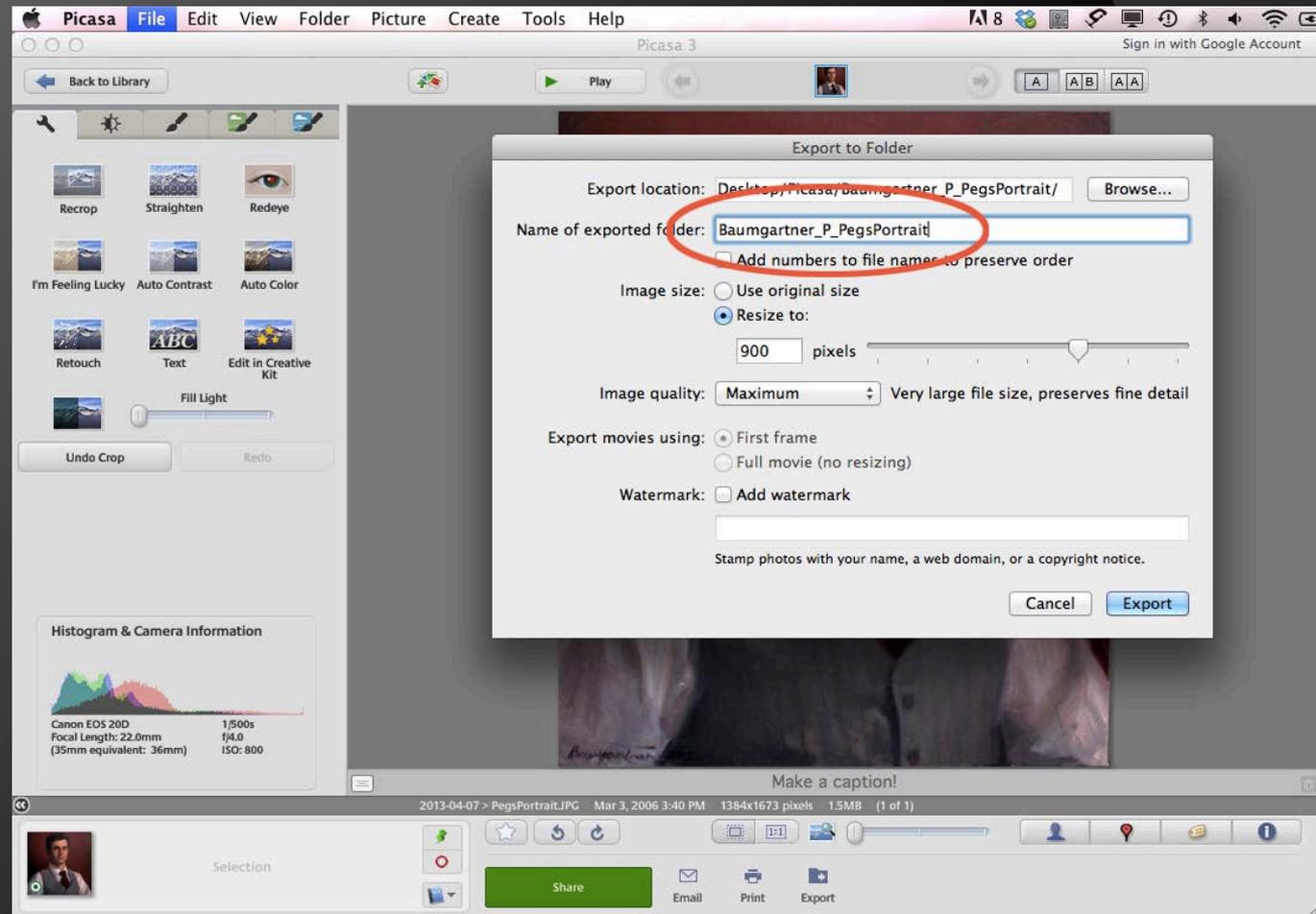
# Resize the image for CLWAC.

- Next you will go to **Resize to:** and type in 900.



