How to prepare your files for competition using…

iPhoto '11
Version 9.6.1

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.

- Just double click on the **iPhoto Application Icon** to open the program.

- You will see all the photos that have been imported into your computer.
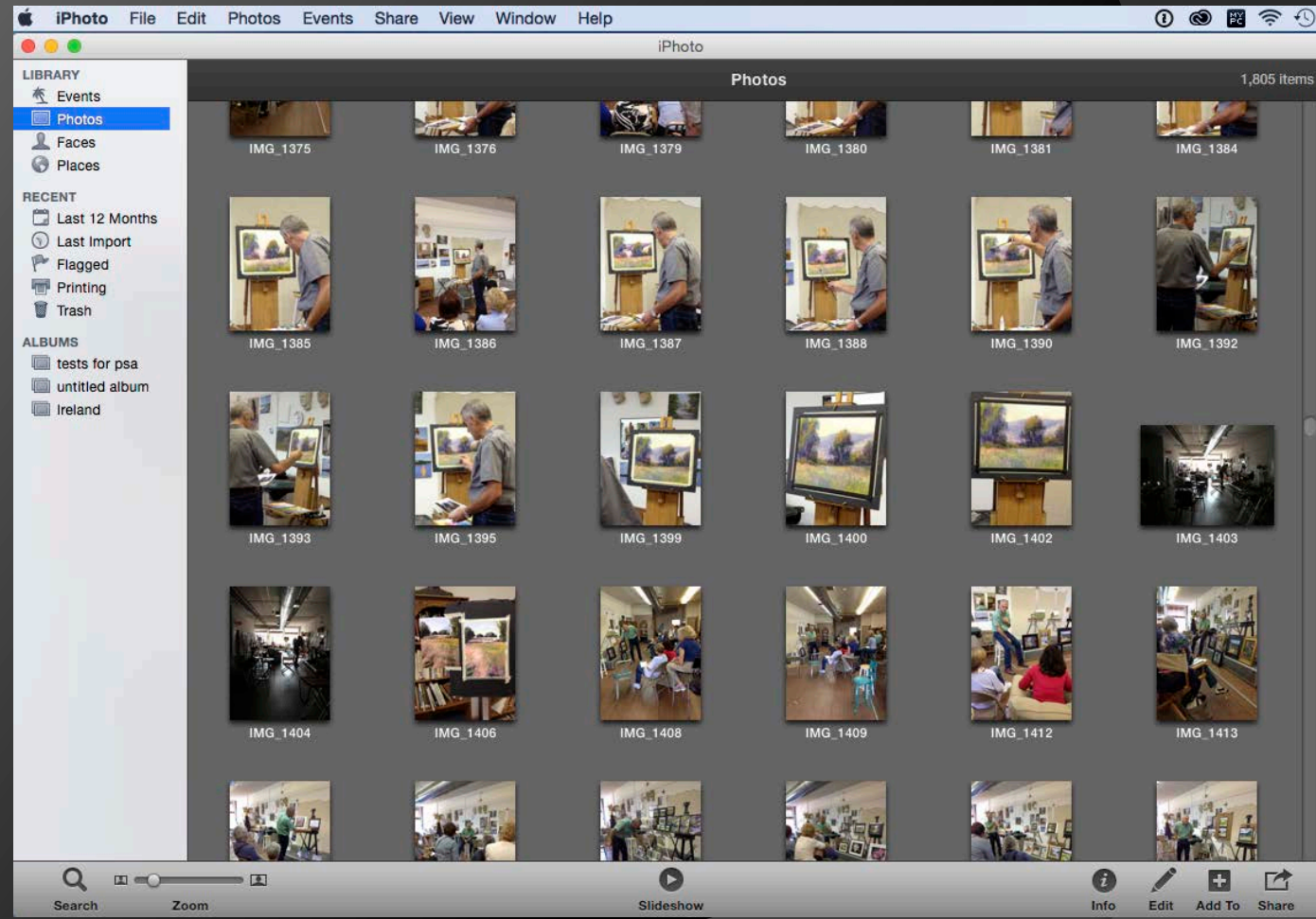
PC Options for iPhoto

⊙ Microsoft
Windows does
not support
Apple's iPhoto.
You will have to
download one of
these options in
order to edit your
files.

Open the file.

- When you click on the image you want to work on, it has a yellow frame around it.

- Double click this and it will open the image.
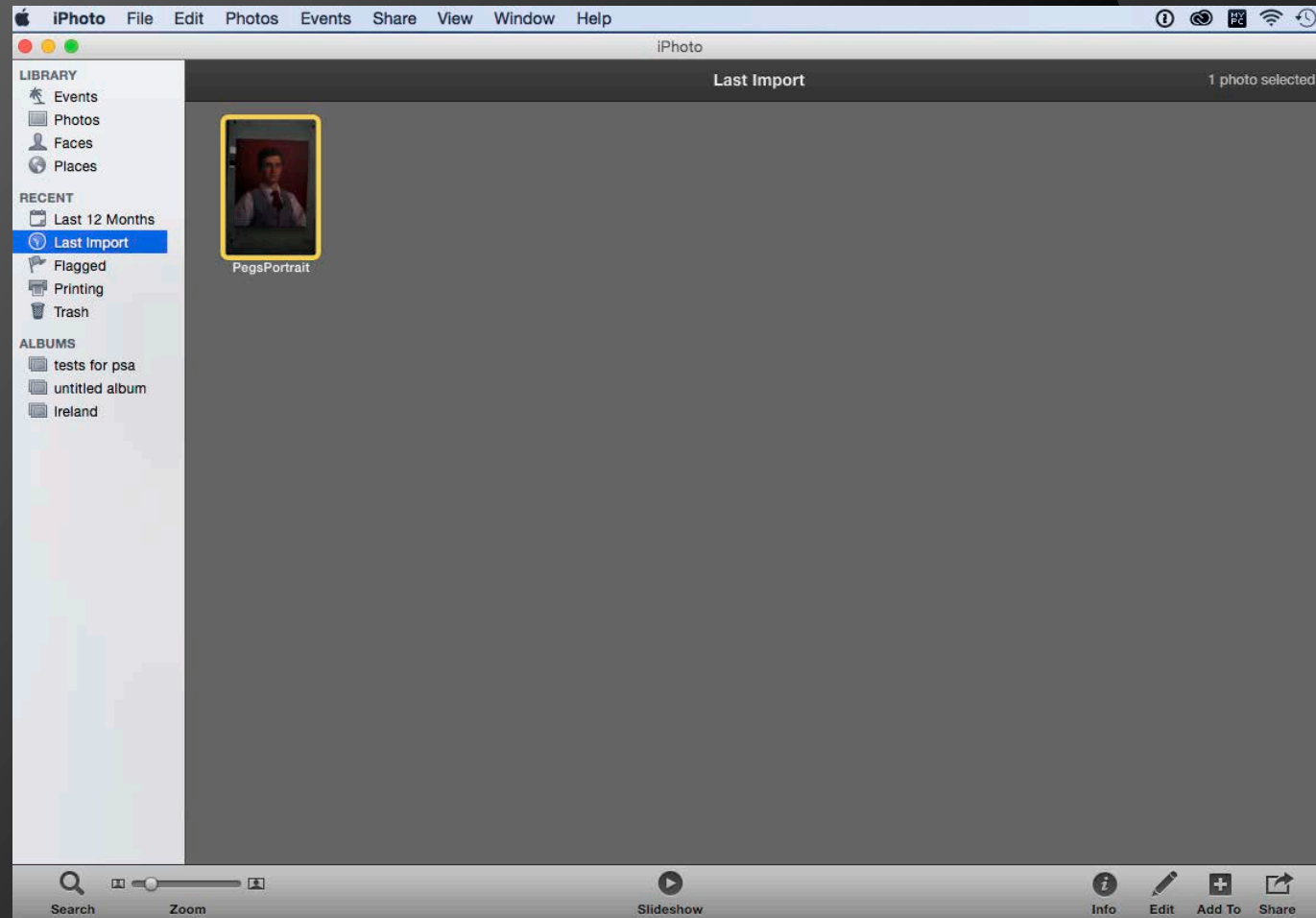
Open the file.

- You will now see your photo in the window. The image that you opened is now ready to be adjusted.
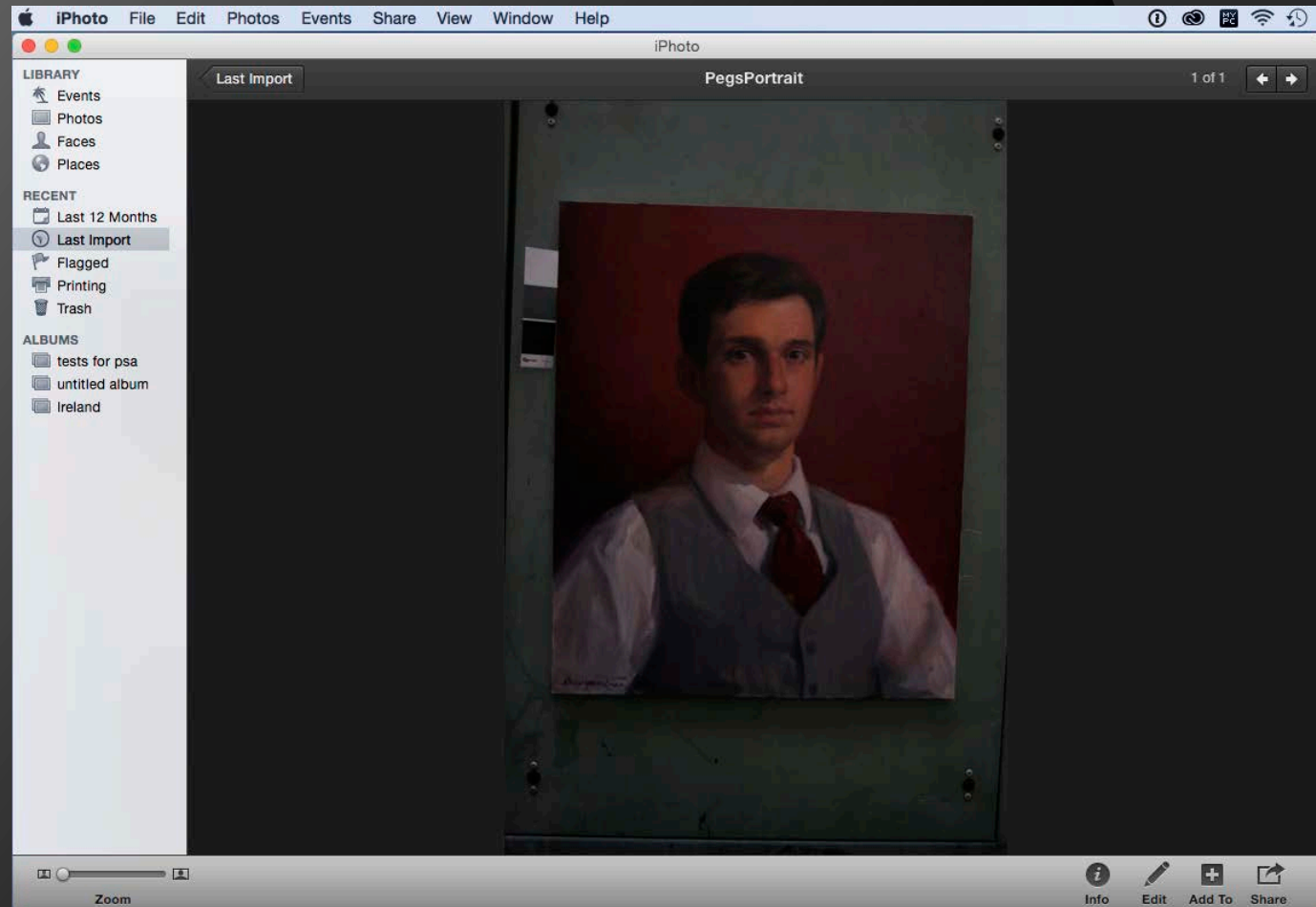
Now start to correct the image.

