



Image Preparation Tips

OPTIMIZE YOUR ONLINE APPLICATION

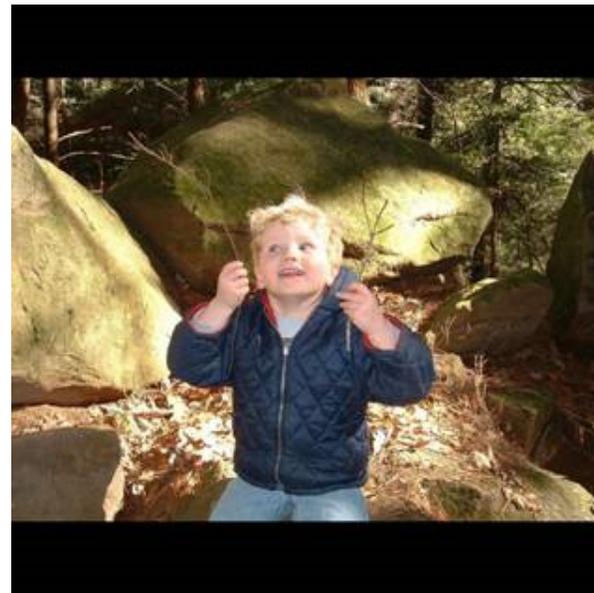
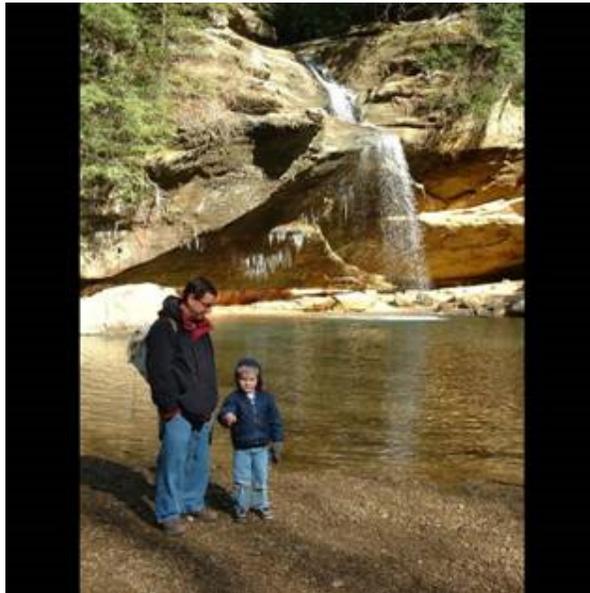
30 EAST BROAD STREET, 33RD FLOOR, COLUMBUS, OHIO 43215-3414 | 614-466-2613

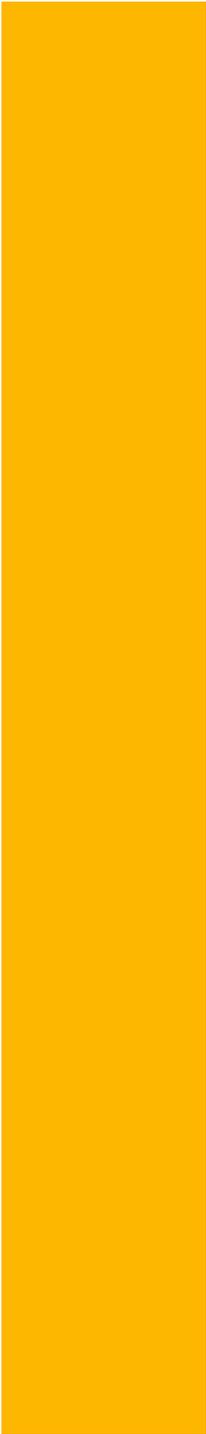
OAC.OHIO.GOV

Image Preparation Tips

Resize Images Before Uploading

- All image files MUST be 1920 x 1920 pixels
- Image files are ONLY accepted as .jpg
- Black framing/masking MUST be added to accommodate horizontal and vertical orientation during the full-screen review process

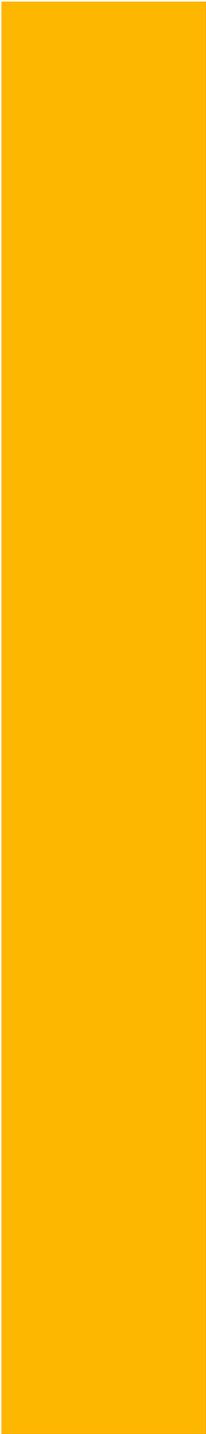




Why Resize Images

The Review Process

- Images are displayed during the judging process to provide a more complete picture of an applicant's work
- During the process one image is shown per screen, three screens at a time
- Large format, high-resolution files are critical since images are projected fully onto the screens
- Due to differences in vertical and horizontal work files must be cropped square so they are shown completely on screen (examples on previous slide)



How To Resize Images

Methods for PC and Mac

There are many ways to resize your files to fit 1920 x 1920 pixels.

The following slides share two methods: 1) a downloadable program for PCs and 2) Adobe Photoshop for Mac.

However you resize your image files, please remember to accommodate the horizontal or vertical nature of your work with black framing/masking.



Resizing Images for PC

USING FIRESTONE PHOTO RESIZER

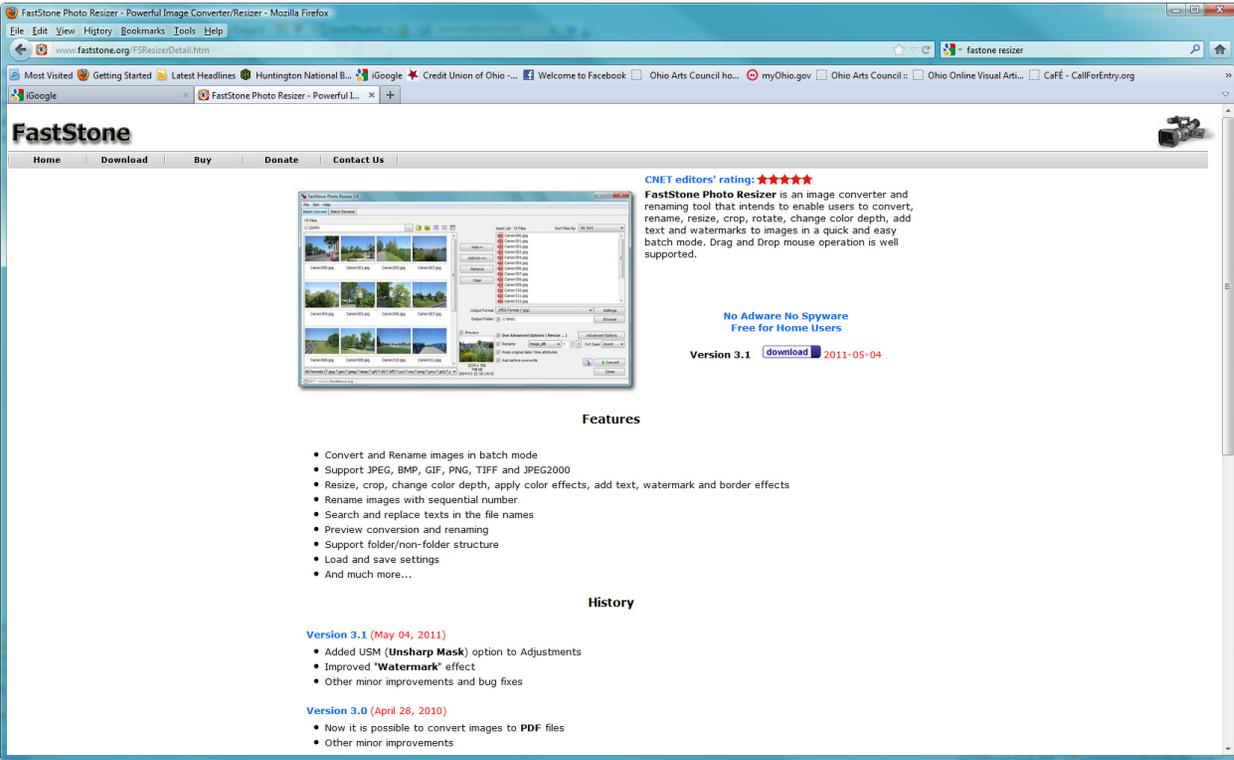
30 EAST BROAD STREET, 33RD FLOOR, COLUMBUS, OHIO 43215-3414 | 614-466-2613

OAC.OHIO.GOV

PC Users

FastStone Photoresizer

Resize images to 1920 x 1920 by going to faststone.org



FastStone

Home Download Buy Donate Contact Us

FastStone Photo Resizer

CNET editors' rating: ★★★★★

FastStone Photo Resizer is an image converter and renaming tool that intends to enable users to convert, rename, resize, crop, rotate, change color depth, add text and watermarks to images in a quick and easy batch mode. Drag and Drop mouse operation is well supported.

No Adware No Spyware
Free for Home Users

Version 3.1 [download](#) 2011-05-04

Features

- Convert and Rename images in batch mode
- Support JPEG, BMP, GIF, PNG, TIFF and JPEG2000
- Resize, crop, change color depth, apply color effects, add text, watermark and border effects
- Rename images with sequential number
- Search and replace texts in the file names
- Preview conversion and renaming
- Support folder/non-folder structure
- Load and save settings
- And much more...

History

Version 3.1 (May 04, 2011)

- Added USM (**Unsharp Mask**) option to Adjustments
- Improved **"Watermark"** effect
- Other minor improvements and bug fixes

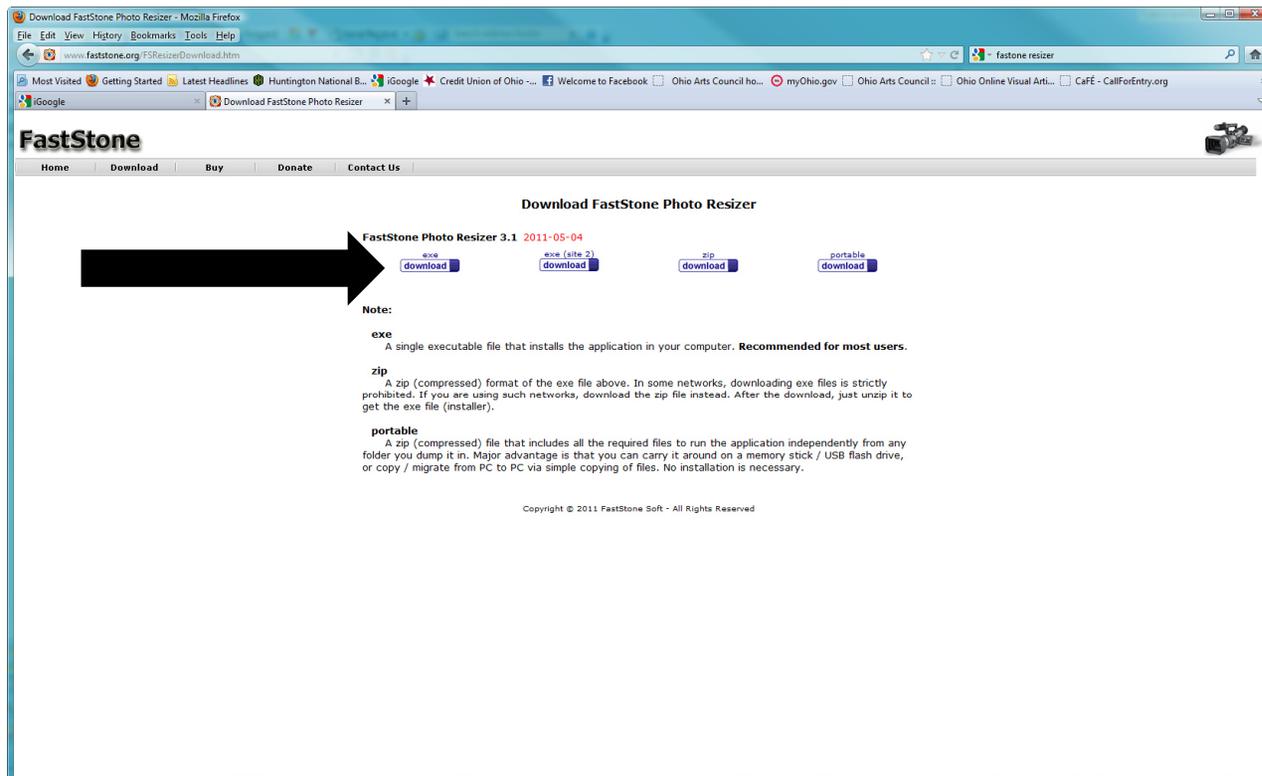
Version 3.0 (April 28, 2010)