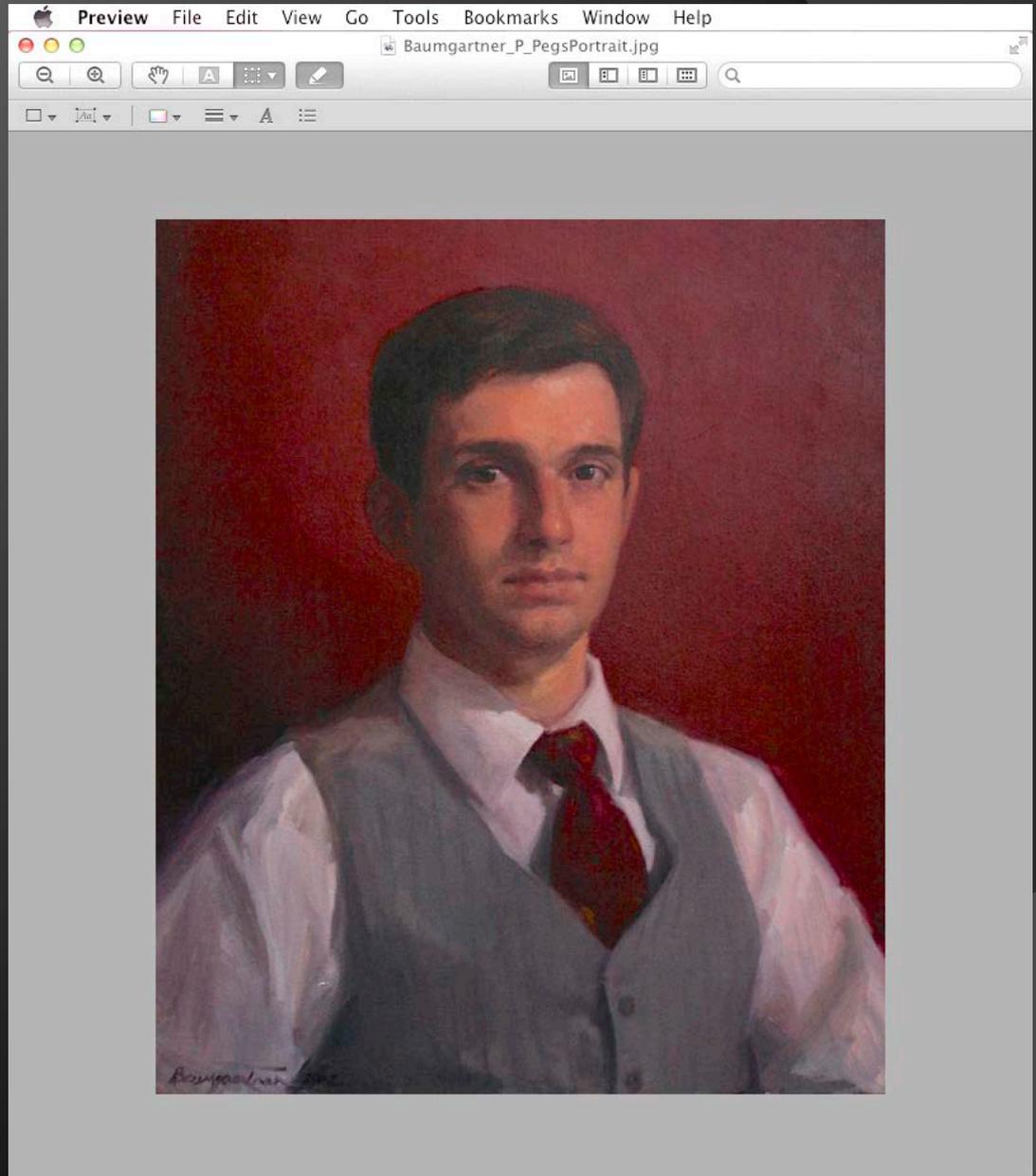
# Resize the image for CLWAC.

- Now rename the file for CLWAC Competition.
- Last Name, underscore, First Name Initial, underscore, Name of Painting.
- Picasa will automatically resave the image as a jpeg when you rename it.
- **Note:** If the painting name is too long, please abbreviate it.