Click on **the Quick Fixes** Button at the top of the window and click the **Edit Icon** at the bottom.
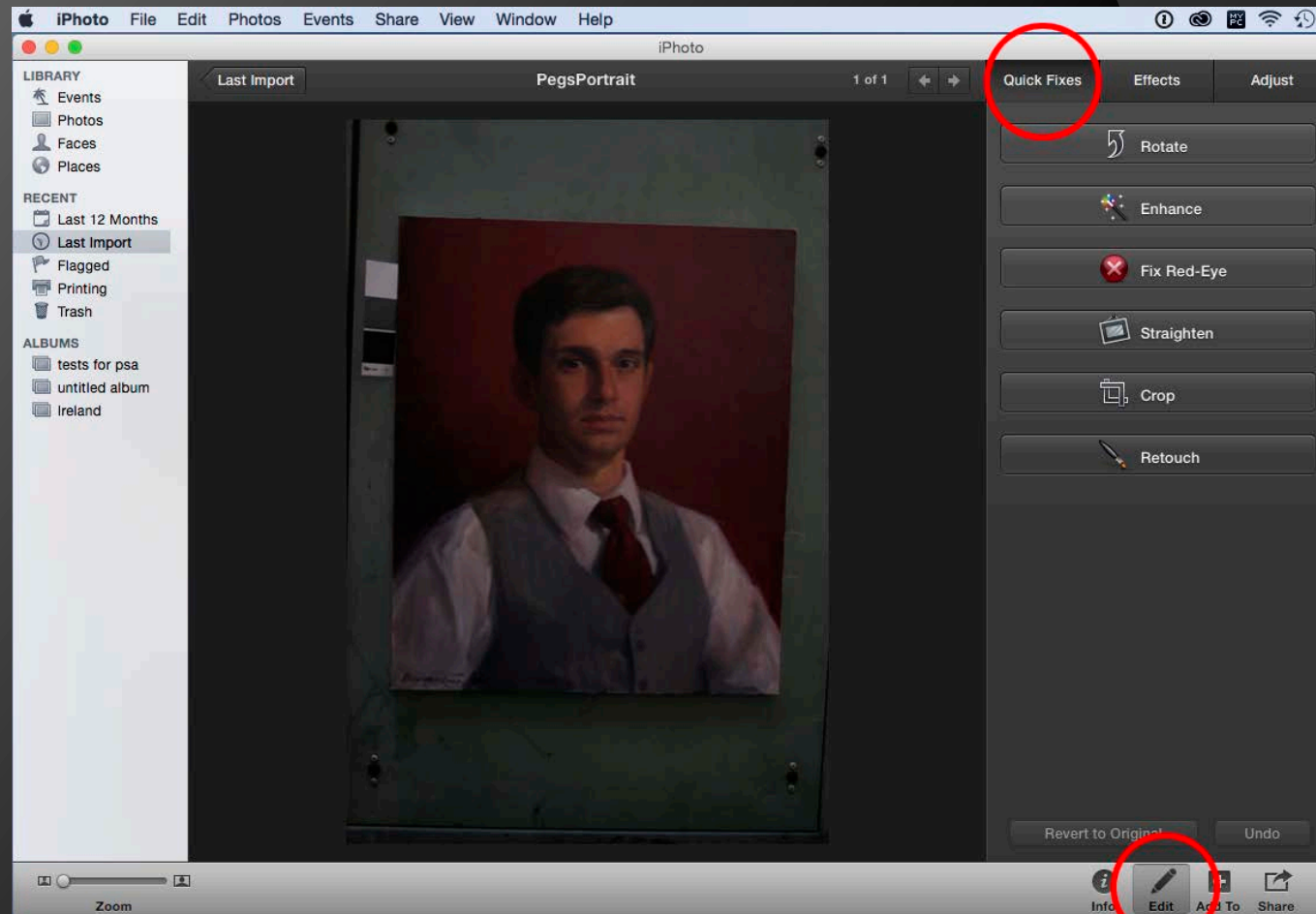
Straighten the Image.

- While still on the **Quick Fixes** button, straighten the image with the slider. In this example I chose to straighten the top horizontal edge of the painting. Click on **Done**.

- Since there is no distortion availability in iPhoto, try to take your photo as straight as possible when you shoot it.
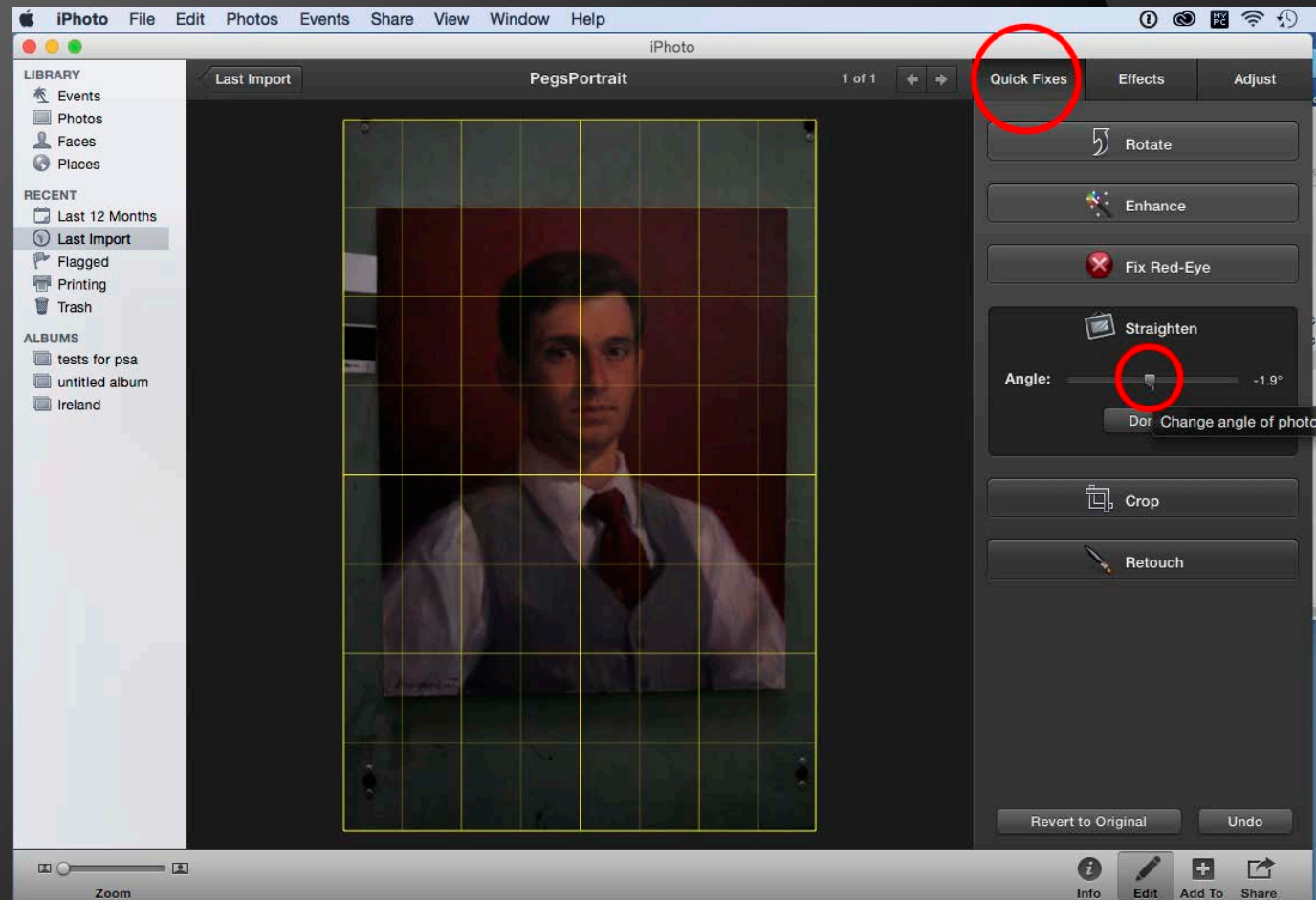
Adjusting color.

◉ Now click on the **Adjust** button.

◉ Note: If you look at the bottom of the window, you will see **Revert to Original** & **Undo** buttons. As long as you didn't Save the image, you can always go back one step (by clicking Undo) or go back to the first step by hitting Revert to Original.
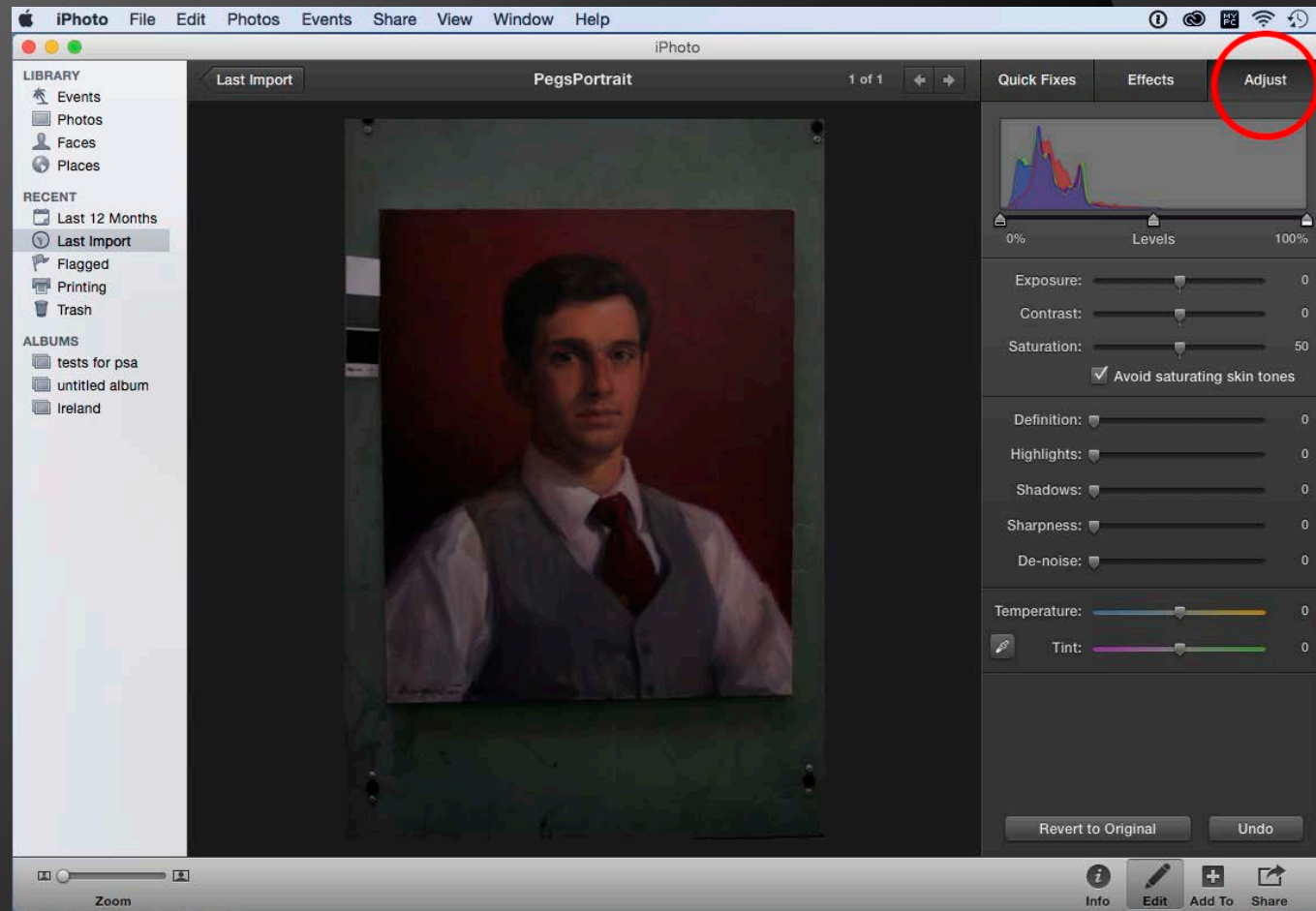
Correcting color.