- Now it is possible to convert images to **PDF** files
- Other minor improvements

PC Users

FastStone Photoresizer

Select the Download button



The screenshot shows a web browser window displaying the FastStone website. The page title is "Download FastStone Photo Resizer". The main heading is "Download FastStone Photo Resizer". Below the heading, there are four download buttons: "exe", "exe (site 2)", "zip", and "portable". A large black arrow points to the "exe" button. Below the buttons, there is a "Note:" section with three sub-sections: "exe", "zip", and "portable".

FastStone Photo Resizer 3.1 2011-05-04

[exe](#) [exe \(site 2\)](#) [zip](#) [portable](#)

Note:

exe
A single executable file that installs the application in your computer. **Recommended for most users.**

zip
A zip (compressed) format of the exe file above. In some networks, downloading exe files is strictly prohibited. If you are using such networks, download the zip file instead. After the download, just unzip it to get the exe file (installer).

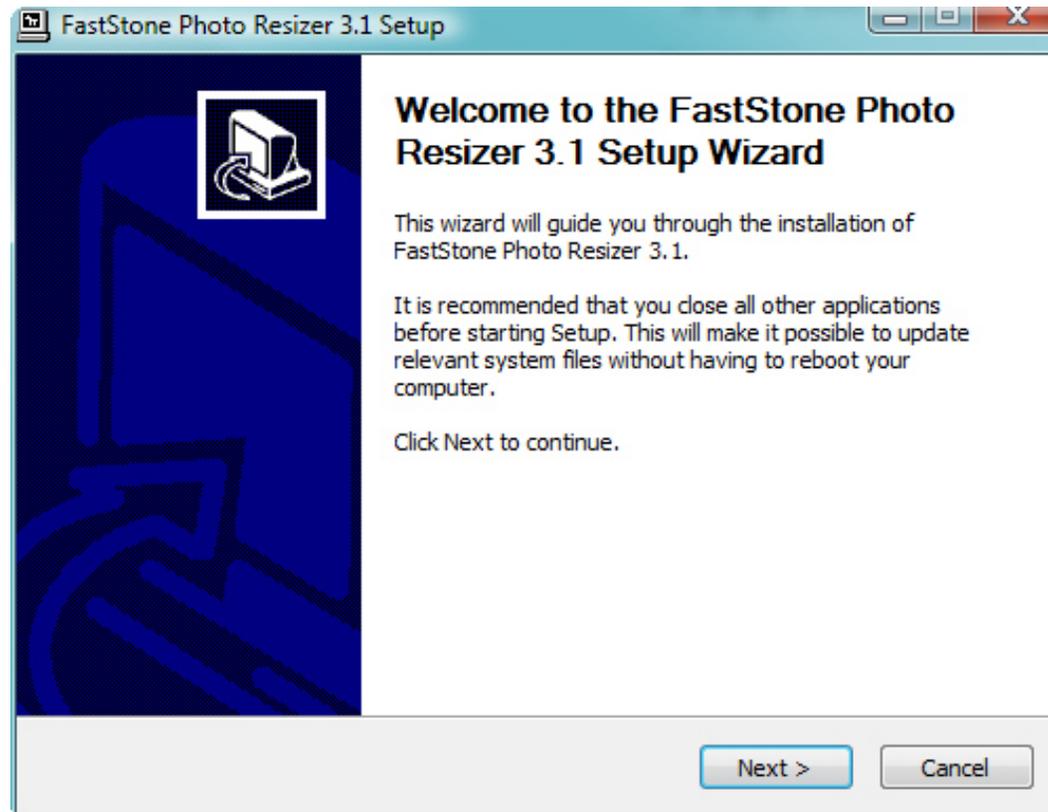
portable
A zip (compressed) file that includes all the required files to run the application independently from any folder you dump it in. Major advantage is that you can carry it around on a memory stick / USB flash drive, or copy / migrate from PC to PC via simple copying of files. No installation is necessary.

Copyright © 2011 FastStone Soft - All Rights Reserved

PC Users

FastStone Photoresizer

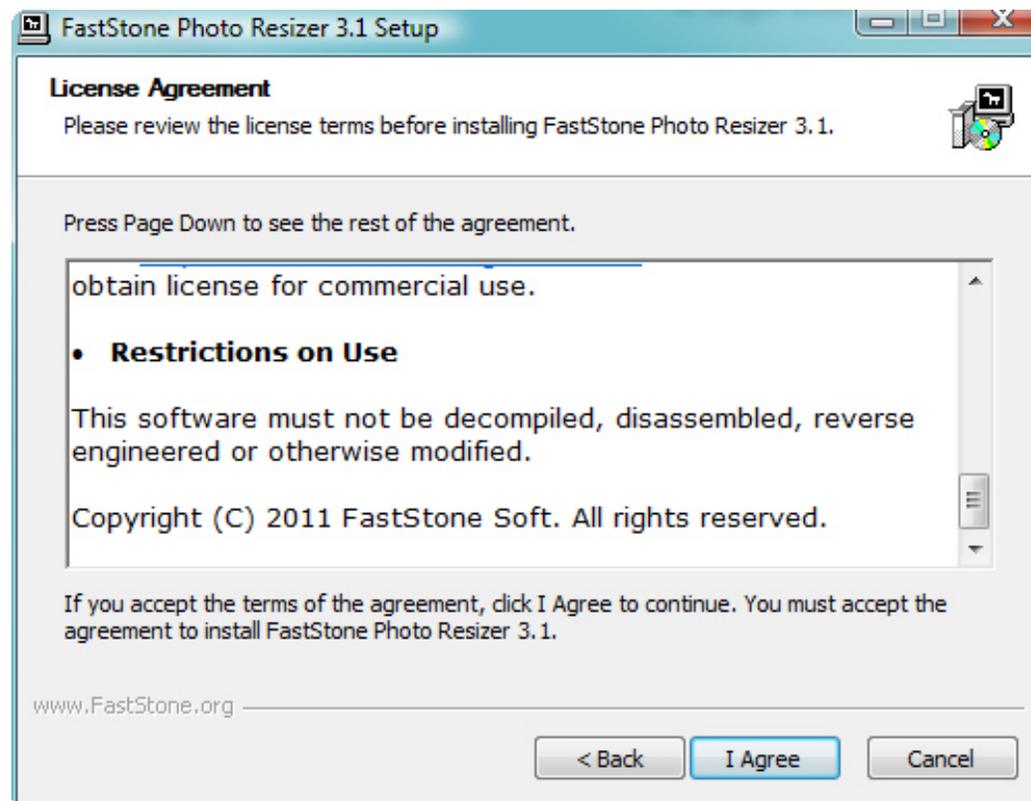
Work your way through the Download Wizard