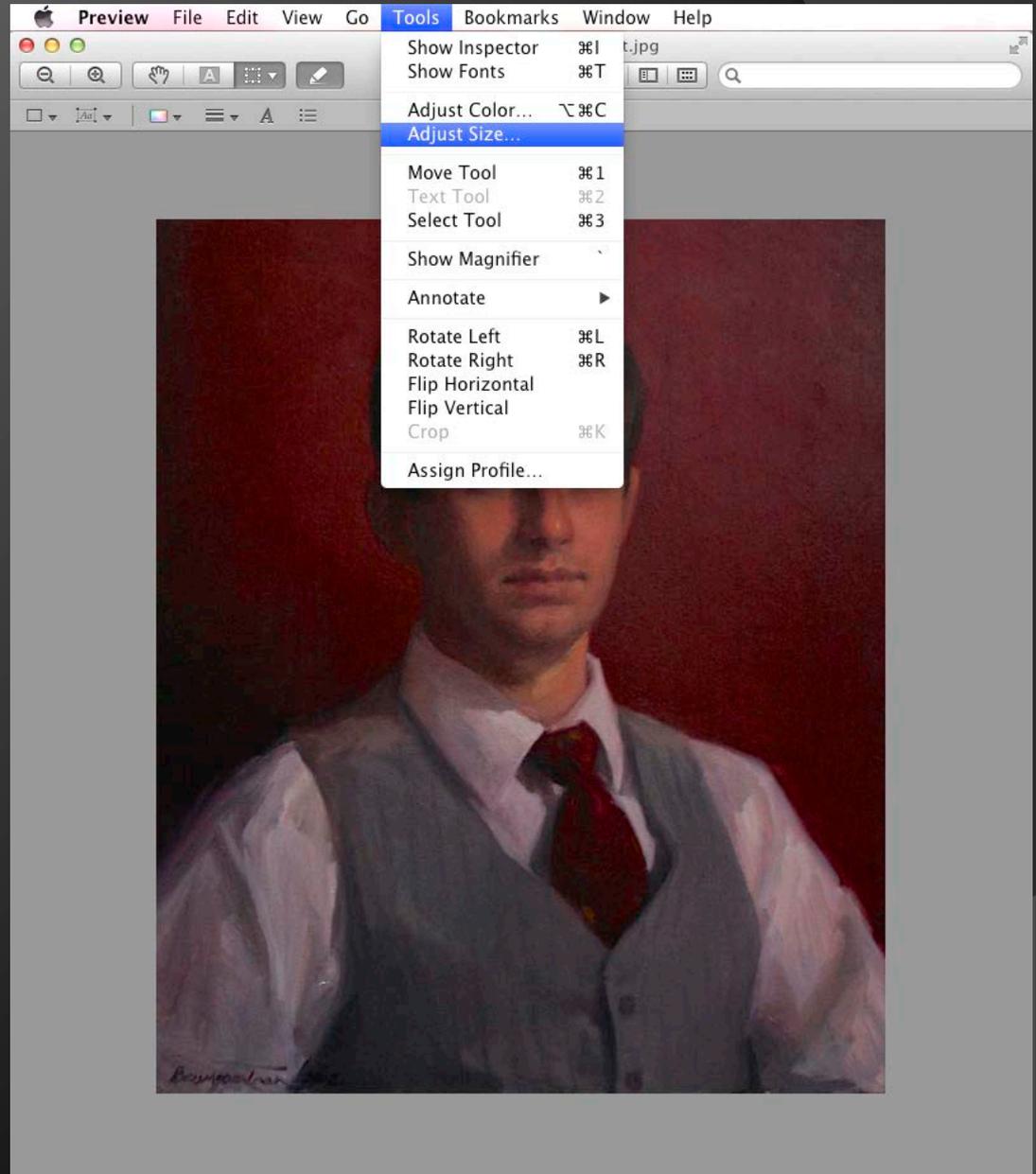
# Resize the image for CLWAC.