- One way to do this is to move the sliders of the Histogram. The Histogram is that funny mountain looking image in Red Green and Blue in the box above the sliders. The Histogram tells you everything you need to know about the data in the file.

- Don't worry, this is easy!
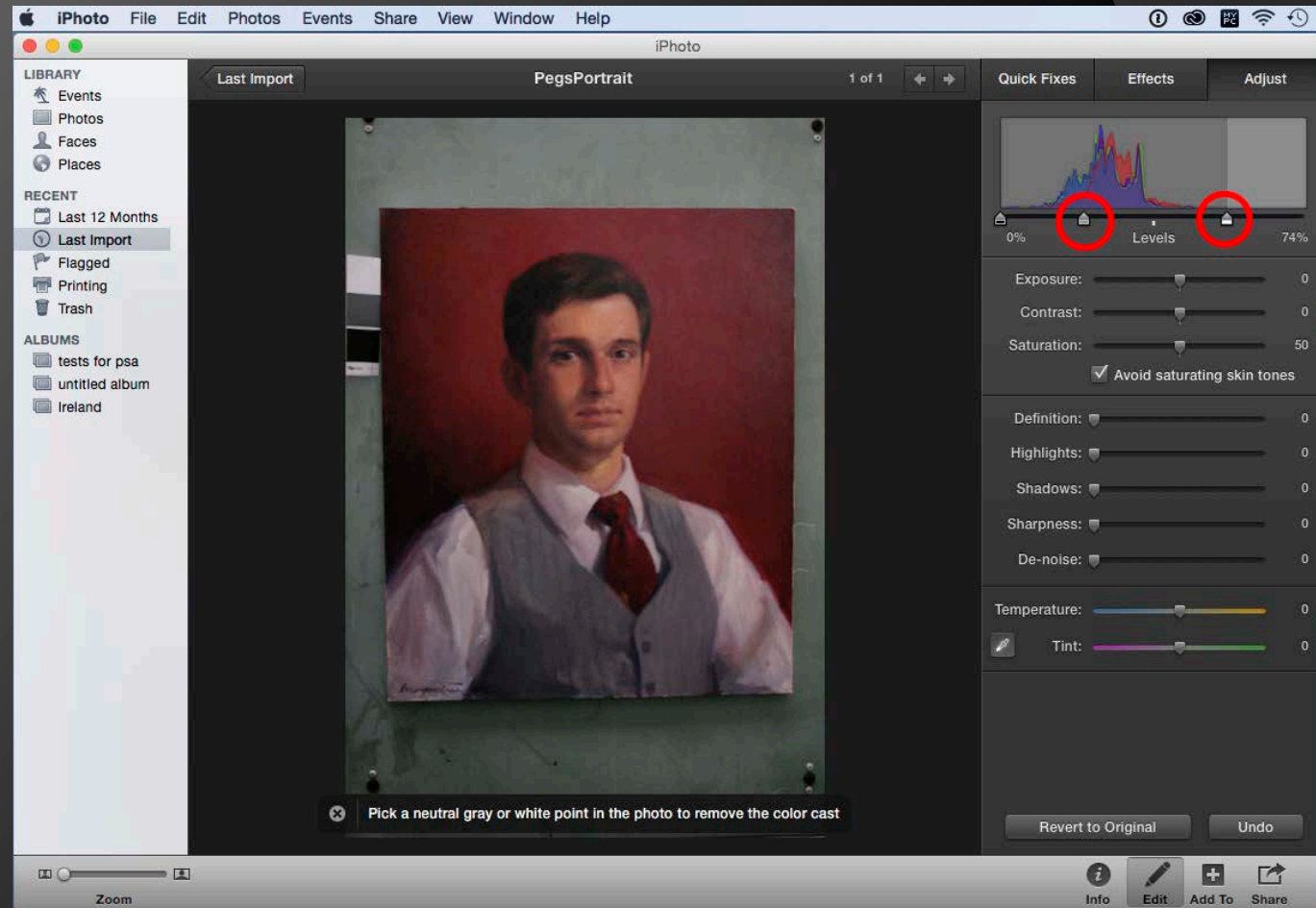
Correct the color.

- Sitting with your painting next to your computer, slide the little "arrow handles" to the left or right to see what happens.

- With this particular image, I wanted to lighten it, so I first moved the center slider (midtones) and then moved the right slider (highlights) to points where the image looked more like the painting.
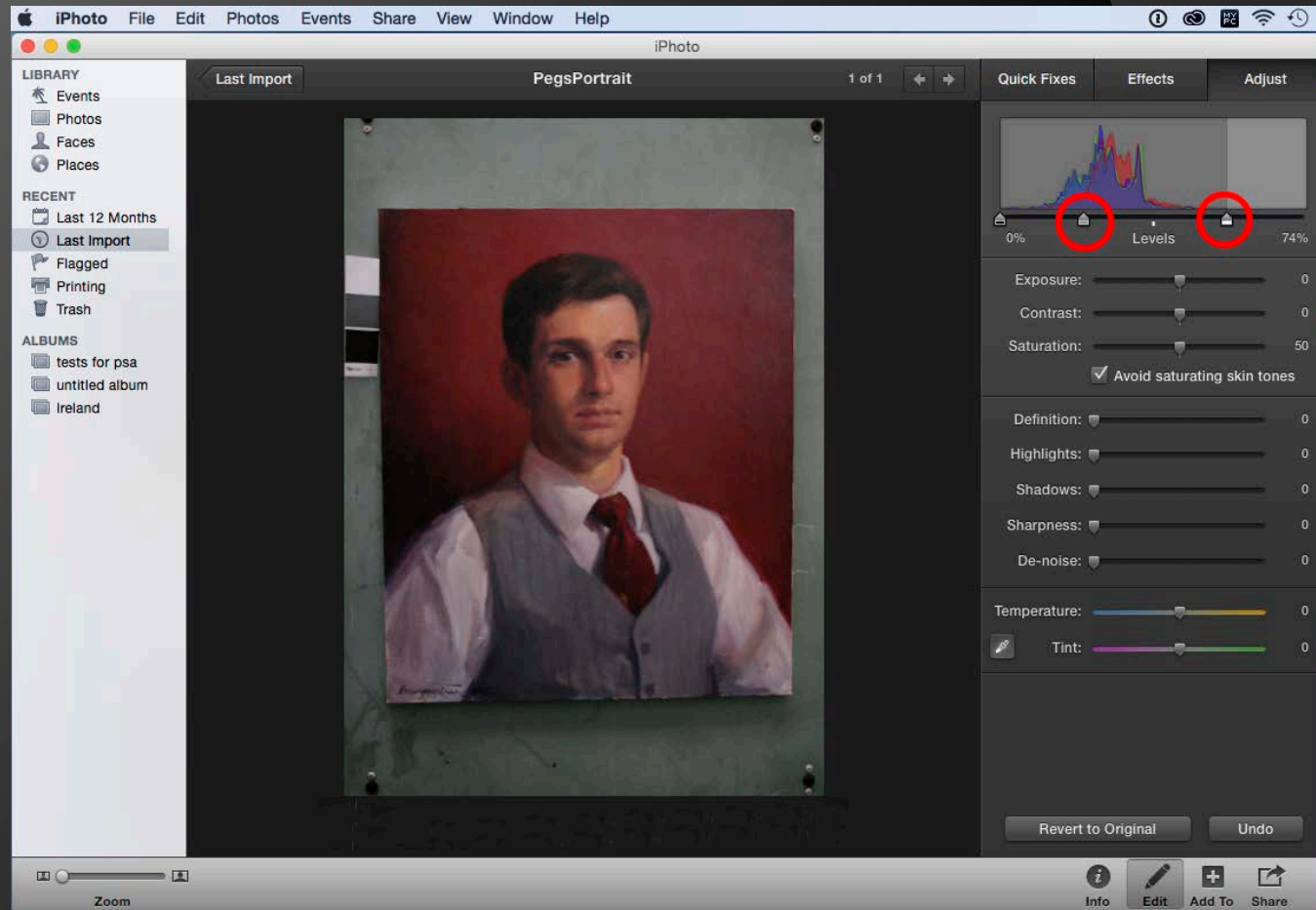
Correct the color.

- Another way to correct color is by using a **Photographer's Gray Card.**

- In the **Adjust** mode, click on the little **eye dropper** and then click on the **gray section** of the card highlighted. Then click the eyedropper again and click on the white section. Notice the change in the **Histogram.**
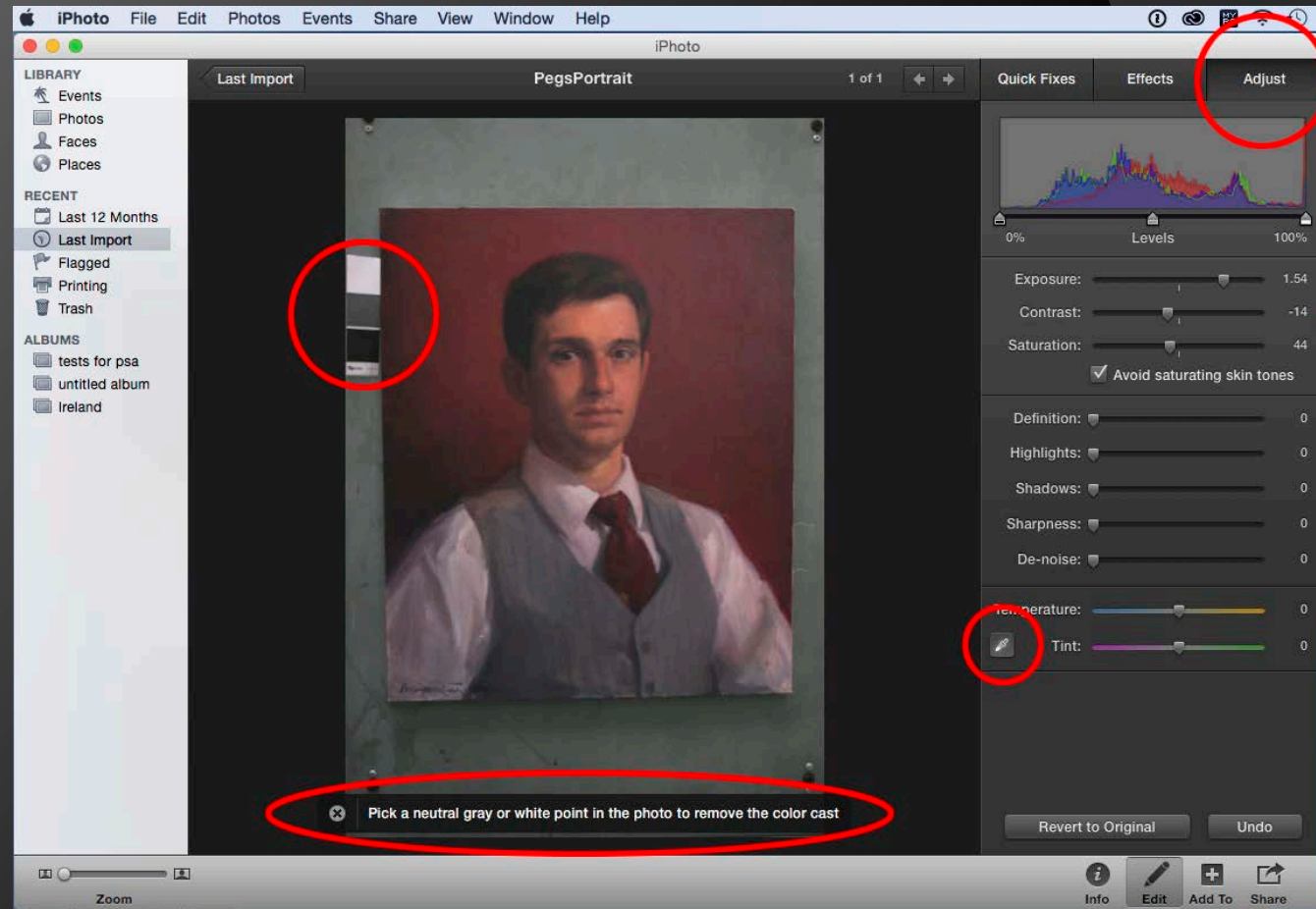
Crop the image.