PC Users

FastStone Photoresizer

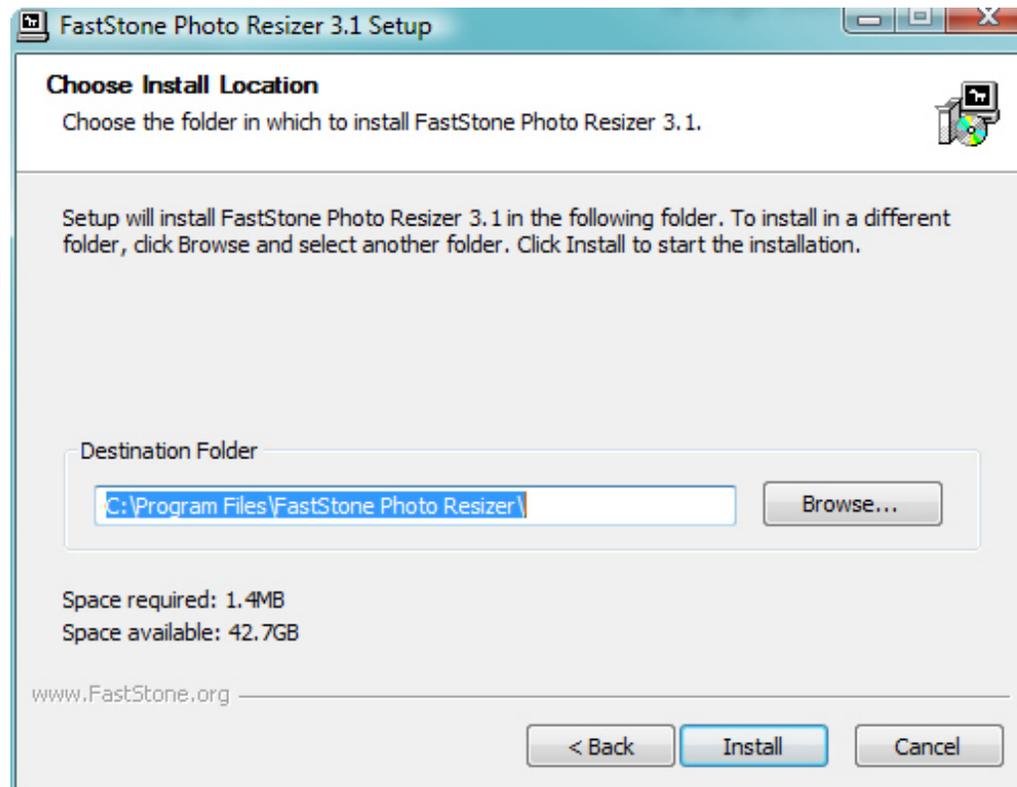
Complete the License Agreement



PC Users

FastStone Photoresizer

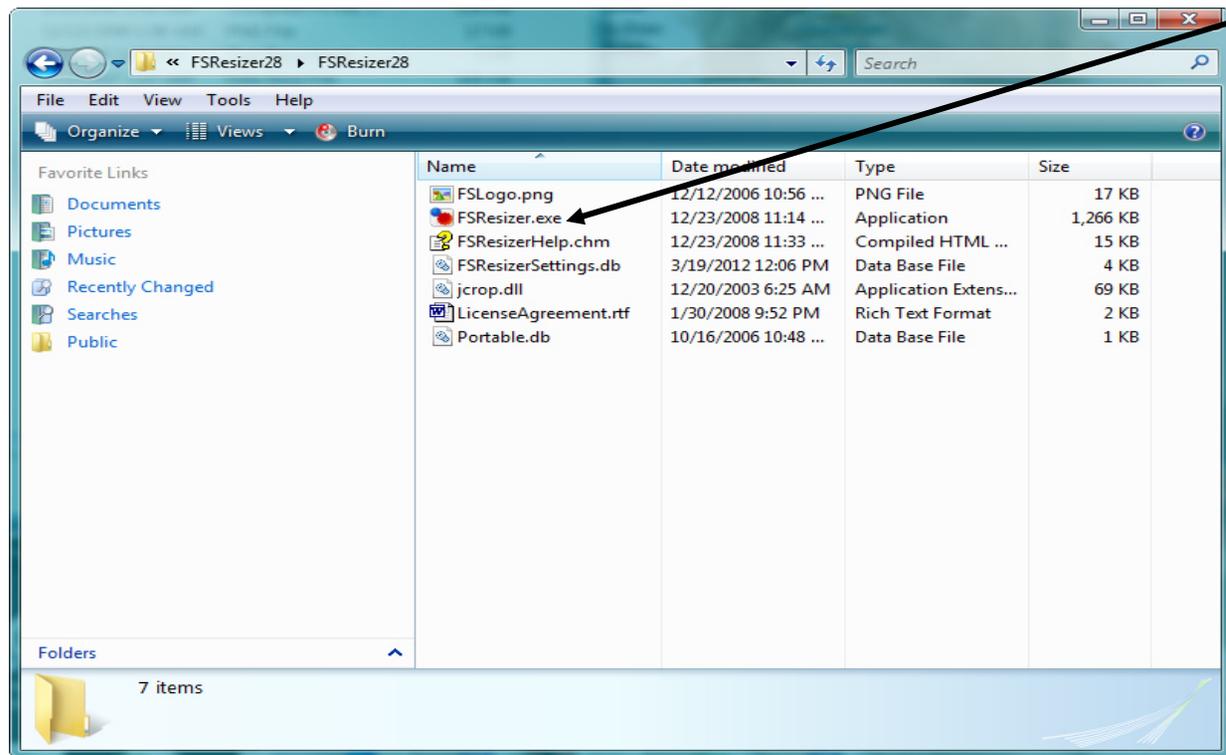
Select your install destination



PC Users

FastStone Photoresizer

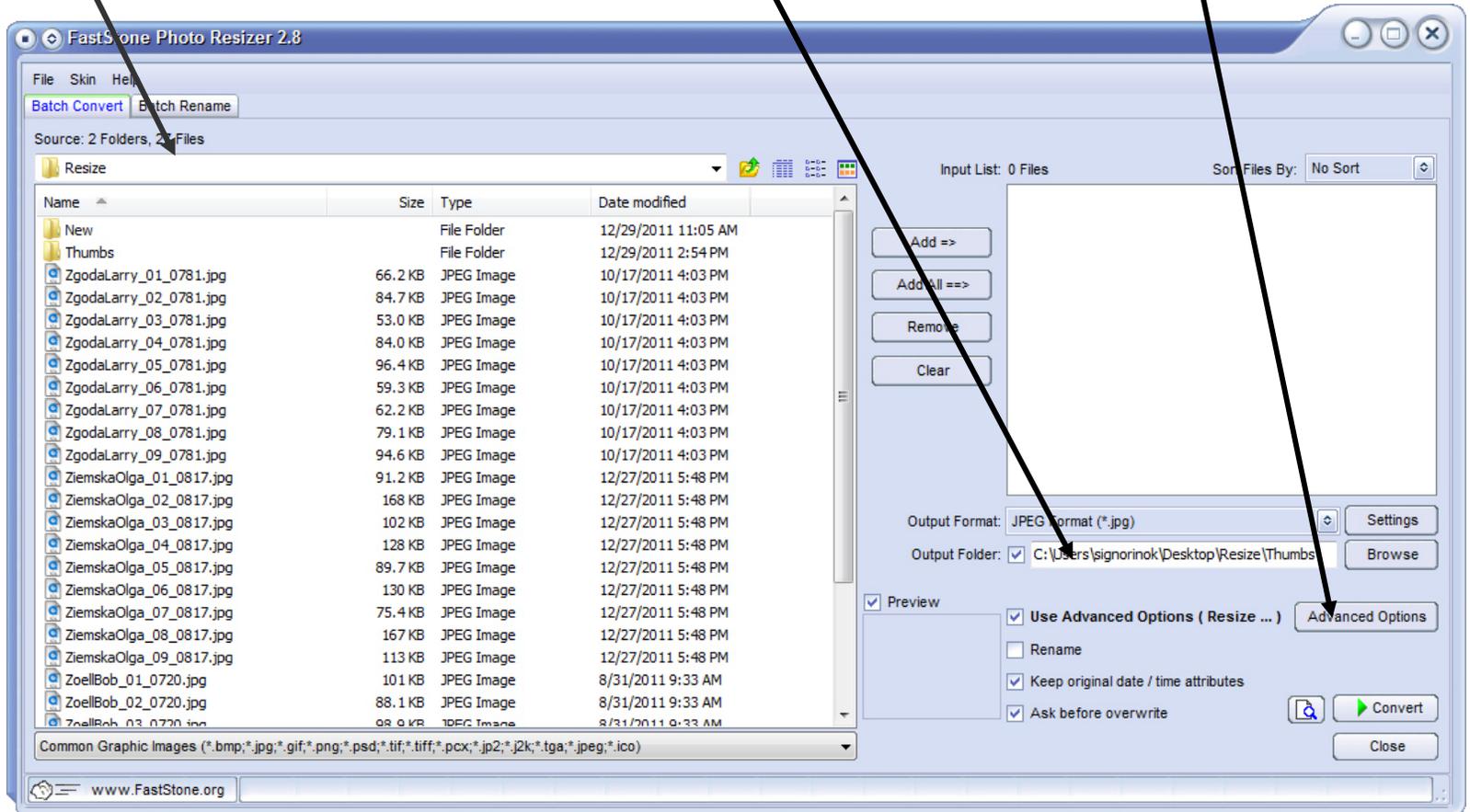
Find where you installed the program and select the FSResizer28.exe file



File images saved here

Resized images will be saved here

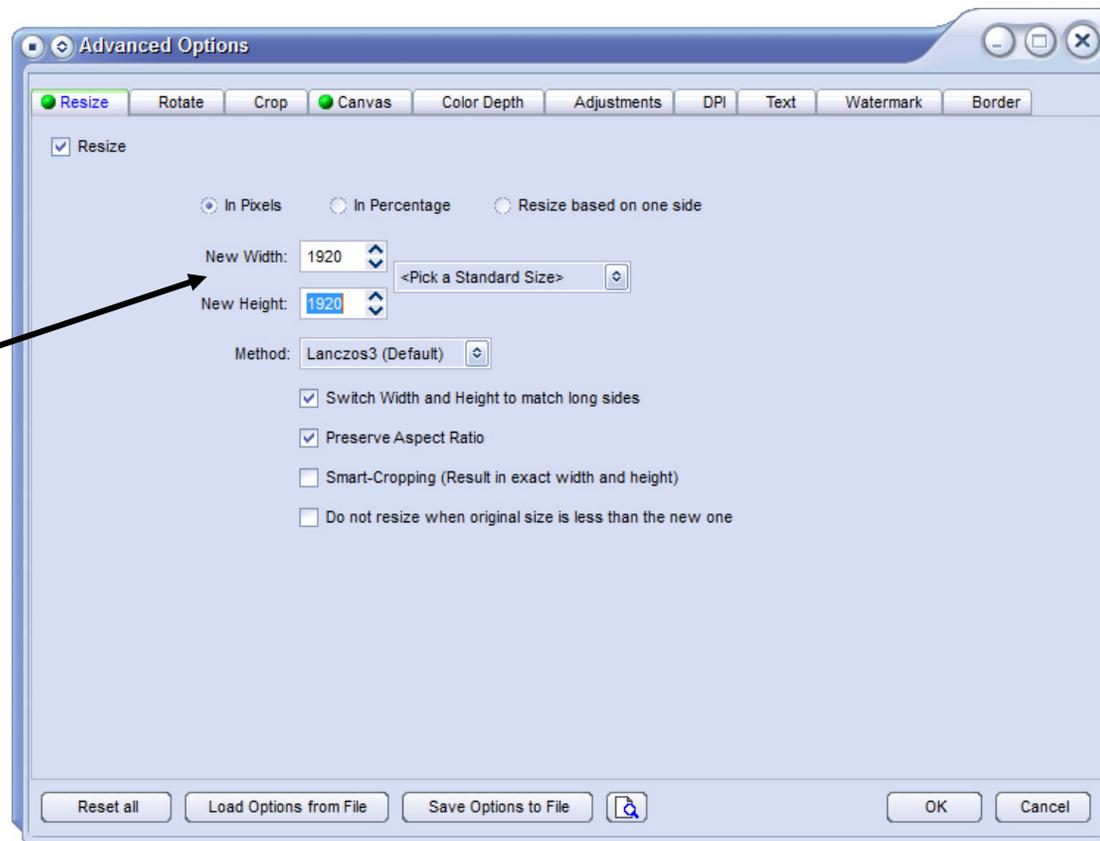
Click "advanced options" to set your resize parameters



PC Users

FastStone Photoresizer

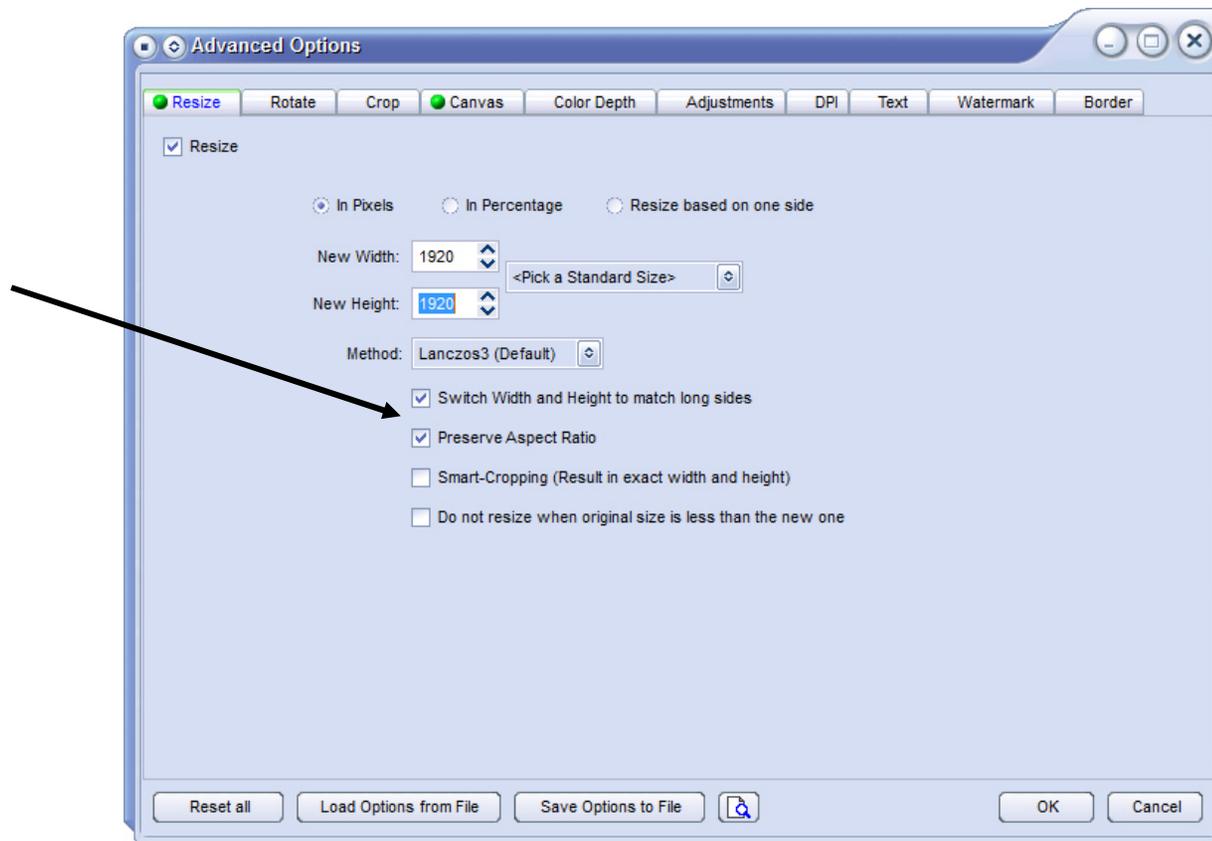
Select the “Resize” tab and change width and height to 1920x1920