- Since Picasa has no way to check the resolution settings of your image, you will have **to reopen the file in PREVIEW if you have a Mac.**



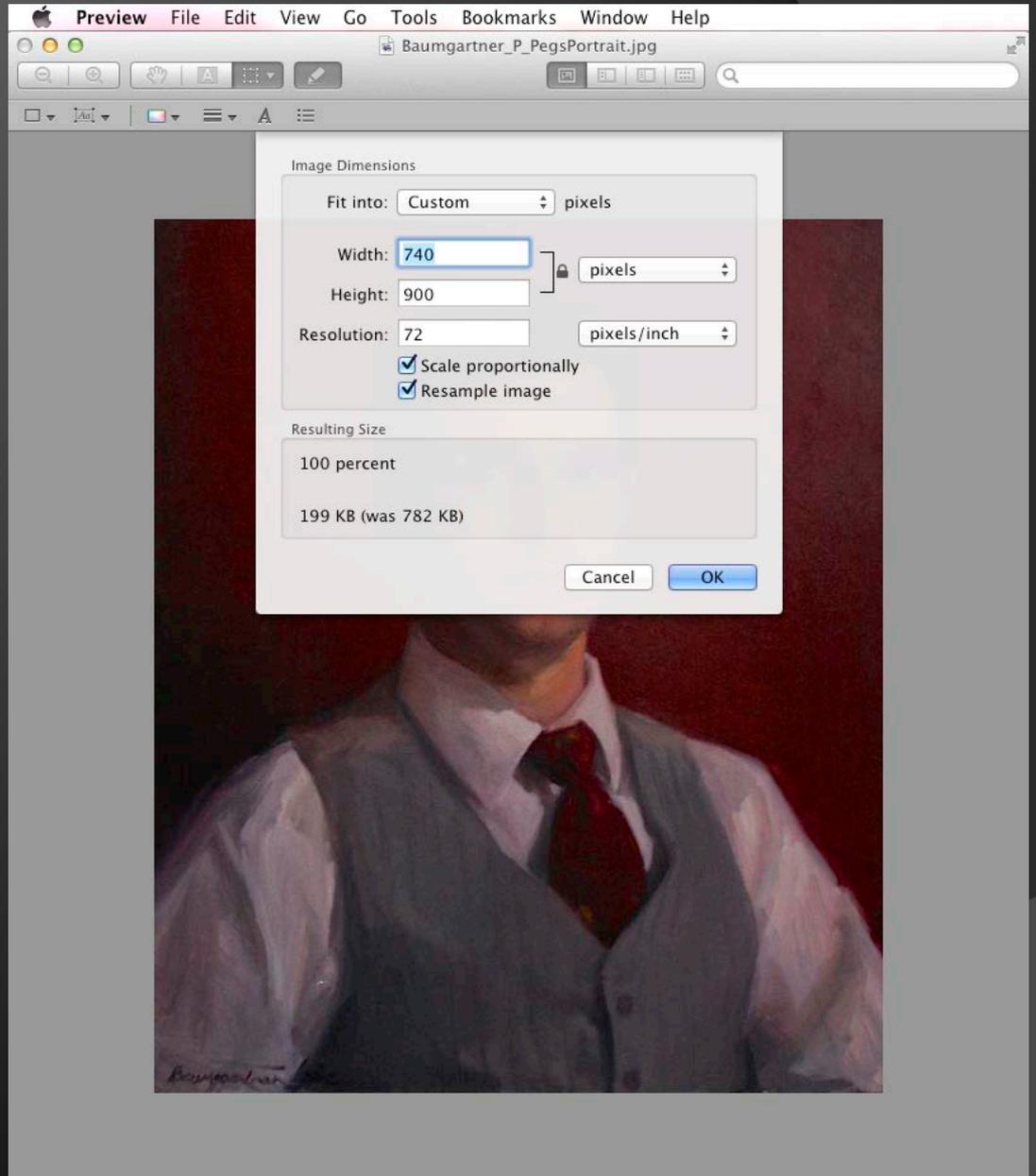
# Resize the image for CLWAC.

- Now go to the Main Menu, click on Tools and scroll to Adjust Size...