- Click back on the **Quick Fixes Button.** Then click on the **Crop Button.**

- Notice the outline that shows up around the image.
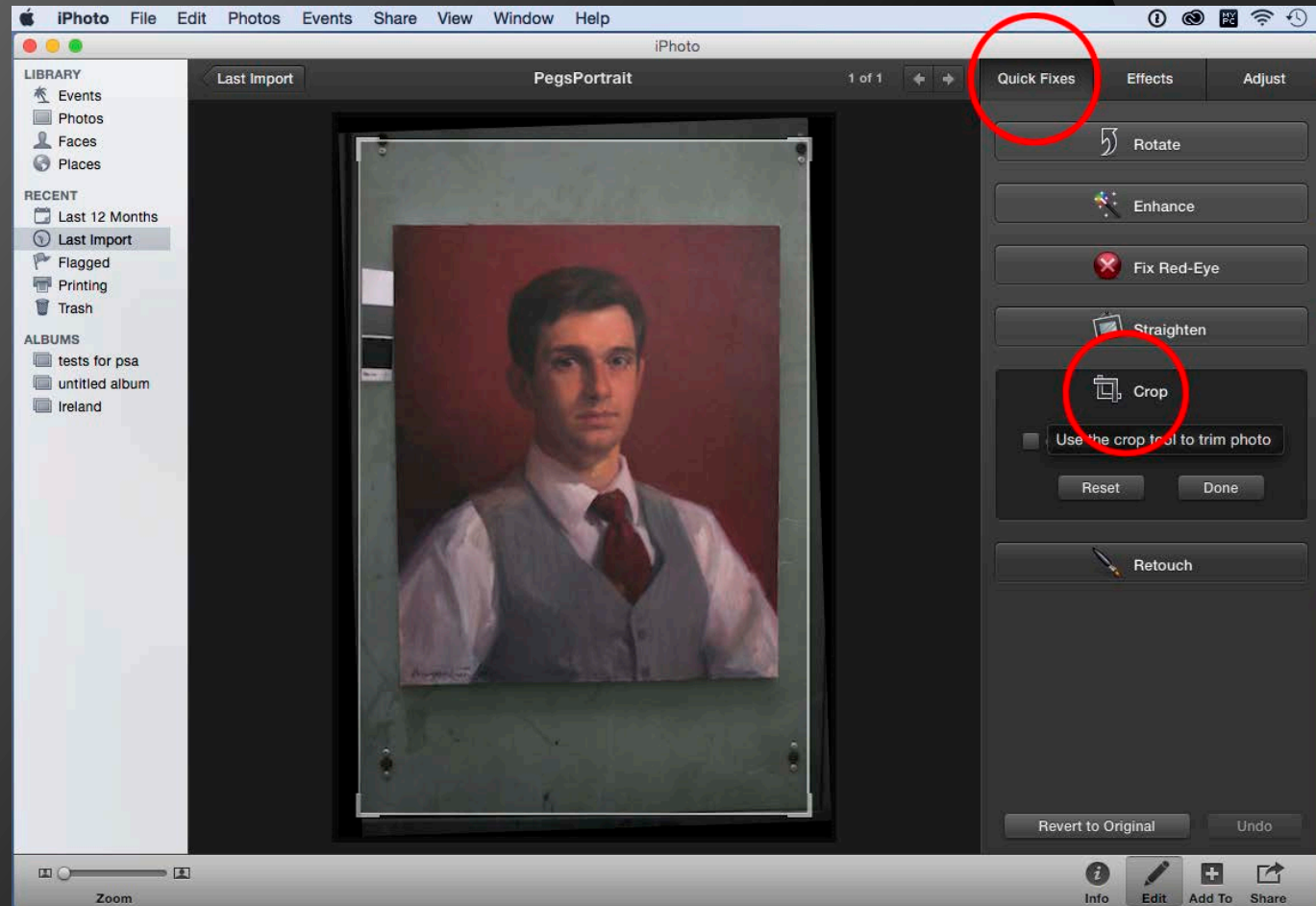
Crop the image.

- Place your cursor on either the corners or sides of the "cropper" box.

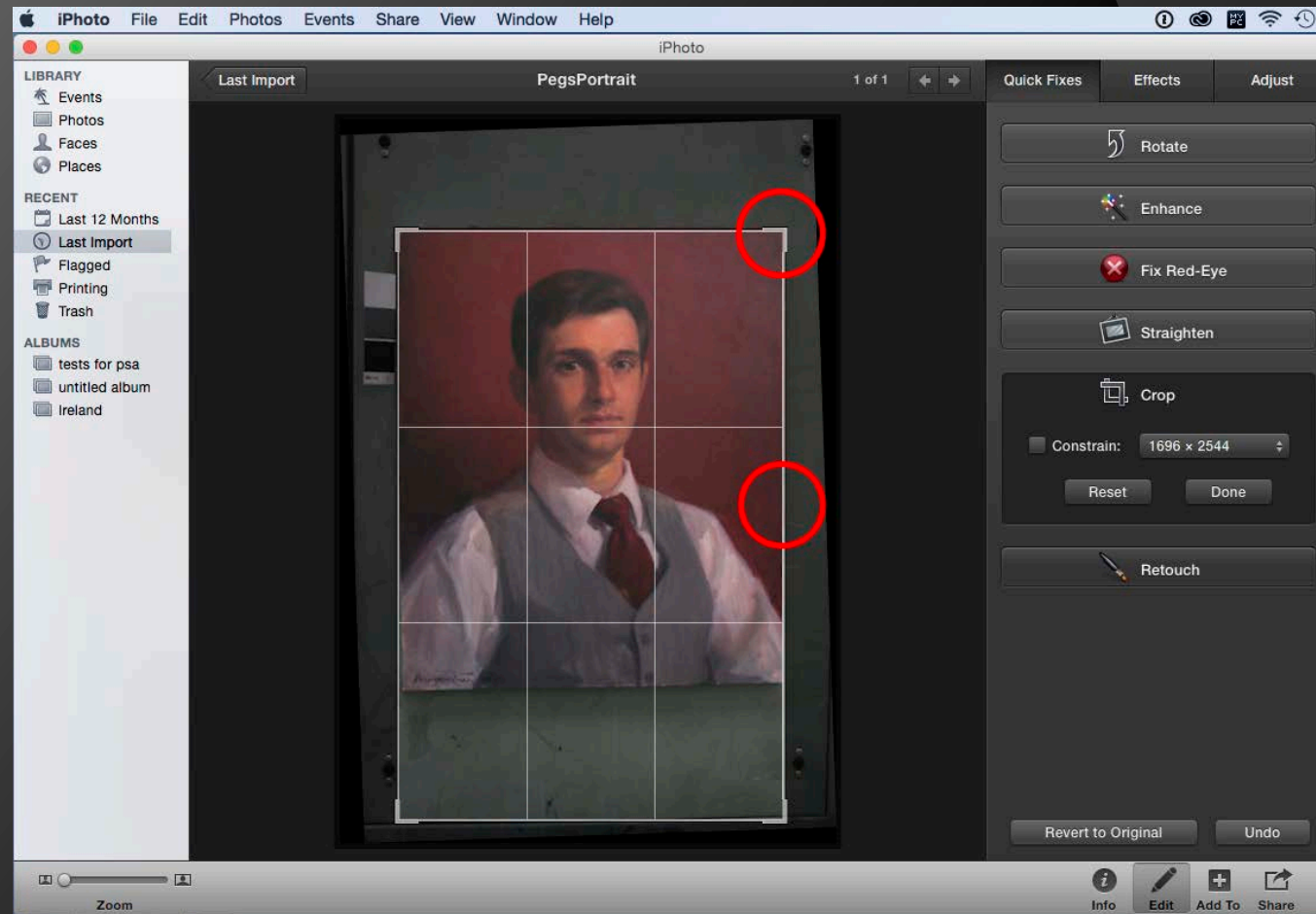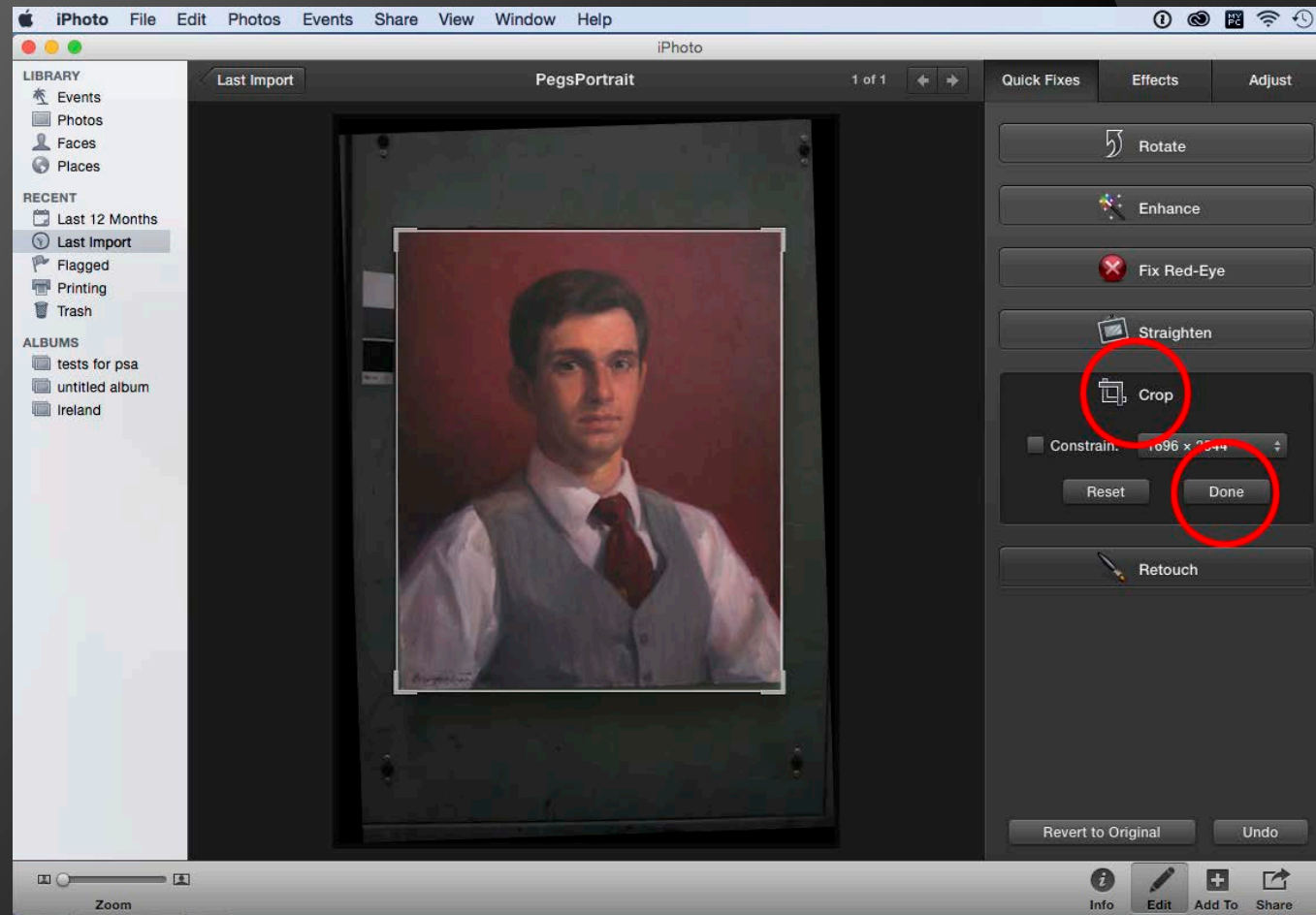- Hold the cursor down and drag the sides or corners to crop the painting out of the background.