PC Users

FastStone Photoresizer

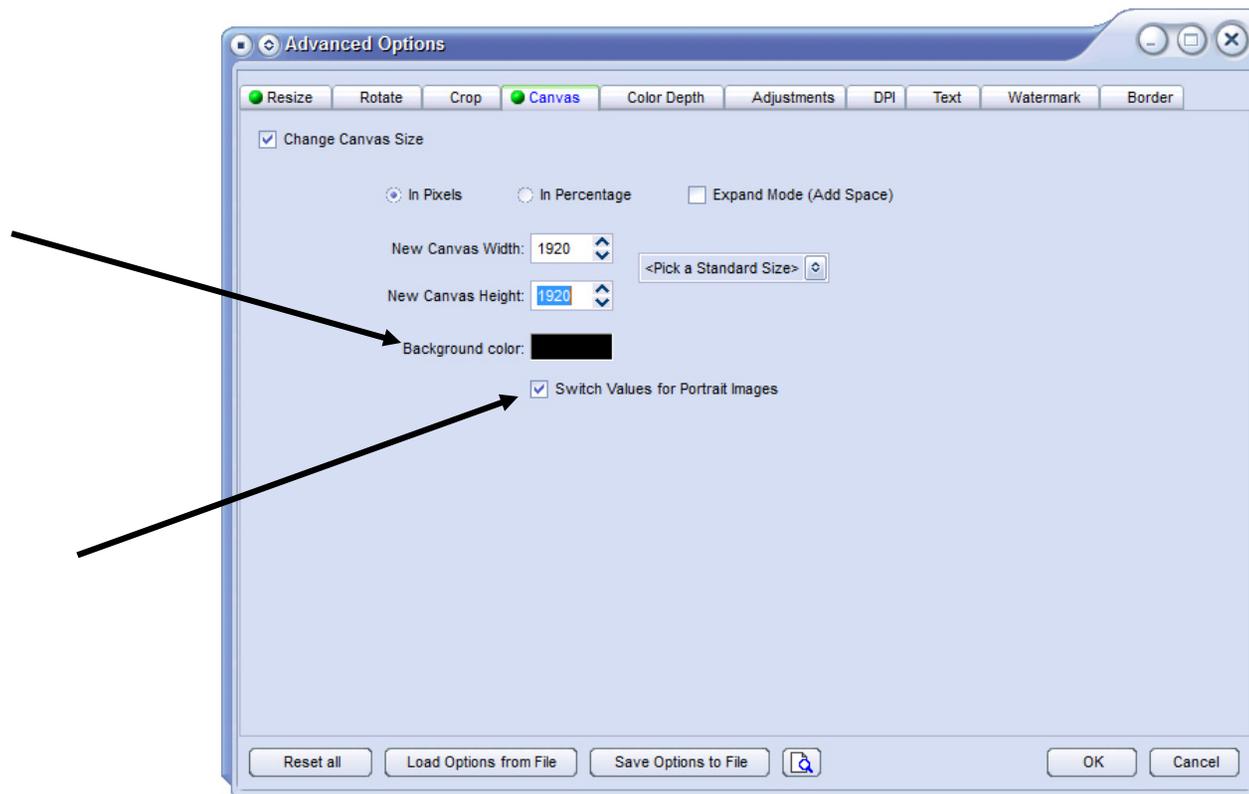
Check “Switch Width and Height to match long sides” and “Preserve Aspect Ratio”



PC Users

FastStone Photoresizer

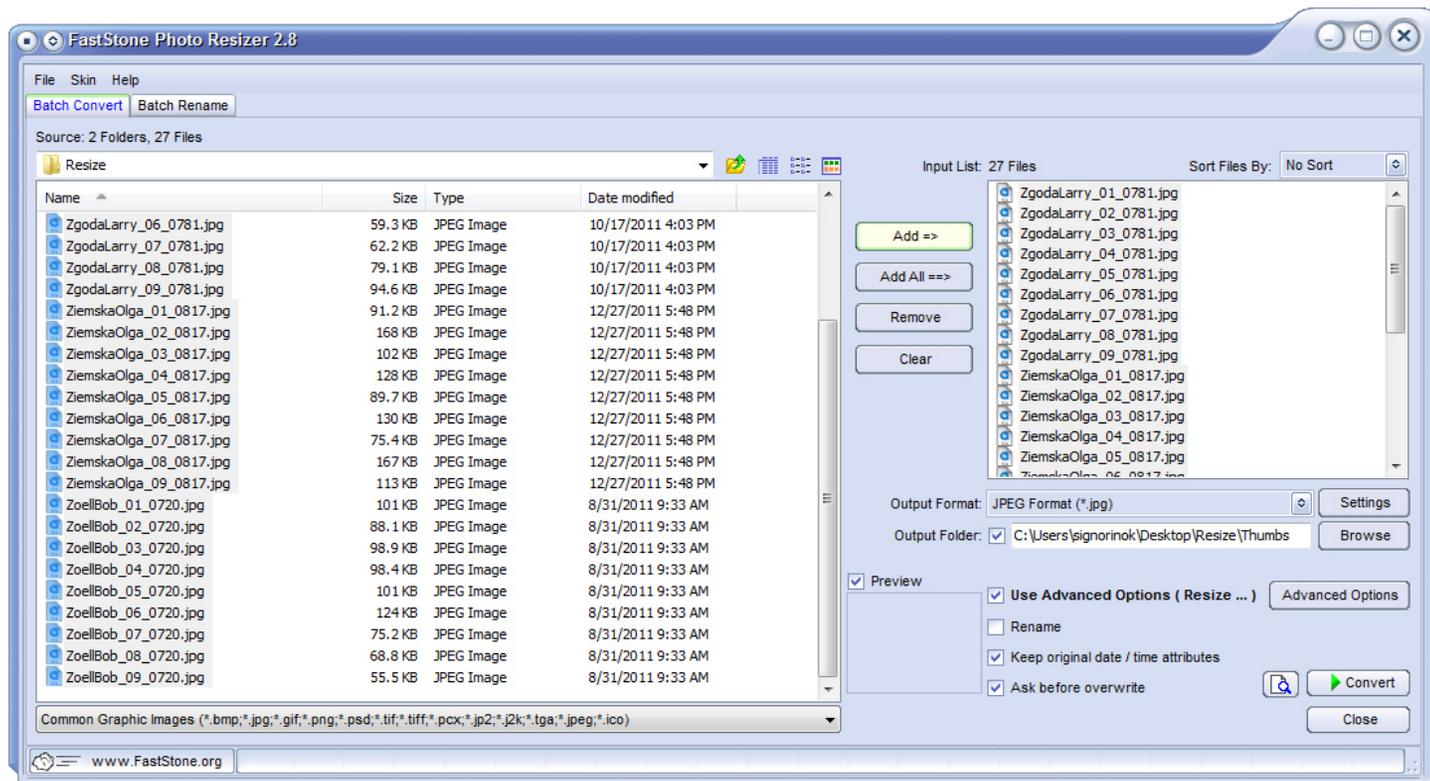
Select the “Canvas” tab and change width and height to 1920 x 1920 pixels. Change Background color to black and select “Switch Values for Portrait Images.”



PC Users

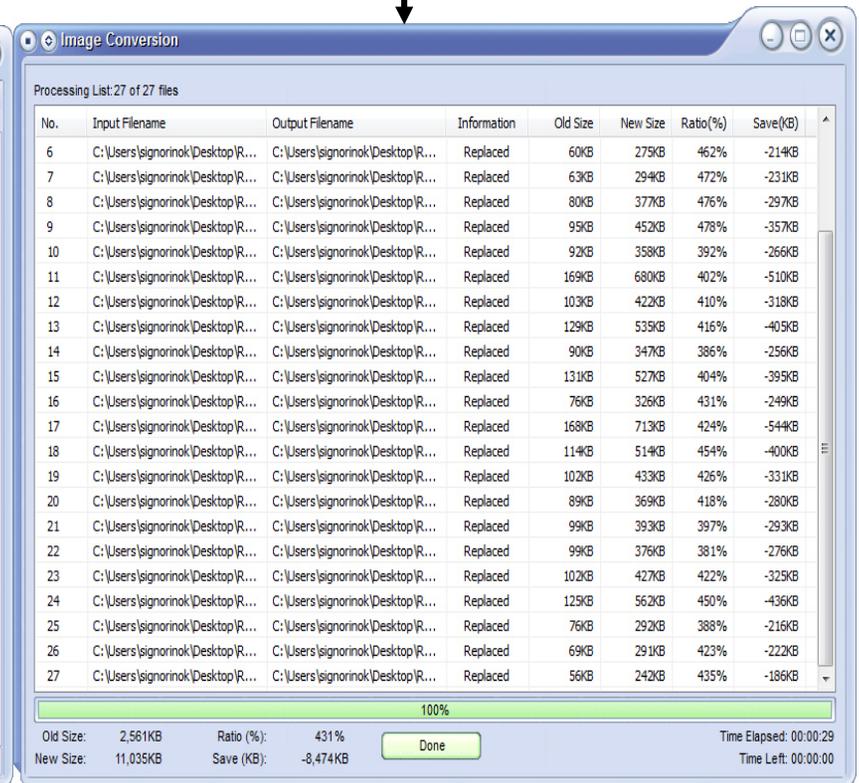
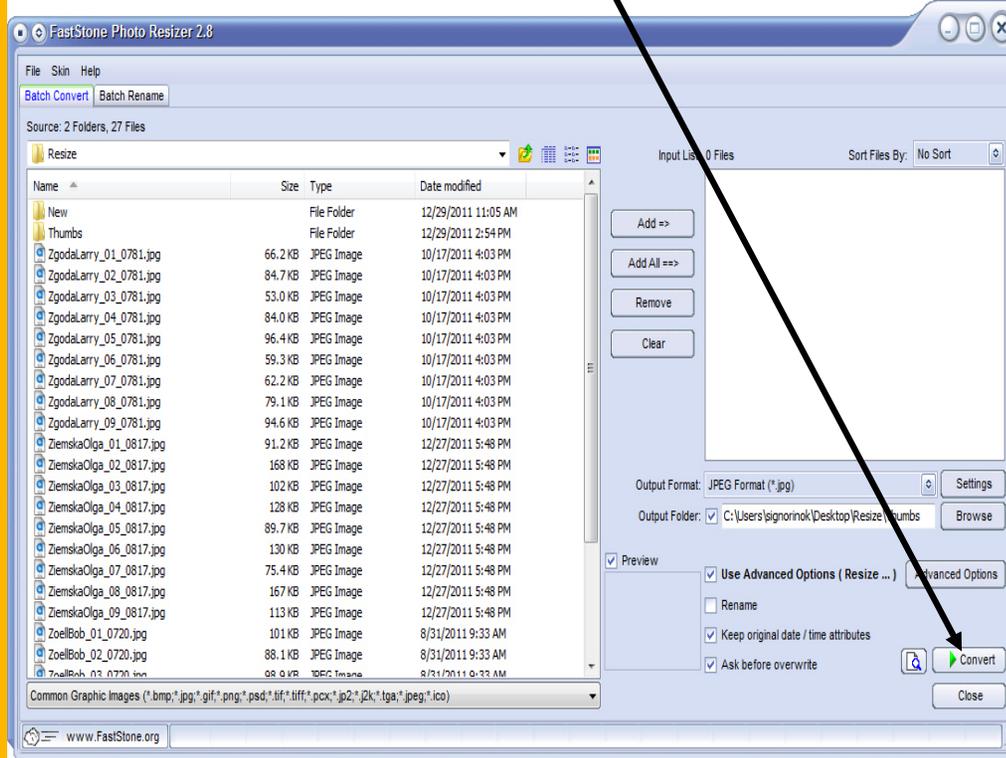
FastStone Photoresizer

Select the images on the left that you would like to resize and hit the “add” button and they will appear in the box on the right.