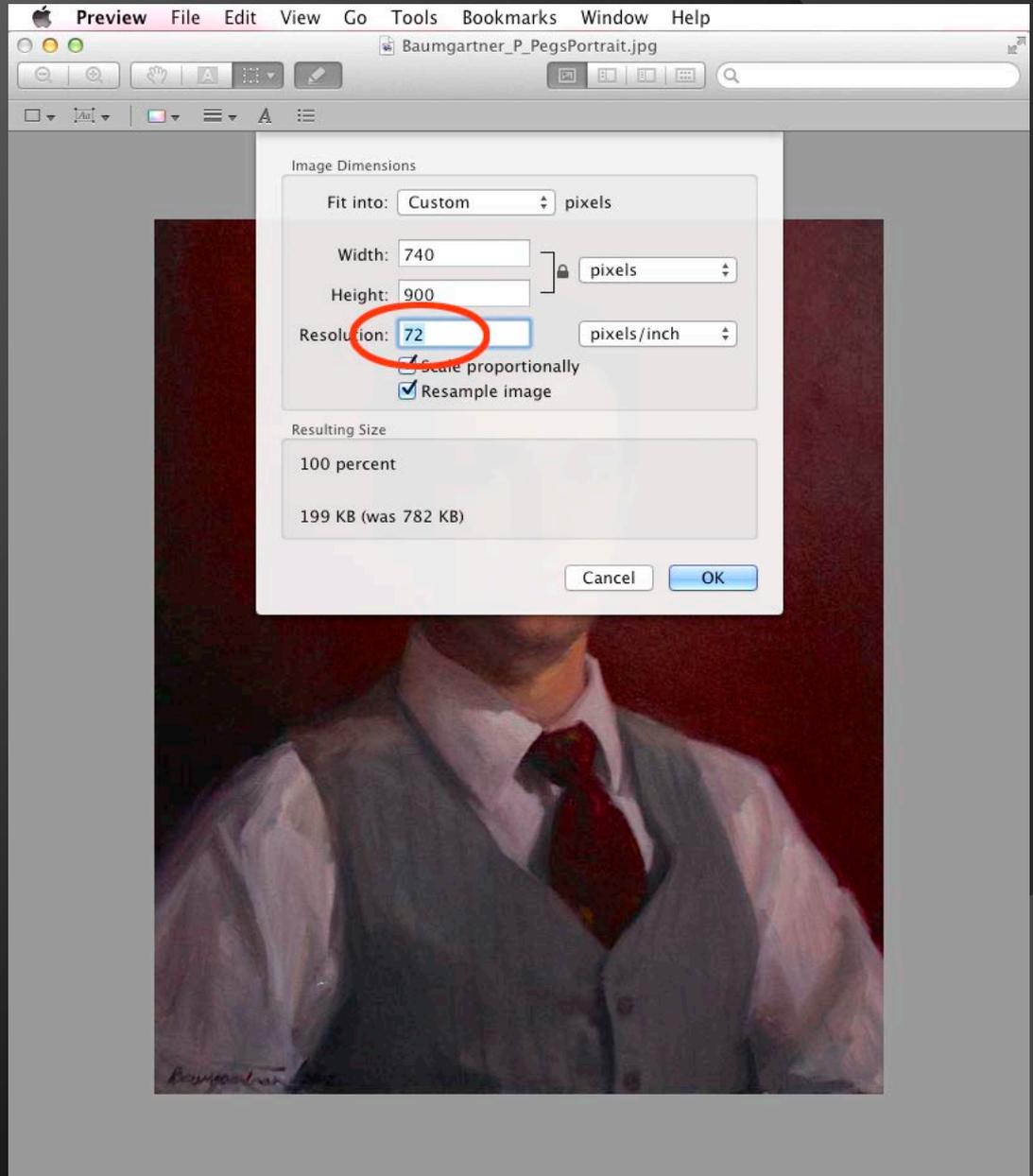
# Resize the image for CLWAC.

- This is what you will see when the next dialog box opens.