The Cropped image.

- Click **Done** and your image will be cropped.

# Fine tuning.

- Many times after eliminating the background from the image, you will find that you might need to adjust minor things in the image.

- In this case, I needed to slightly straighten the image again and crop a little off of the bottom.

- If you need to lighten or darken your image, go back to the **Adjust** button and move the sliders until the image better resembles your painting.
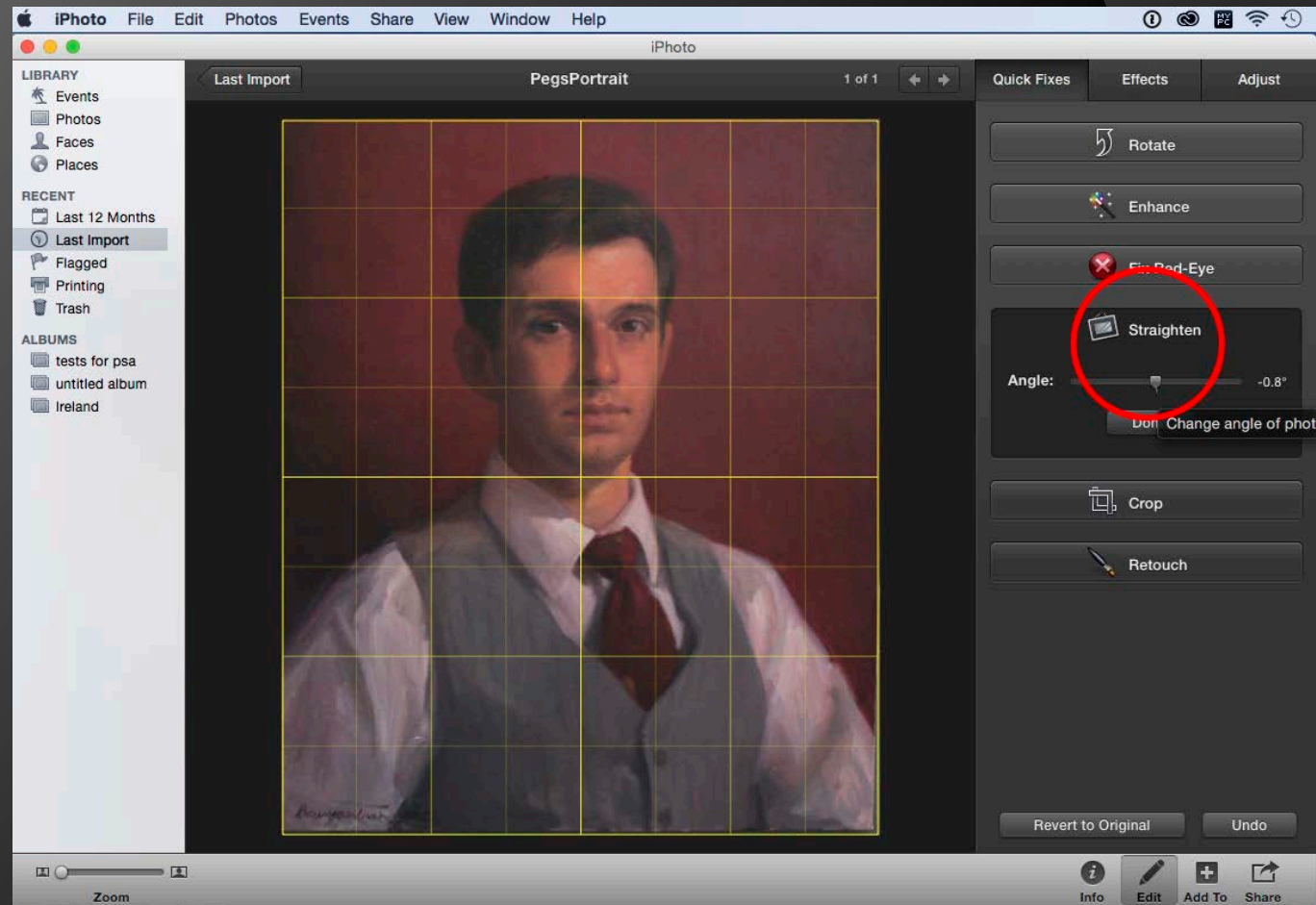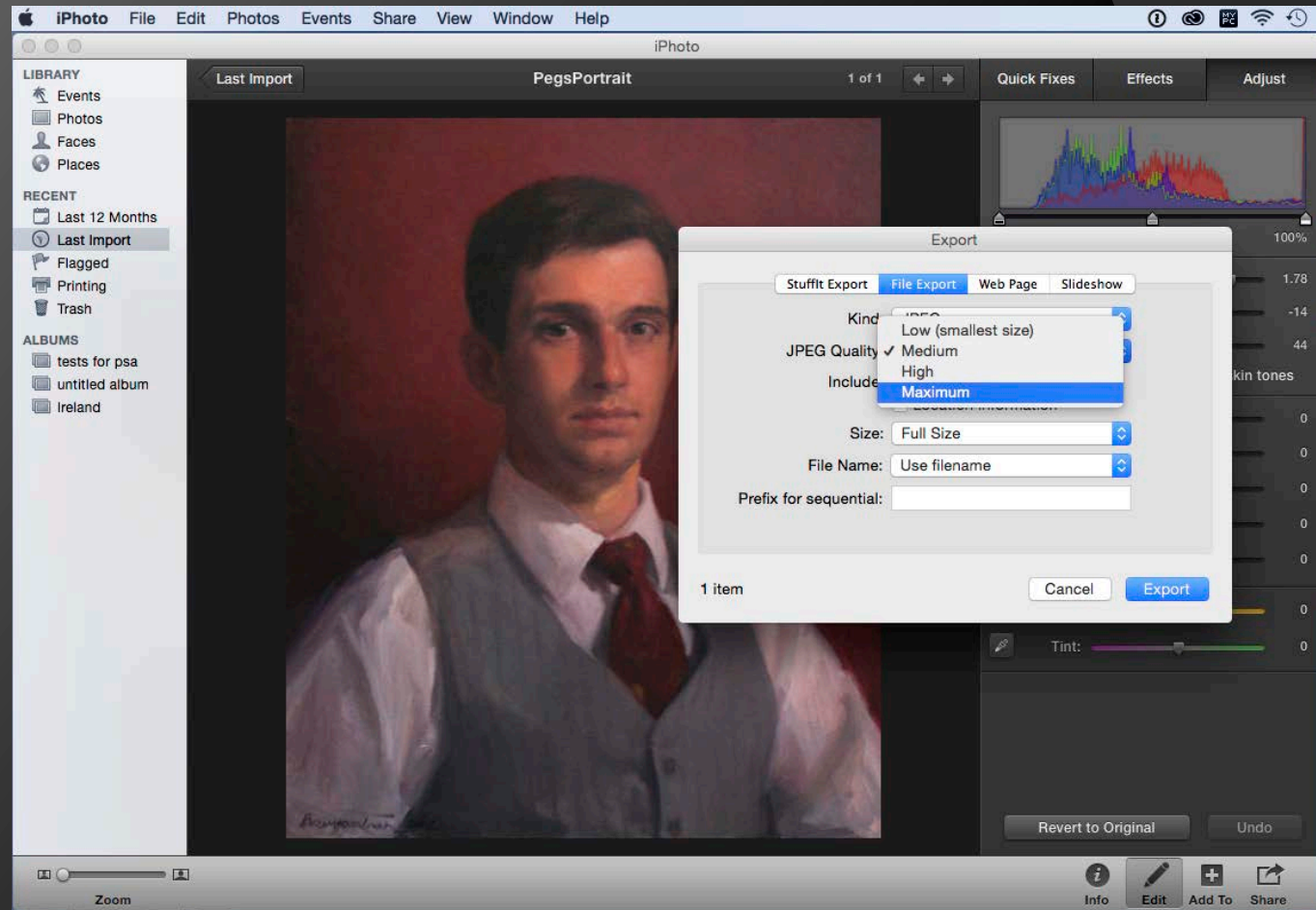
Resize the image.

◉ Now that the image is matching your original painting, we'll resize the image for competition.