When you select the “convert” button all the images in the right box will begin to convert.

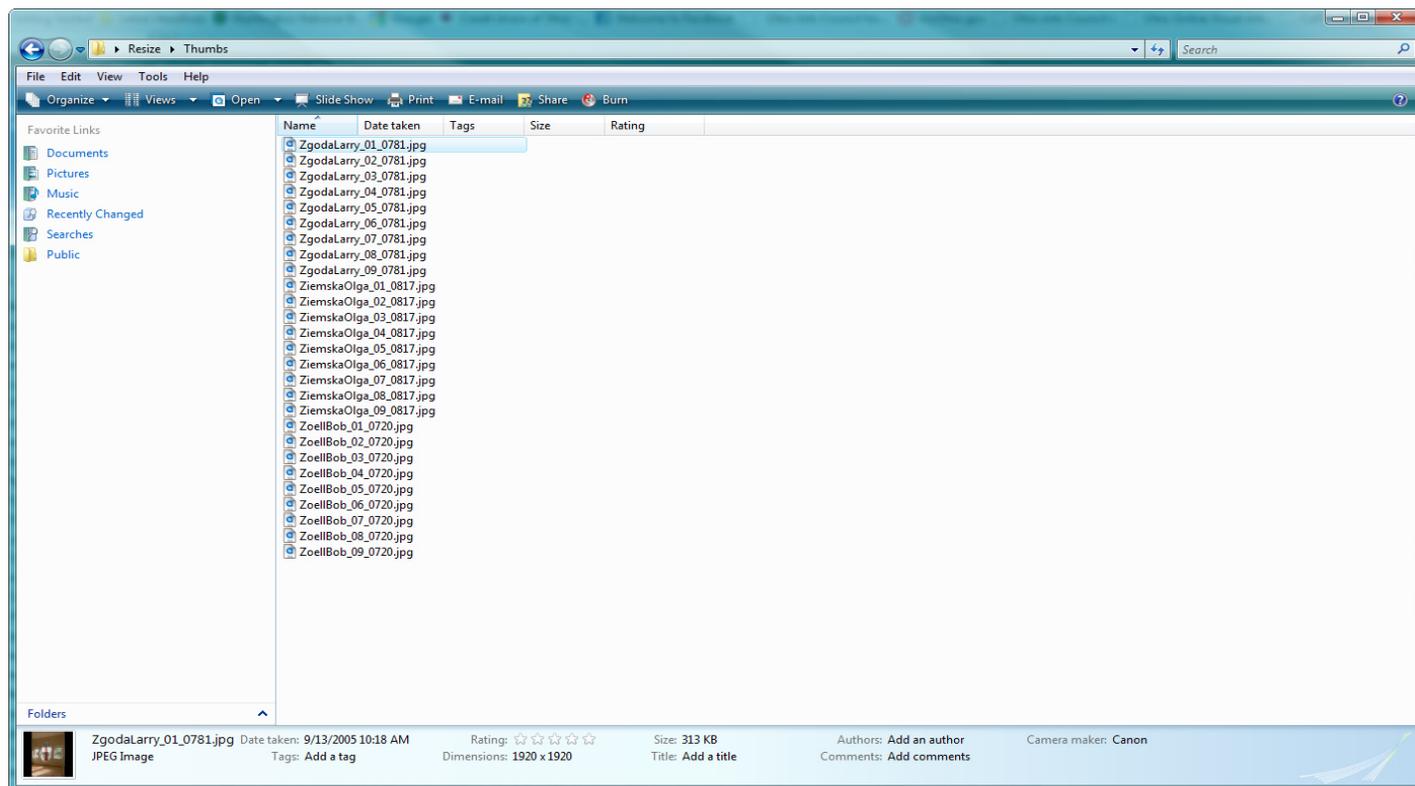
An Image Conversion window will appear to let you see your progress.



PC Users

FastStone Photoresizer

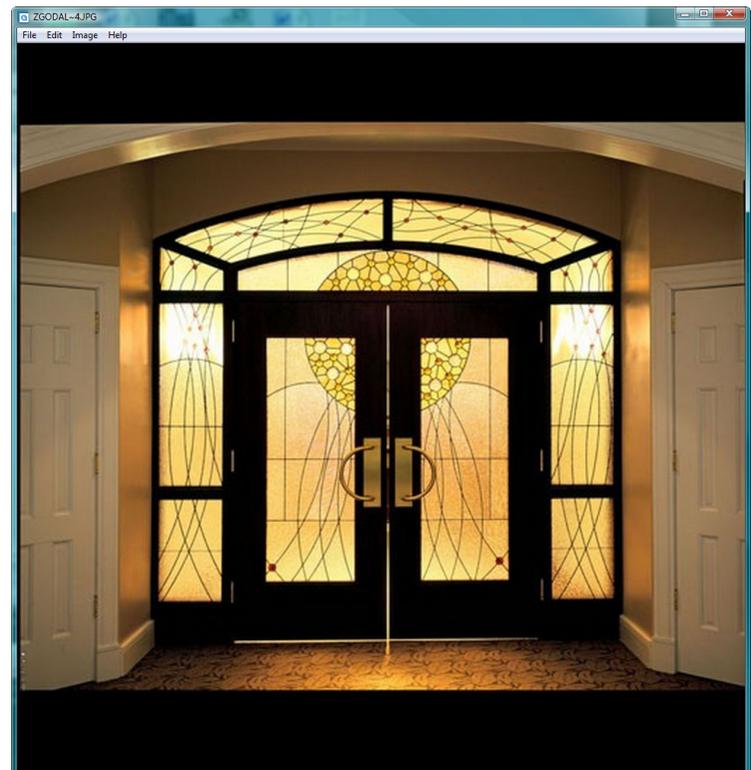
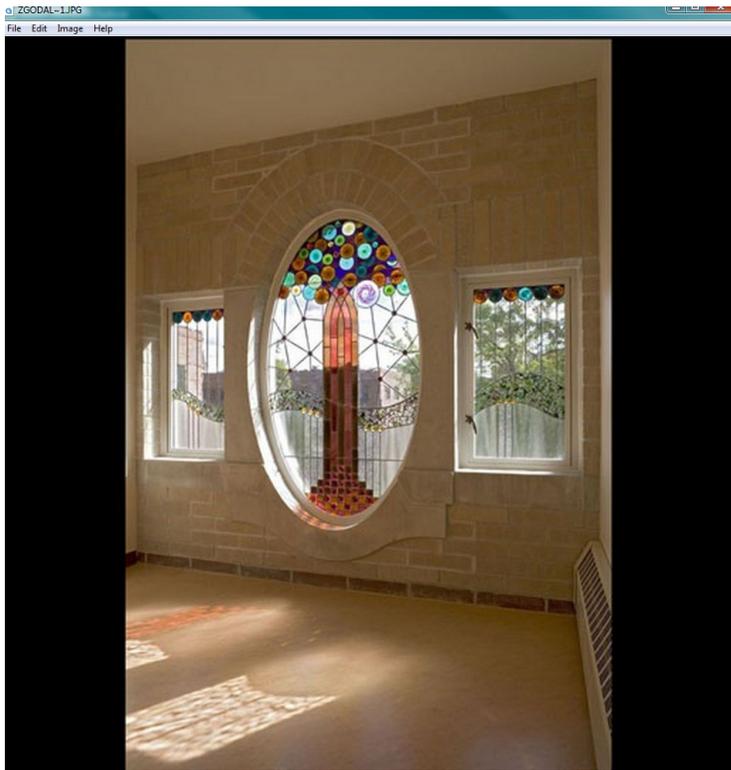
Your resized files can be found in your Save destination. Click on them to view the black masking created in the Canvas tab.



PC Users

FastStone Photoresizer

You are now ready to upload these files to your ARTIE application. Examples of vertical and horizontal masking shown below.





Resizing Images for Mac

USING ADOBE PHOTOSHOP

30 EAST BROAD STREET, 33RD FLOOR, COLUMBUS, OHIO 43215-3414 | 614-466-2613

OAC.OHIO.GOV

Mac Users

Adobe Photoshop

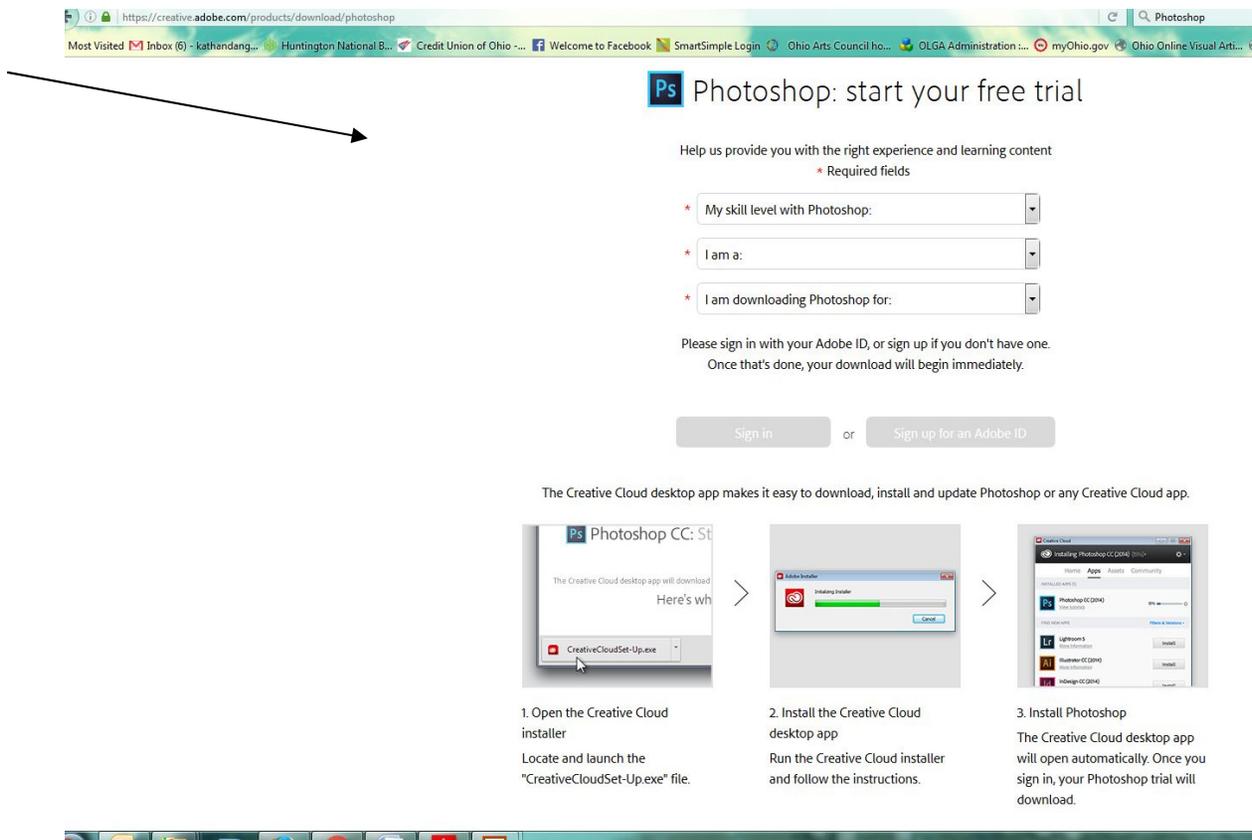
If the images below were projected in their current form, the horizontal format image would fill the entire screen but the vertical would only fill the middle of the screen.