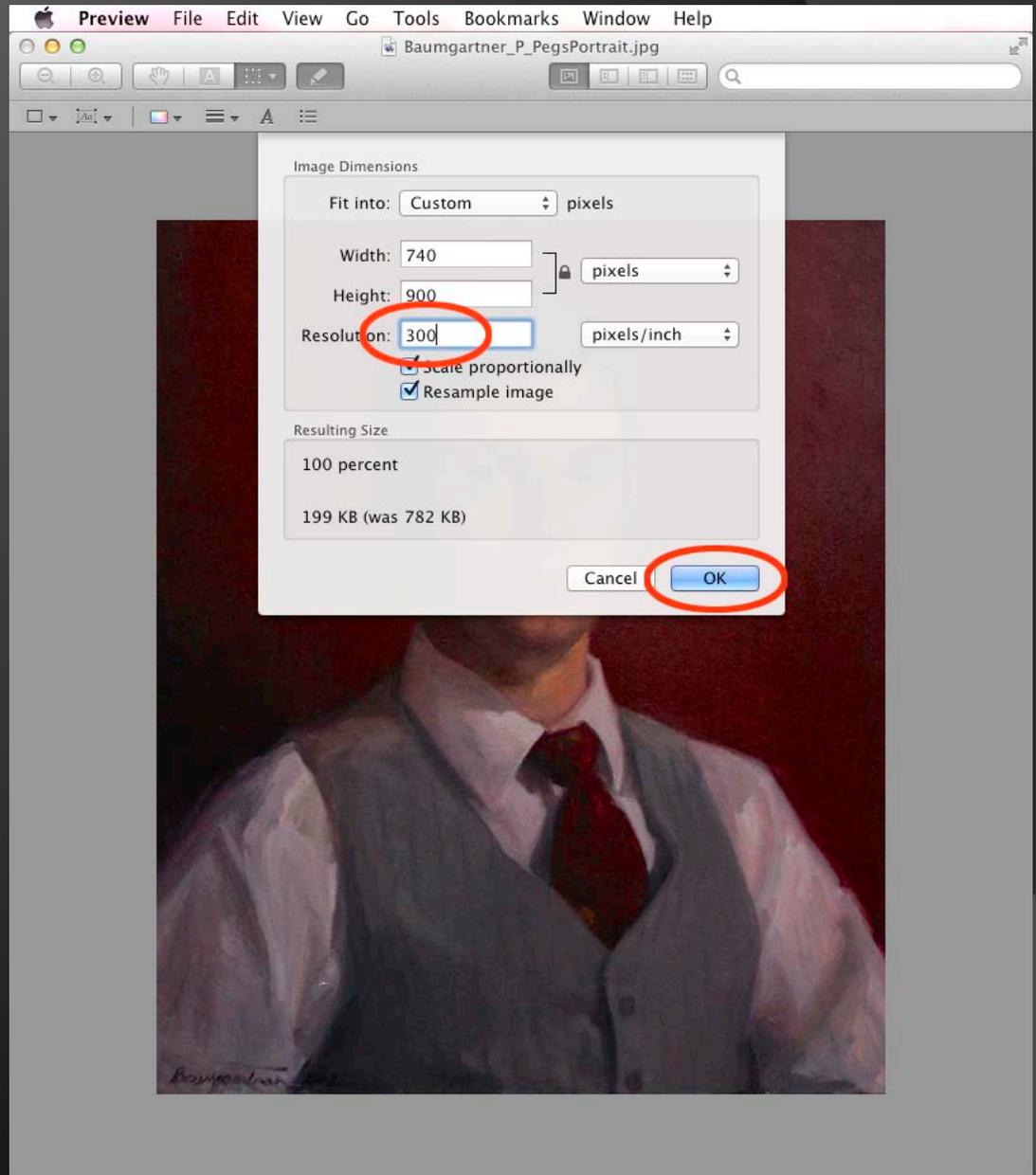
# Resize the image for CLWAC.

- This is where you will reset the resolution.  
Highlight the 72 and type in 300.



# Resize the image for CLWAC.

- **Reset the resolution to 300 and click OK.**



Congratulations!  
You've done it!