◉ In the **Main Menu** at the top of the window, click on **File** and scroll down to **Export**…
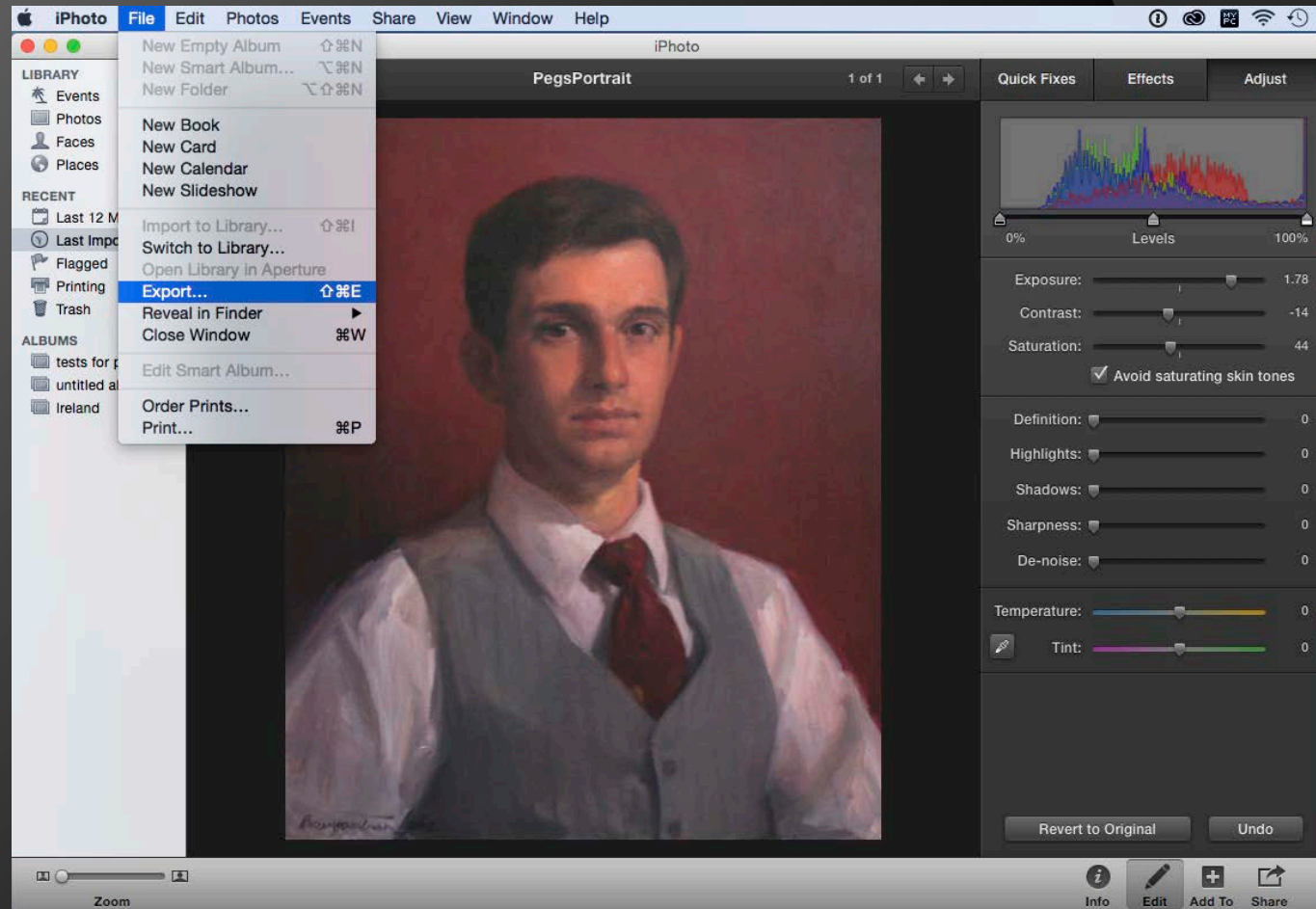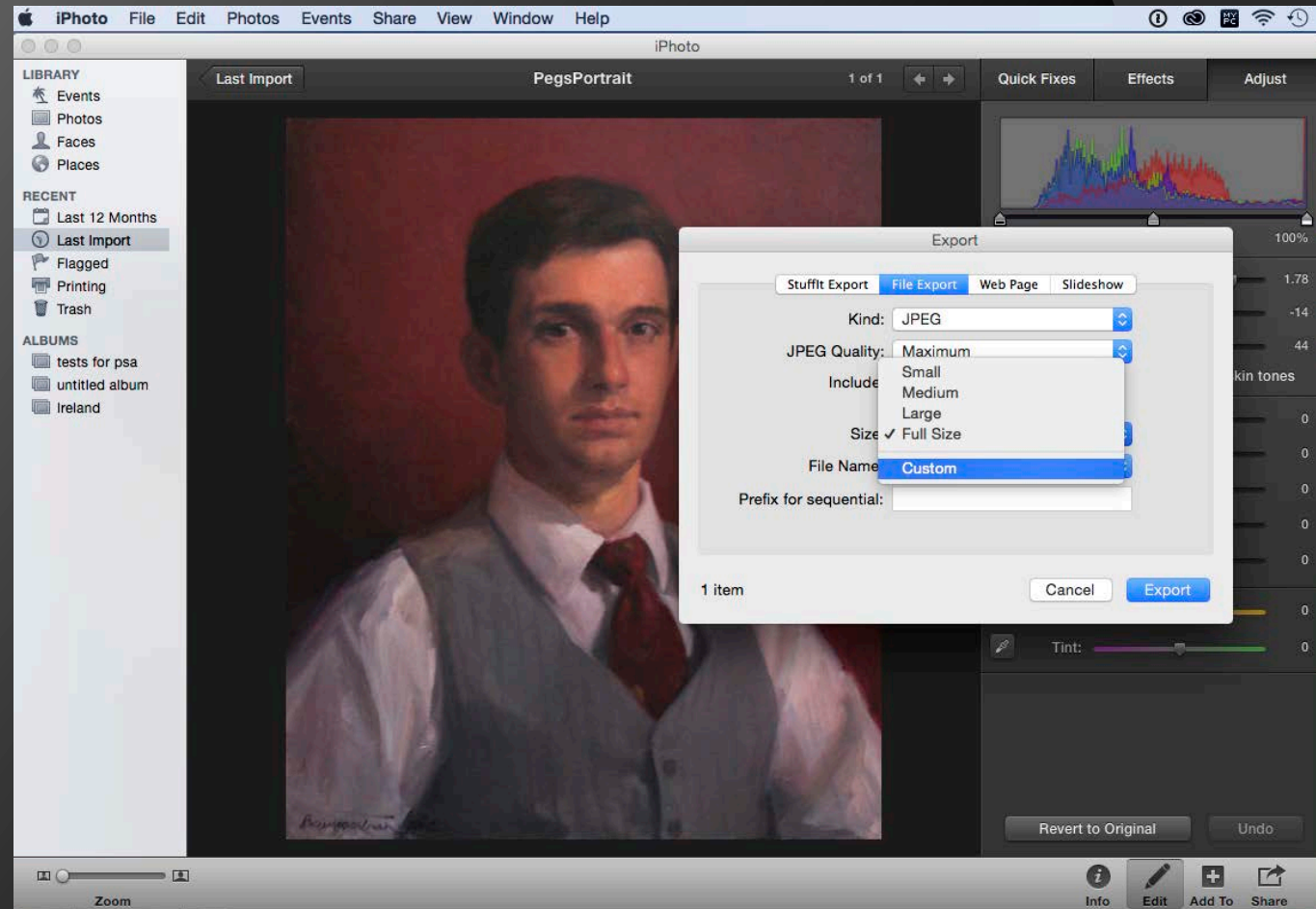
Resize the image.

- Click **on File Export** in the dialog box.

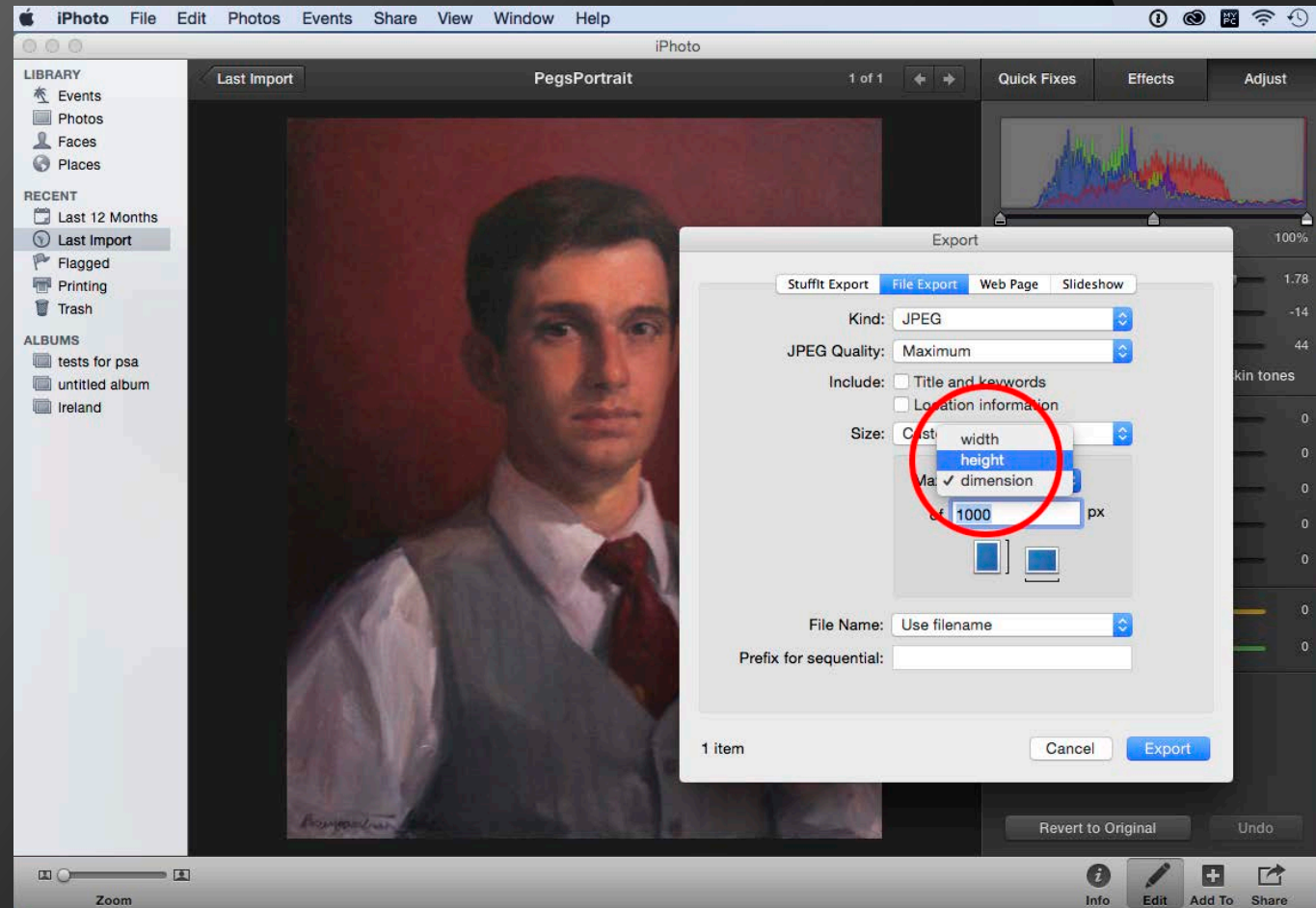- Set the **JPEG Quality:** to **Maximum** by using the scroll bar.

Resize the image.

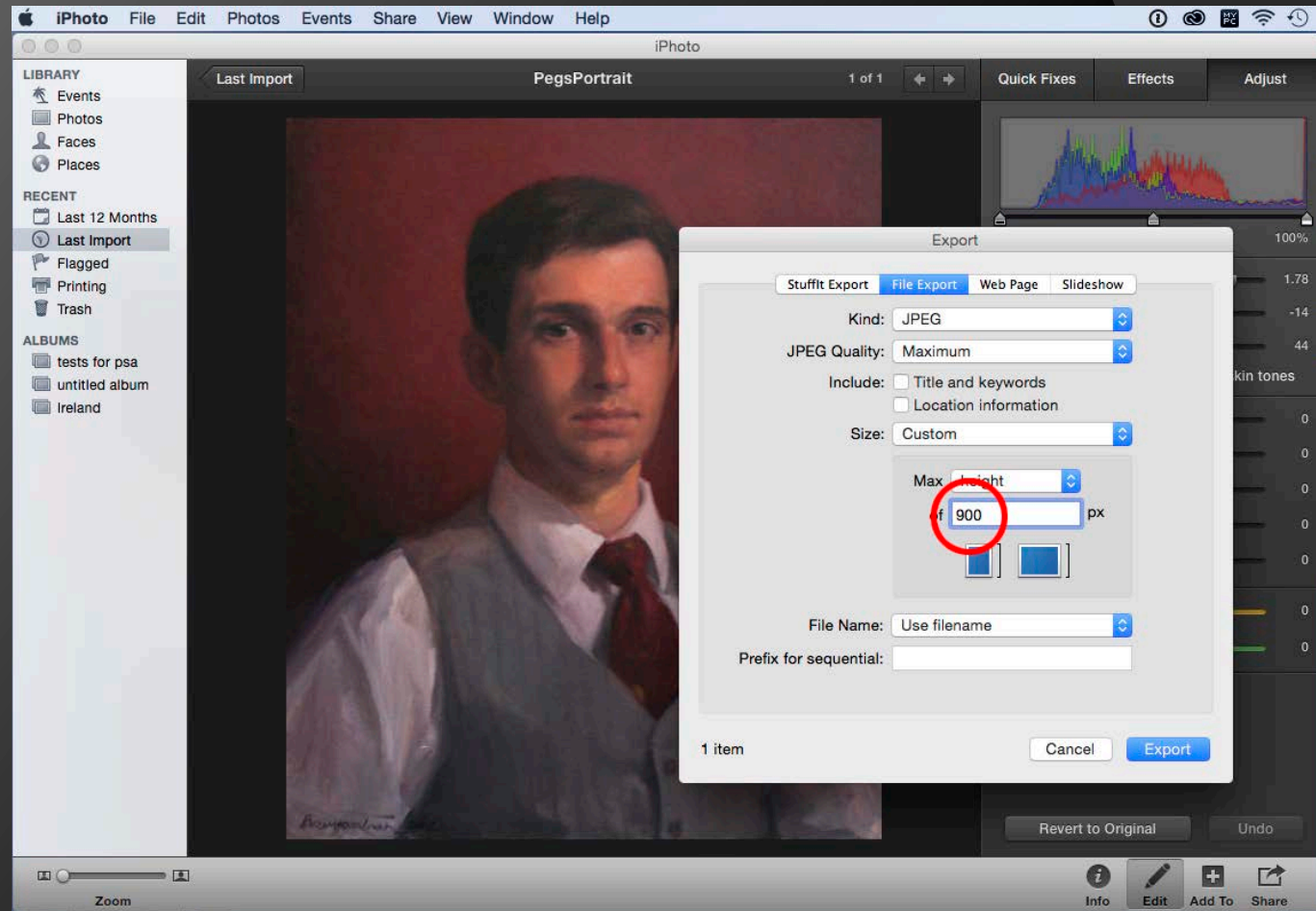- Now scroll the **Size: bar** and set to **Custom**.