Mac Users

Adobe Photoshop

You can download a free trial of Adobe Photoshop online.



<https://creative.adobe.com/products/download/photoshop>

Ps Photoshop: start your free trial

Help us provide you with the right experience and learning content

* Required fields

* My skill level with Photoshop:

* I am a:

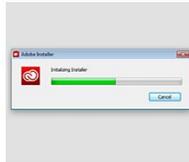
* I am downloading Photoshop for:

Please sign in with your Adobe ID, or sign up if you don't have one.
Once that's done, your download will begin immediately.

or

The Creative Cloud desktop app makes it easy to download, install and update Photoshop or any Creative Cloud app.

- 

1. Open the Creative Cloud installer
Locate and launch the "CreativeCloudSet-Up.exe" file.
- 

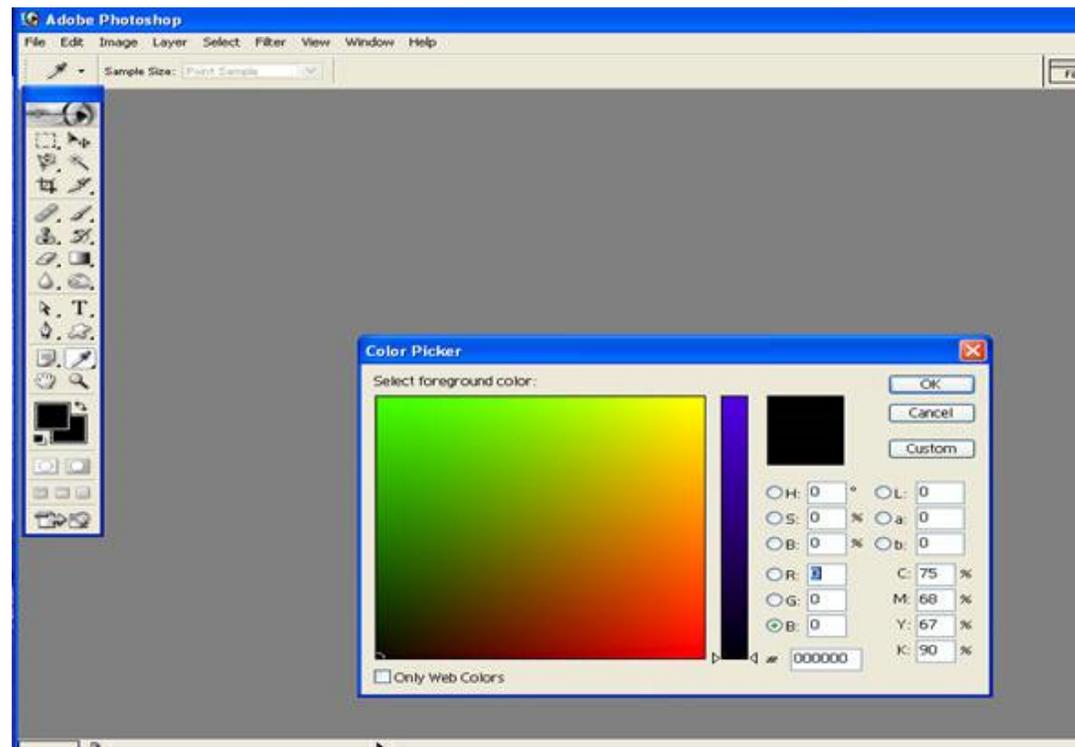
2. Install the Creative Cloud desktop app
Run the Creative Cloud installer and follow the instructions.
- 

3. Install Photoshop
The Creative Cloud desktop app will open automatically. Once you sign in, your Photoshop trial will download.

Mac Users

Adobe Photoshop

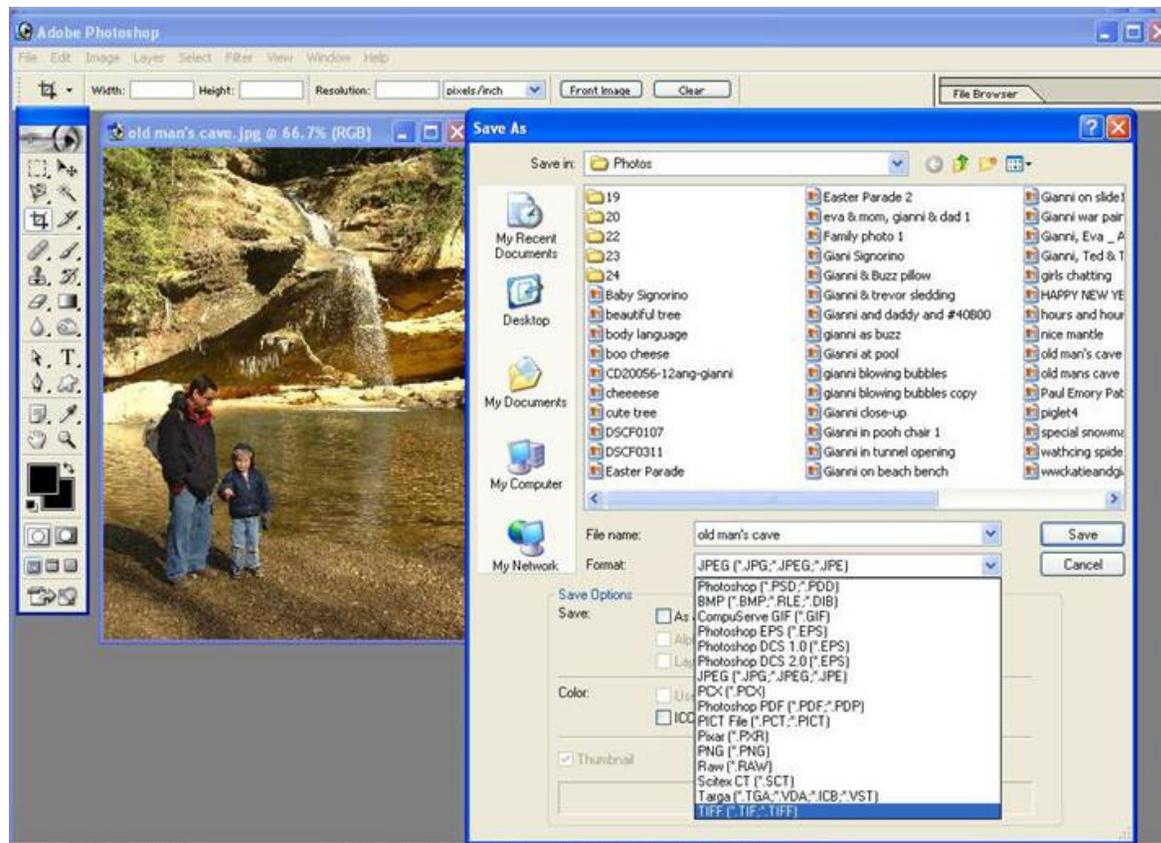
Open Photoshop and change foreground to black (use the color picker to select black for foreground and background--Black in RGB is R=0, G=0, B=0).



