

## **PWCS Guidelines for Digital Entries**

Begin with a good quality digital image of your work, using the best resolution your camera allows, taken without flash in “open shade” with the camera “squared” with your painting. Open shade is defined as anywhere not in direct sunlight, such as in the shadows of a building on a sunny day, or anywhere on overcast days.

The instructions below are for *Photoshop Elements*, but the general principles apply to other photo editing software as well.

**Transfer the file from your camera card and open it on your computer using Photoshop Elements.**

**Crop the image so that only your painting is visible.**

If you need to adjust the contrast or color saturation, this is the time to do it. Remember that your final product must match your painting in both value range and color saturation. Digital enhancement of the work is not allowed.

**Get the image to the correct size and resolution:**

- Open the Image Size dialogue box
- GO TO: Image > Resize > Image Size
- Be sure Scale Styles, Constrain Proportions, and Resample Image > Bicubic are all checked.
- First: Change the resolution to 300 pixels/inch
- Second: Change the longest dimension to 1000. The other dimension will change accordingly.
- Click OK.

**Save Your Image:**

- GO TO: File > Save As
- Enter file name with entry letter prefix: A-Title.JPG or B-Title.JPG. (Example: A-Happy Memories.JPG)
- File format must be JPG
- Click SAVE
- On the next screen, change Quality to Maximum.
- In the Format Options, choose Baseline (“Standard”)
- Click OK.