Resize the image.

- Next scroll the **Max bar** to the longest side of the image. In this case it will be the height.
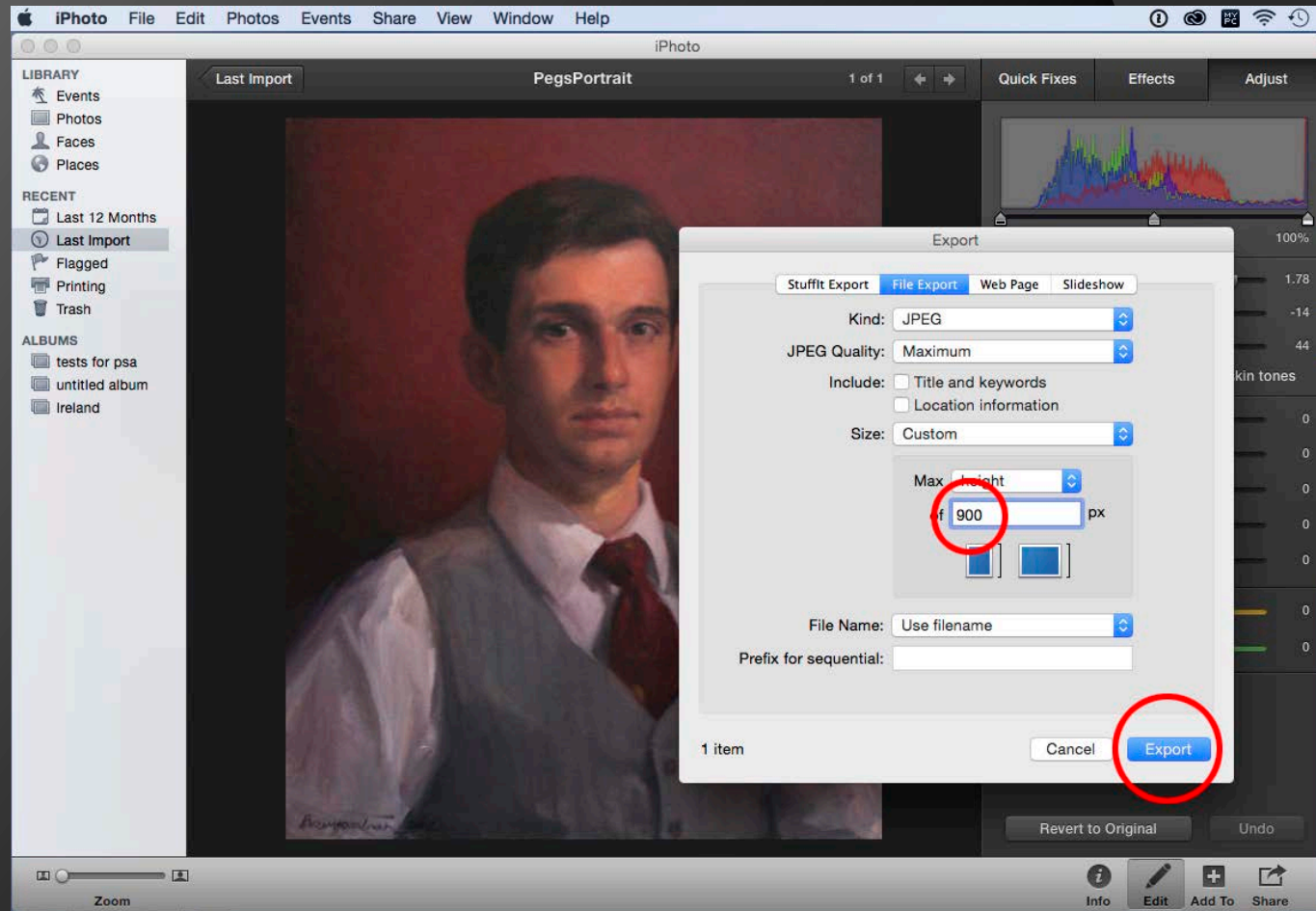
Resize the image.

- This is where you will resize your image.

- Depending on the specifications in the prospectus, set your longest side to the pixel length that is asked for. In this case it is 900.
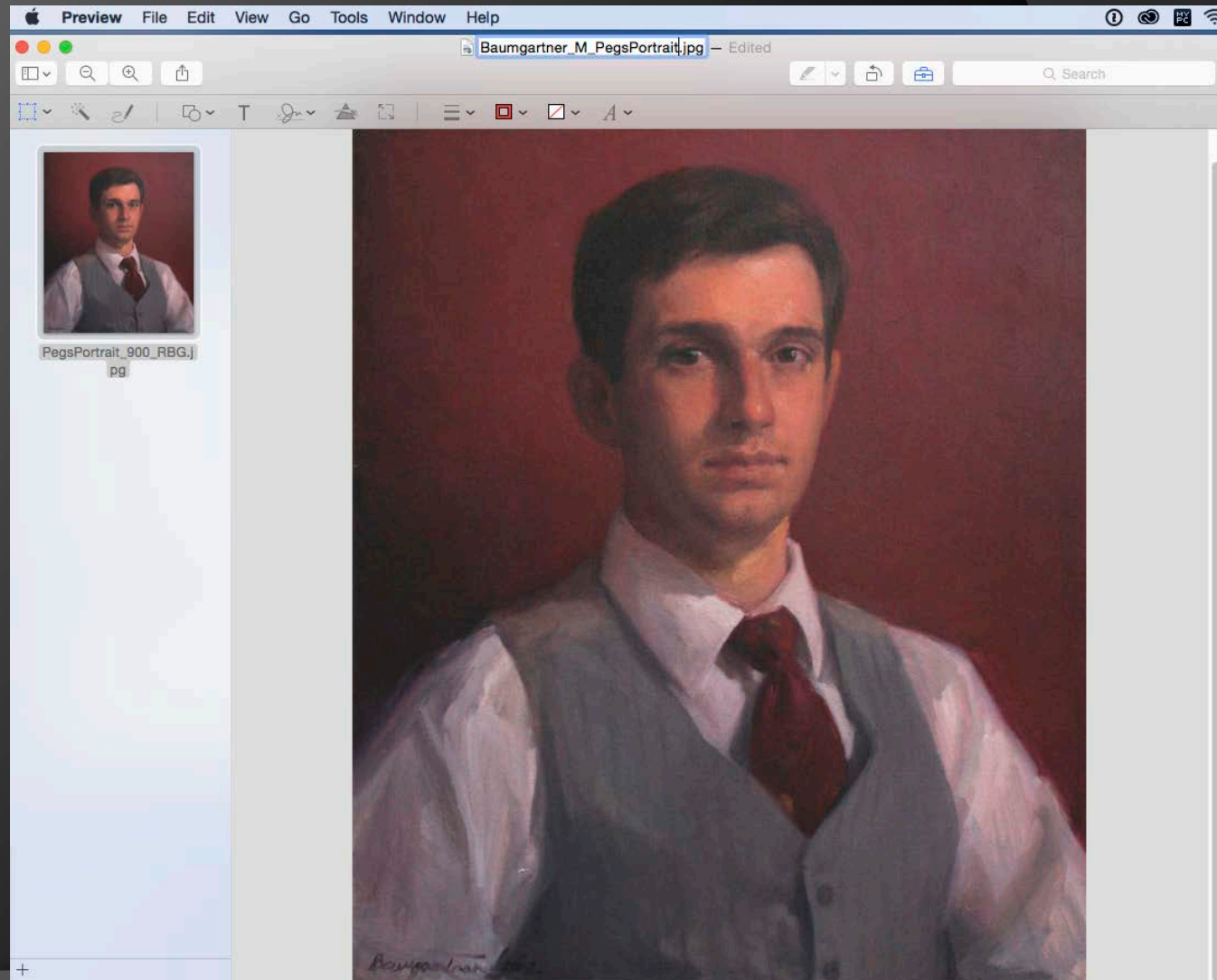
Resize the image.

- After you change the size, hit the **Export** button.

Open the file in Preview.

- **PC's do not have the option of resizing in Preview.** If the option doesn't exist in the first program that I suggested, you might try **Cyberlink PhotoDirector** or **Windows Live Photo Gallery** depending on what Windows system you are running.
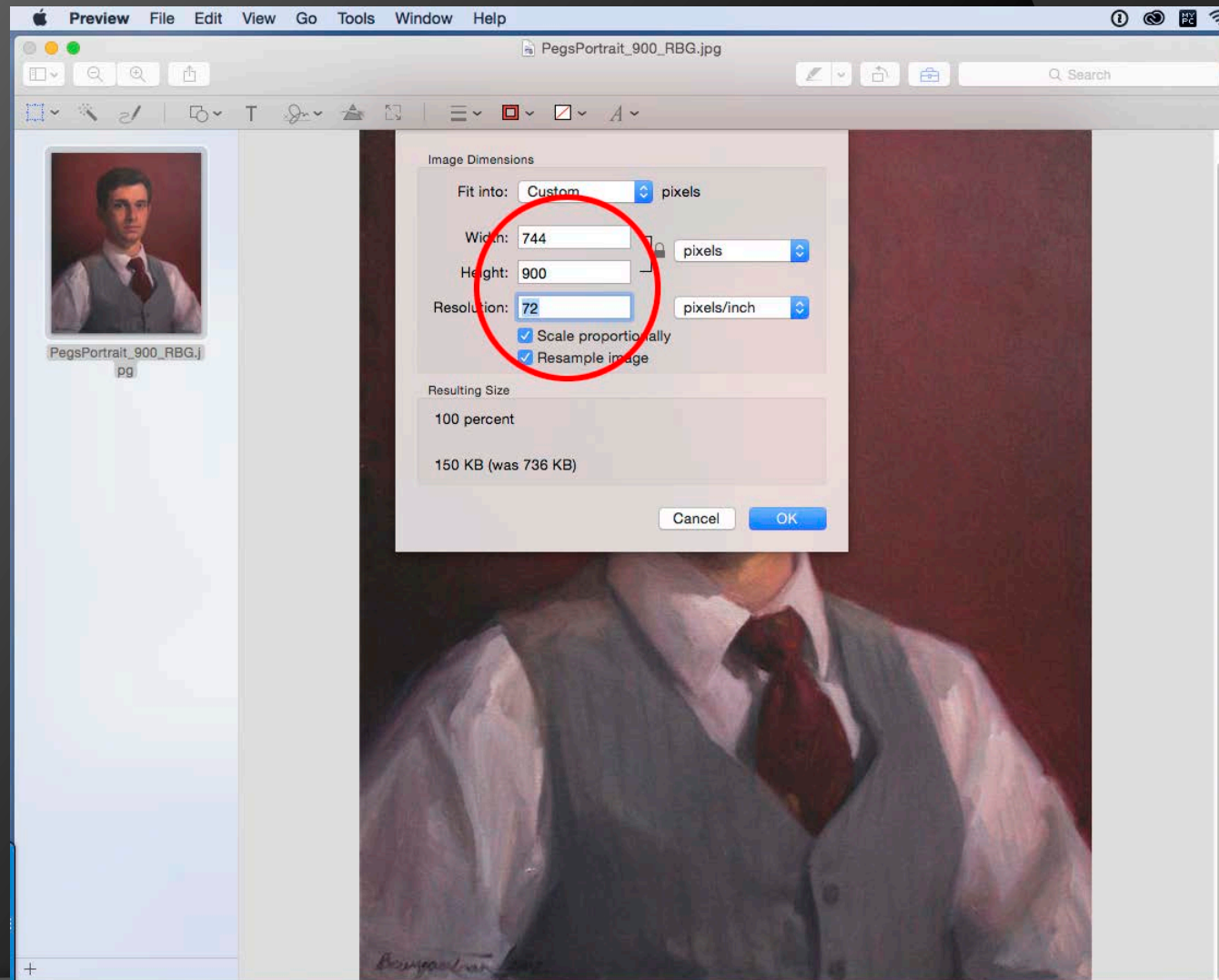
Adjust the File Size.