Mac Users

Adobe Photoshop

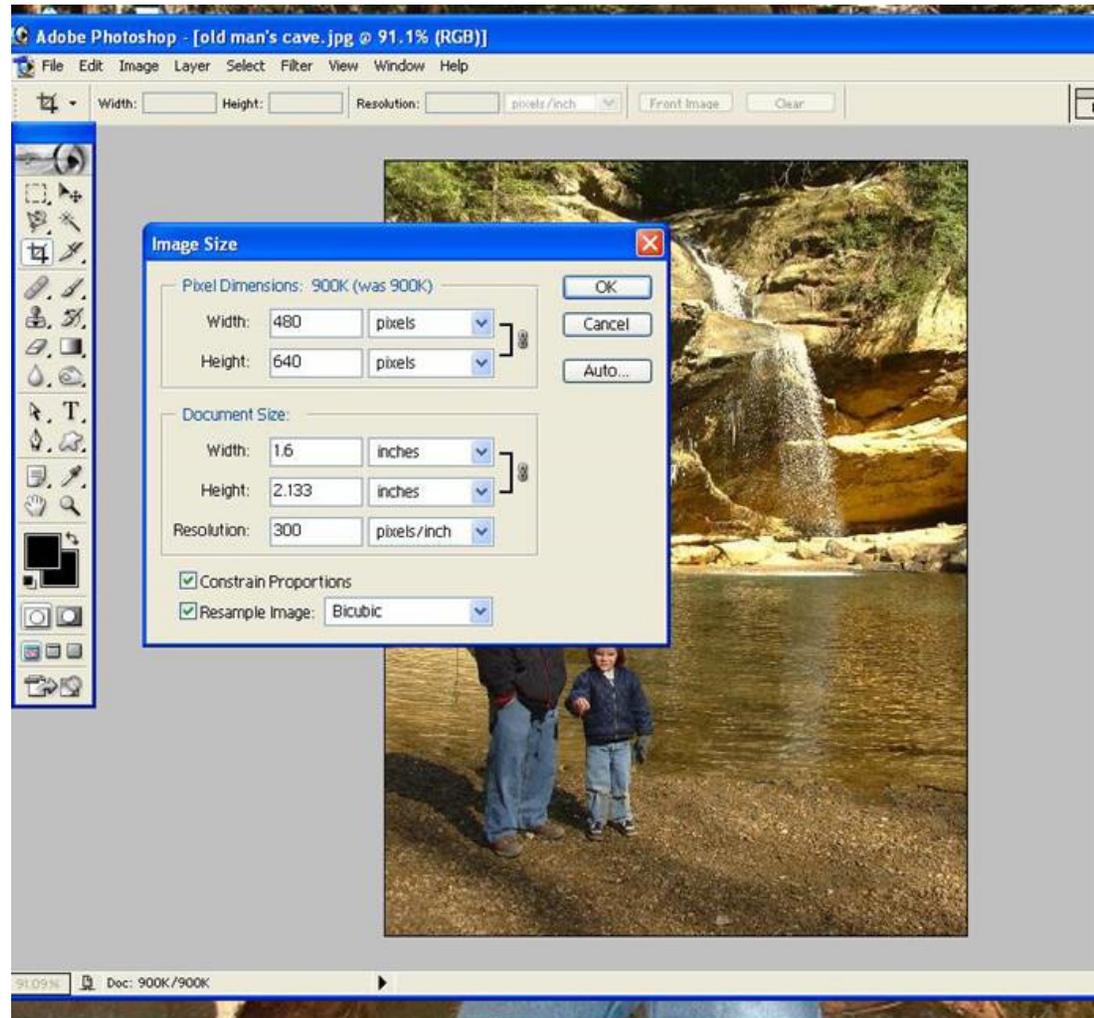
Save each .jpg image as a .tiff file



Mac Users

Adobe Photoshop

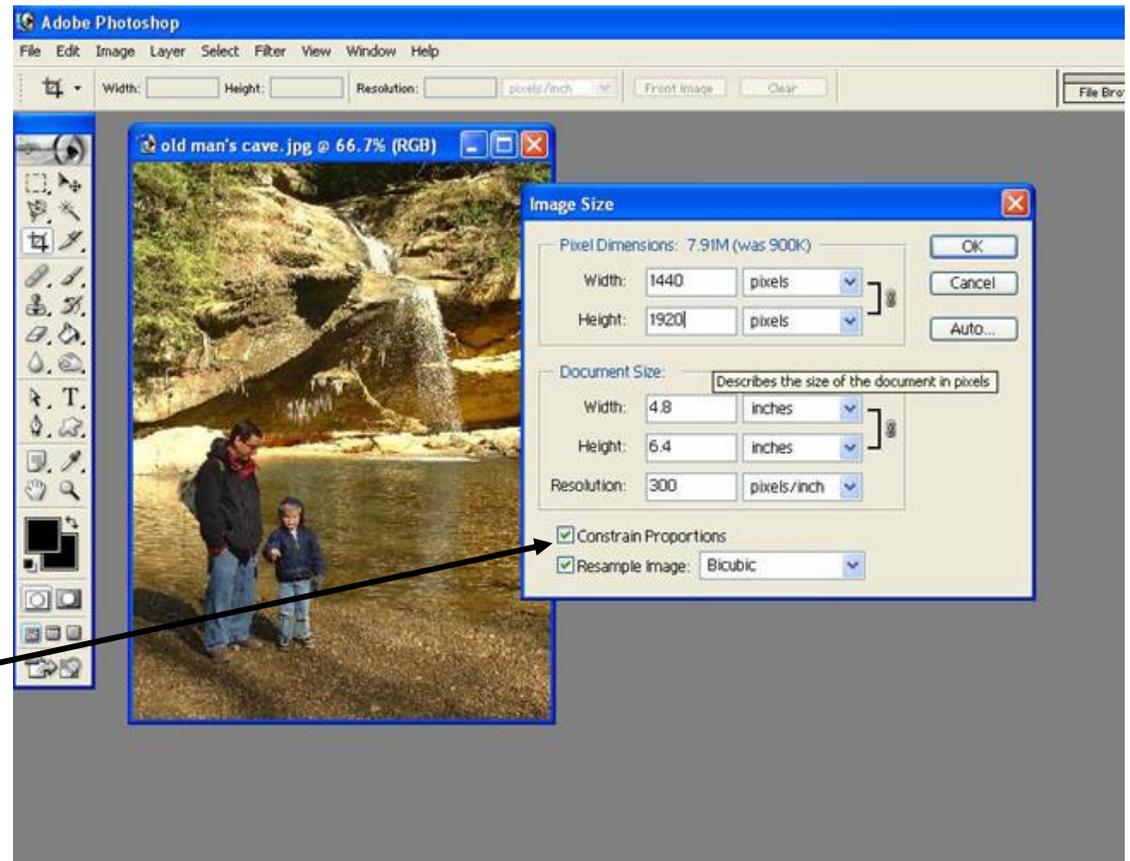
Go to “Image/Image Size” and make sure you are viewing in pixels.



Mac Users

Adobe Photoshop

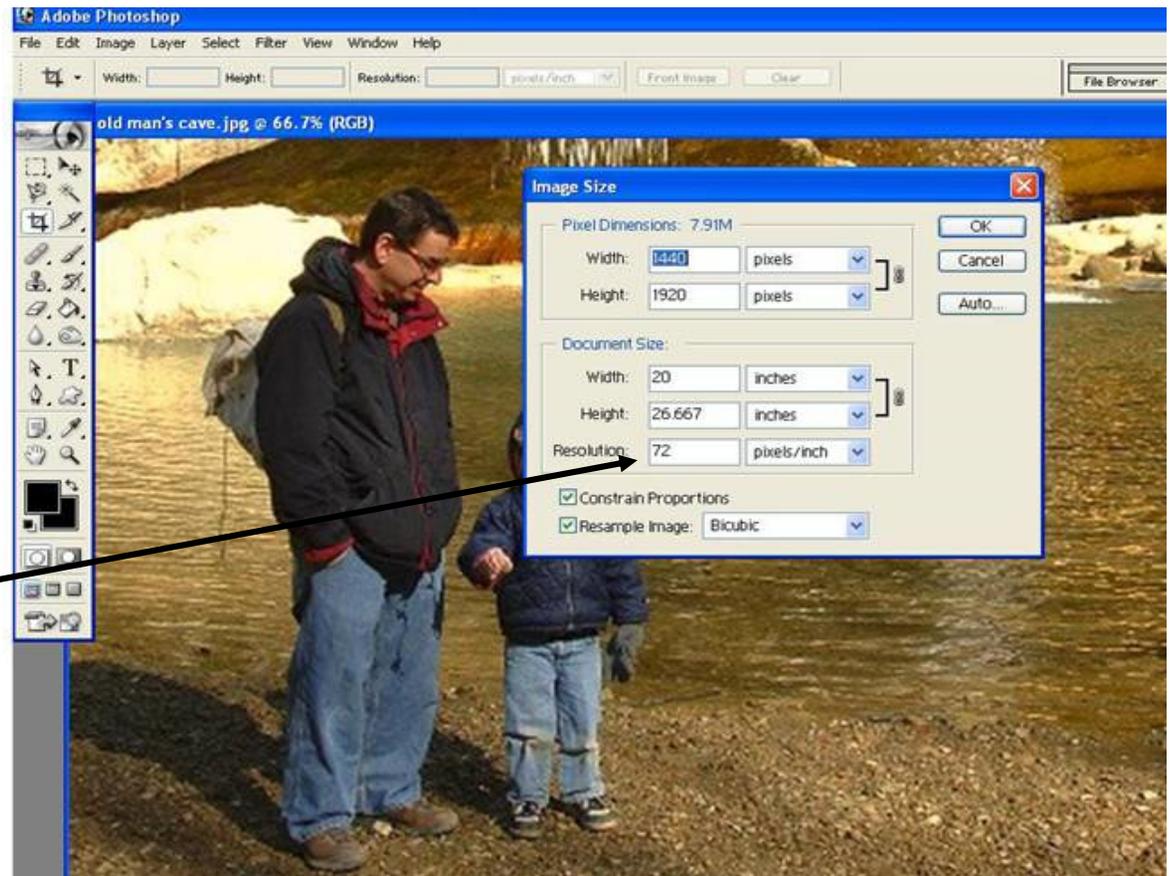
Change your longest side to 1920 px and make sure you check “Constrain Proportions” and “Resample Image”



Mac Users

Adobe Photoshop

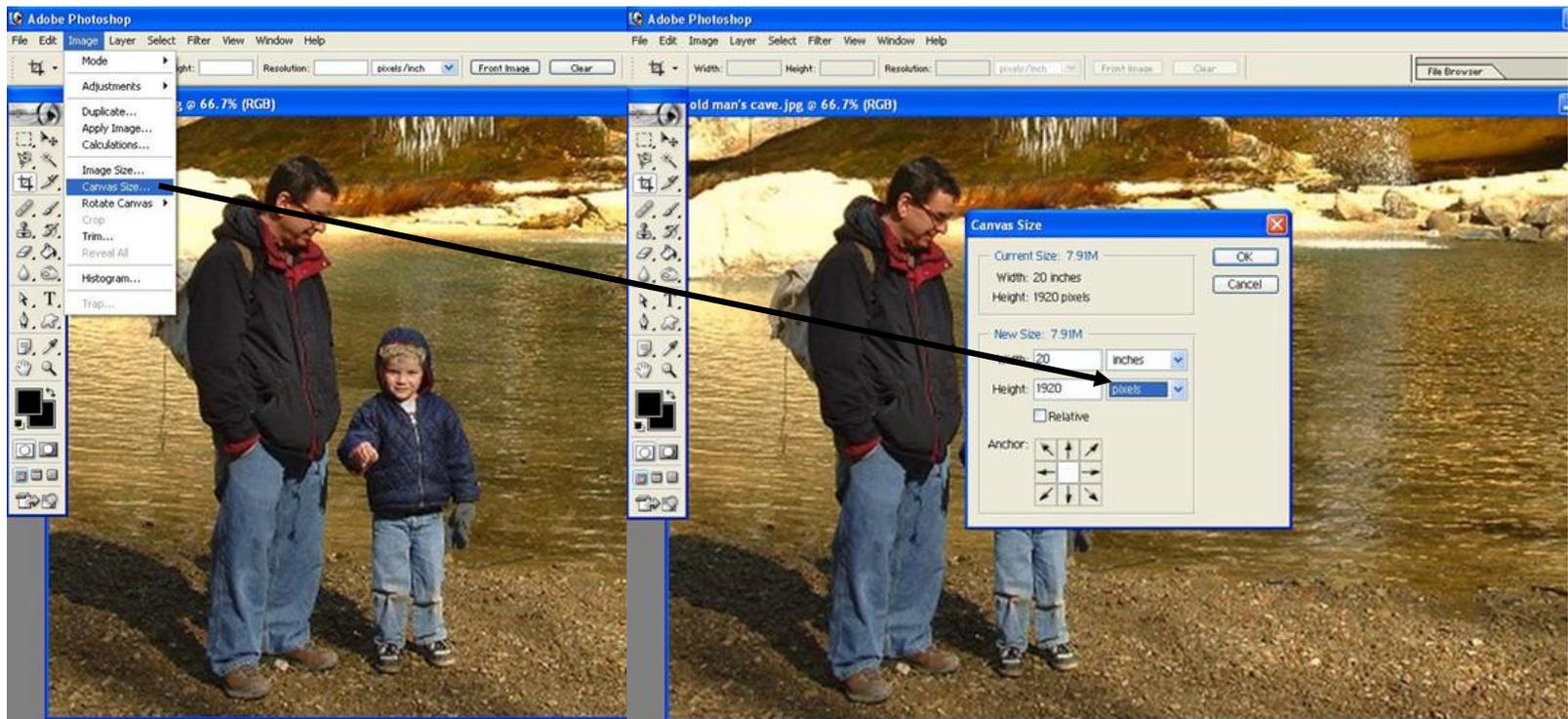
Make sure resolution is set to 72 pixels/inch (or if image is a small file set your DPI to 300)



Mac Users

Adobe Photoshop

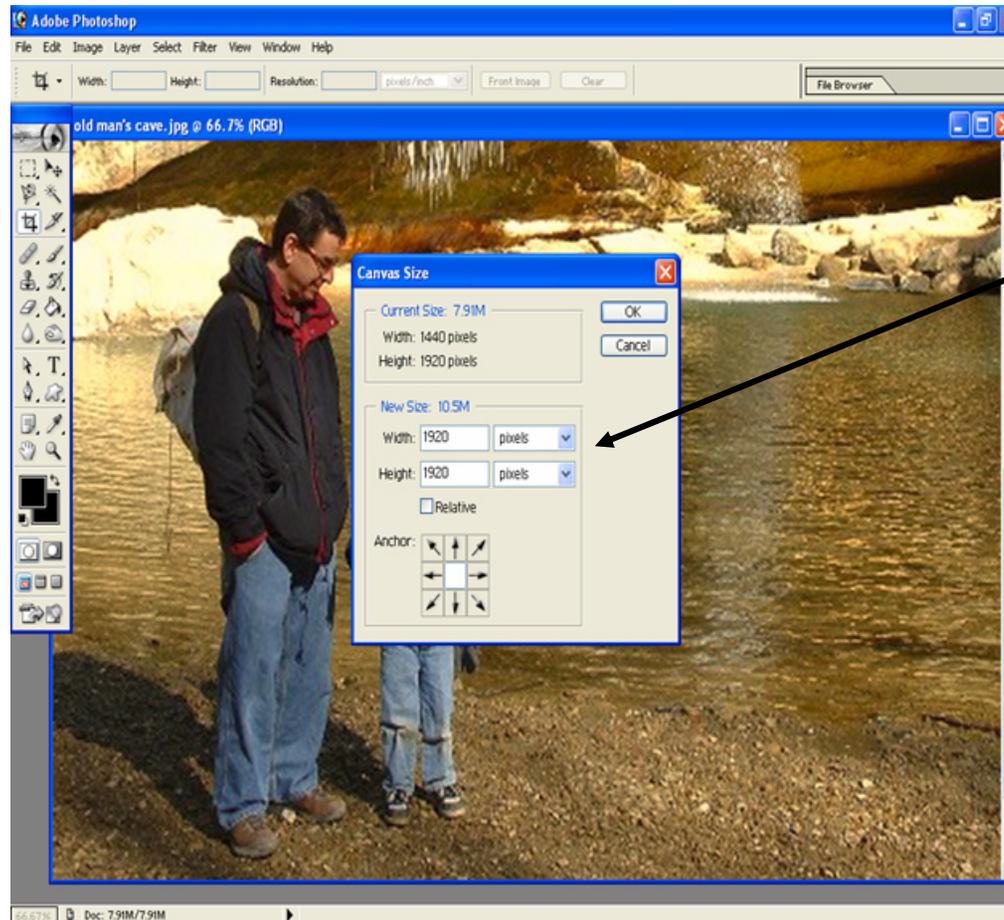
Go to Image/Canvas Size and change “inches” to “pixels.” Your image’s longest side will automatically change to 1920.



Mac Users

Adobe Photoshop

Change other dimension to 1920 px

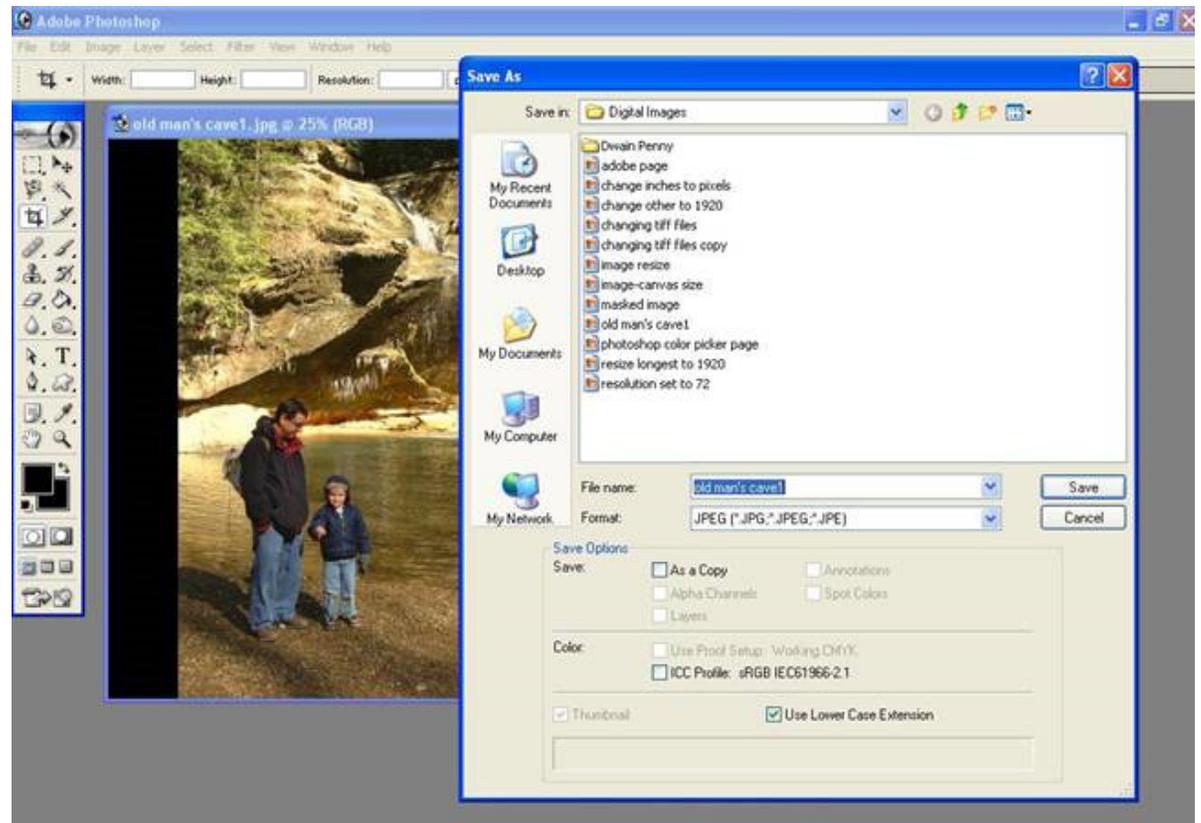


Mac Users

Adobe Photoshop

Click OK and your image will be masked and square. Next, save as a .jpg file.

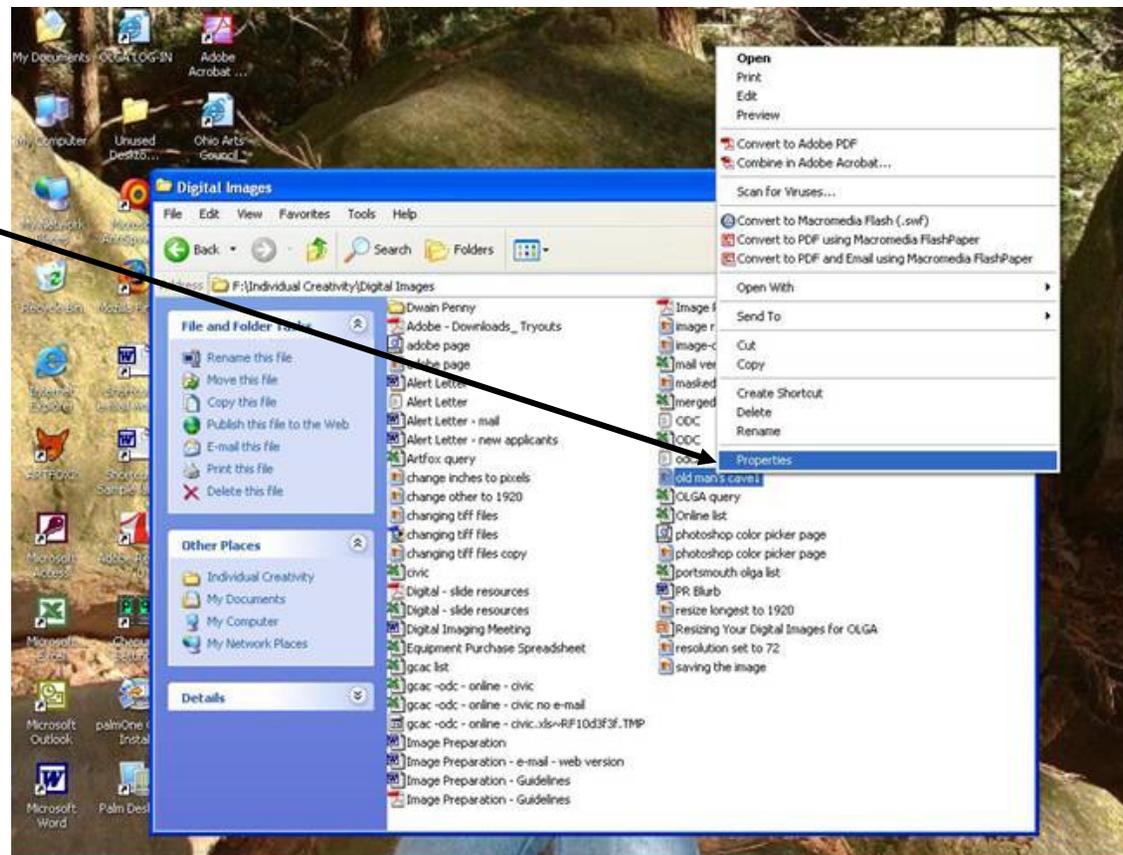
Make sure you save as a .jpg and not a “progressive jpeg.” If prompted save file with a maximum compression of 10-12.



Mac Users

Adobe Photoshop

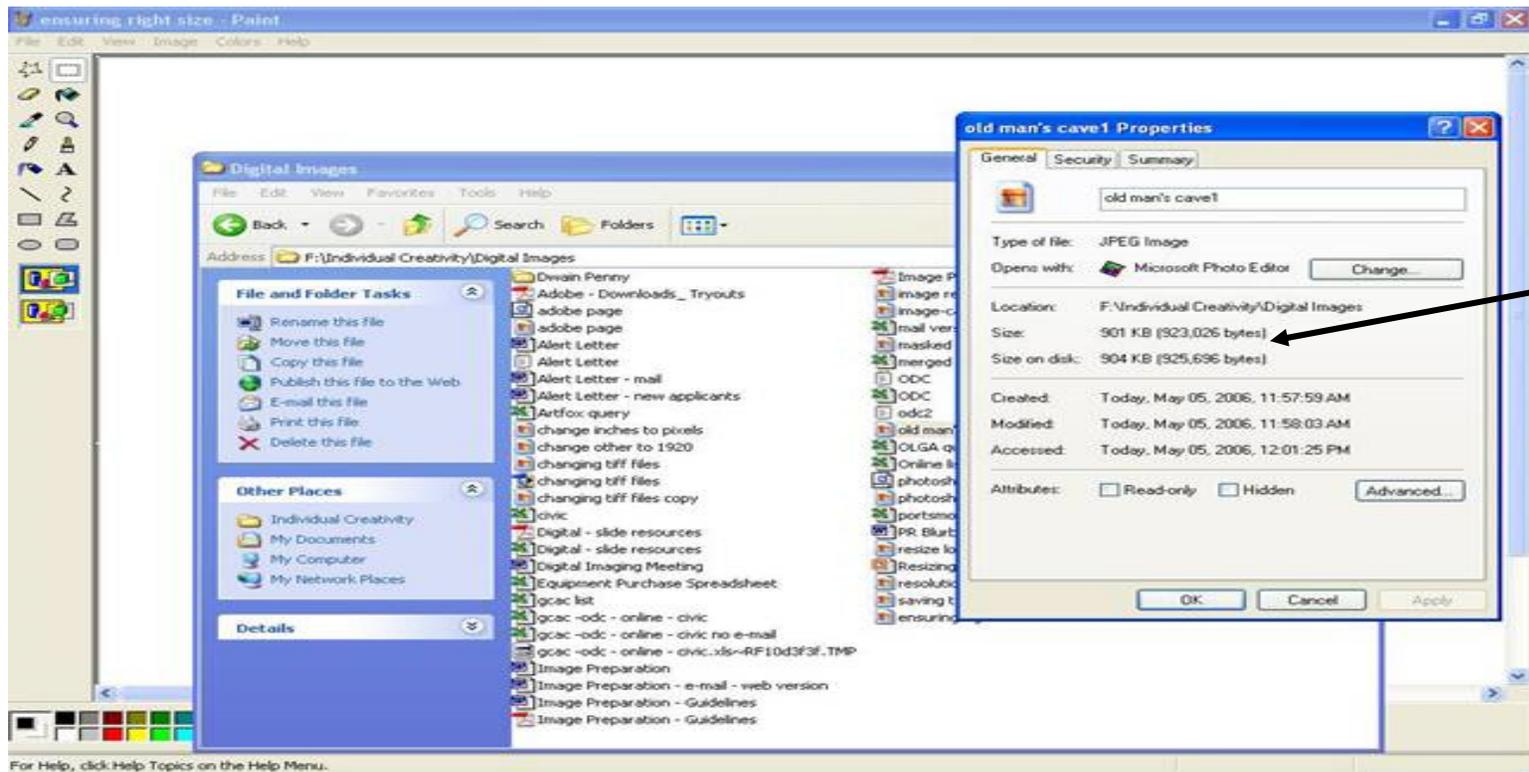
Next, find your image and select “Properties.”



Mac Users

Adobe Photoshop

Your image file should be less than 1.8 MB or 1,800 KB to upload online successfully.



Mac Users

Adobe Photoshop

Here are our two examples in their square format with black mask and proper size.





Please contact Kathy Signorino at kathy.signorino@oac.ohio.gov or 614-728-6140 if you have questions about resizing your images.

Thank you!