- From the main menu, click on **Tools** and scroll to **Adjust Size**.
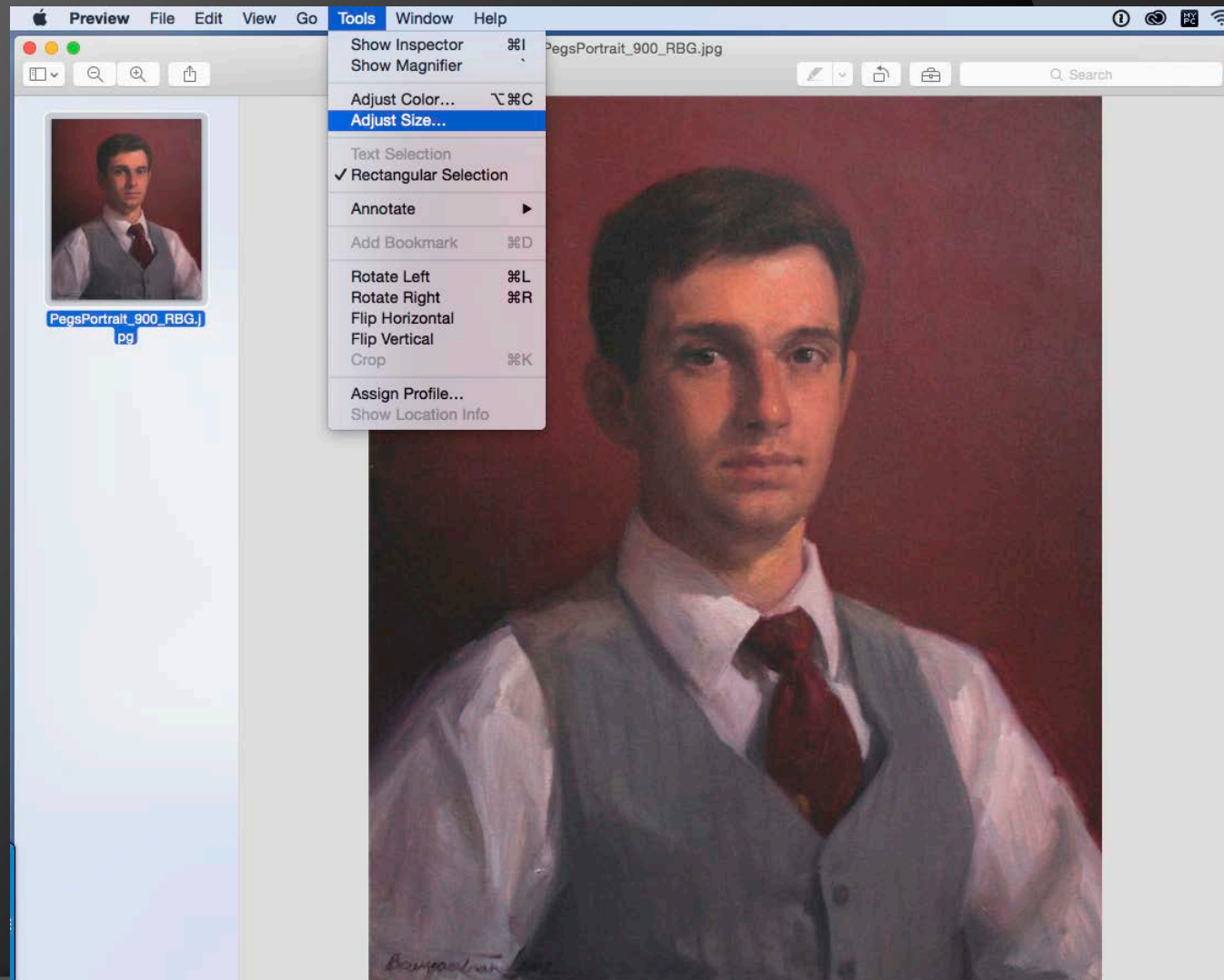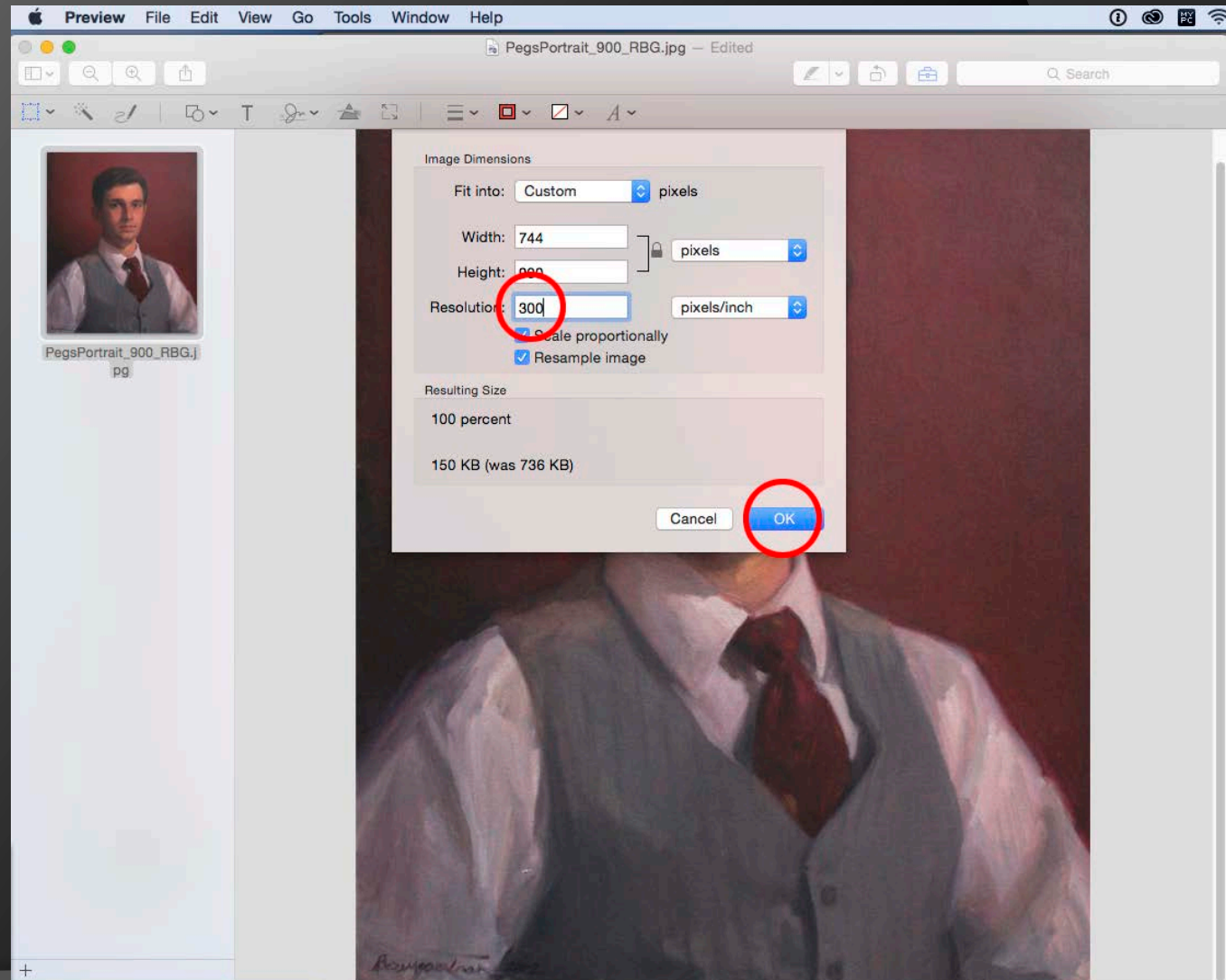
Adjust the File Size.

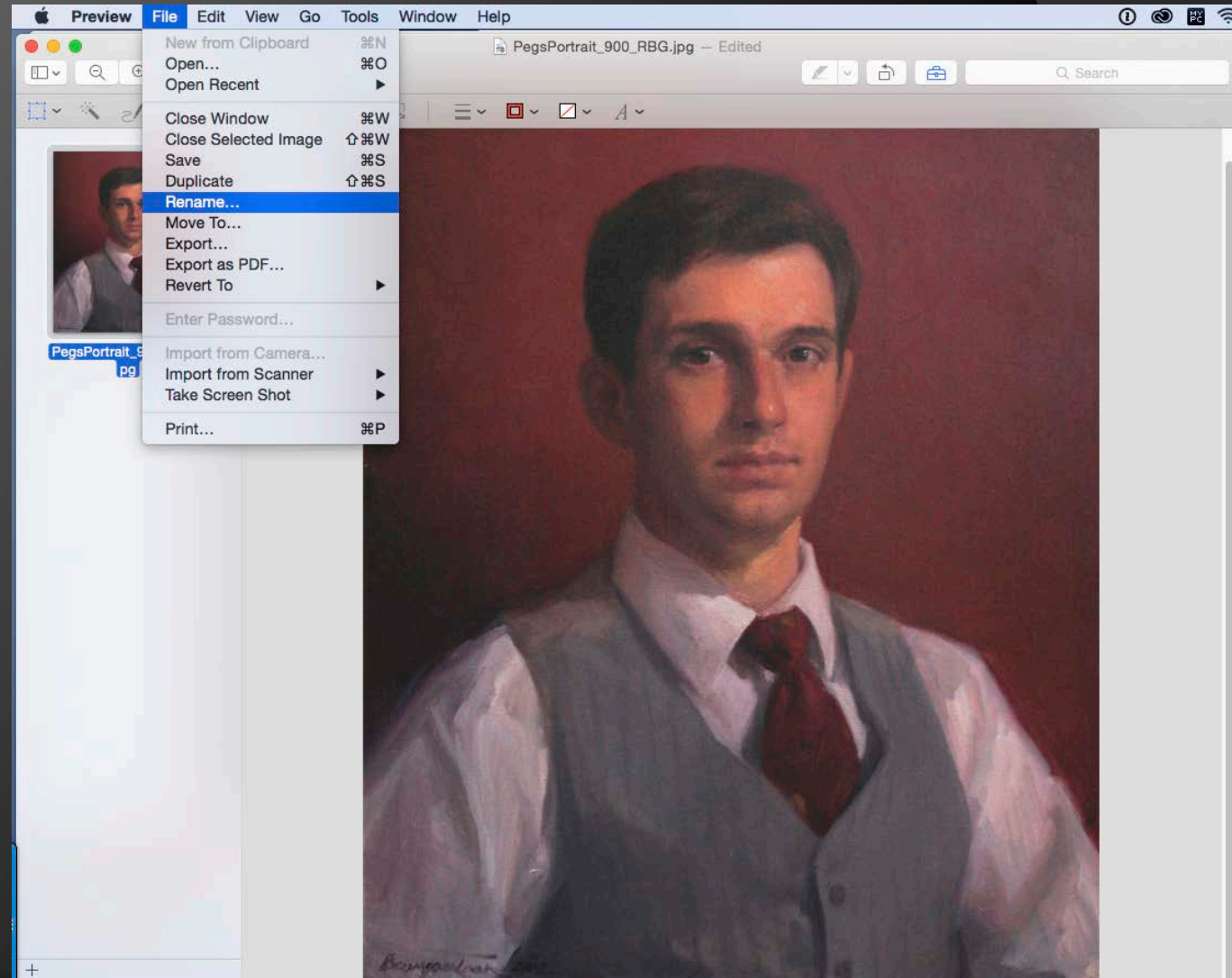- Now you can change the **Resolution** as specified in the prospectus.

Adjust the File Size.

- This show has the **Resolution** set at 300. Just highlight the box and type in the correct pixels/inch. Then hit **OK**.
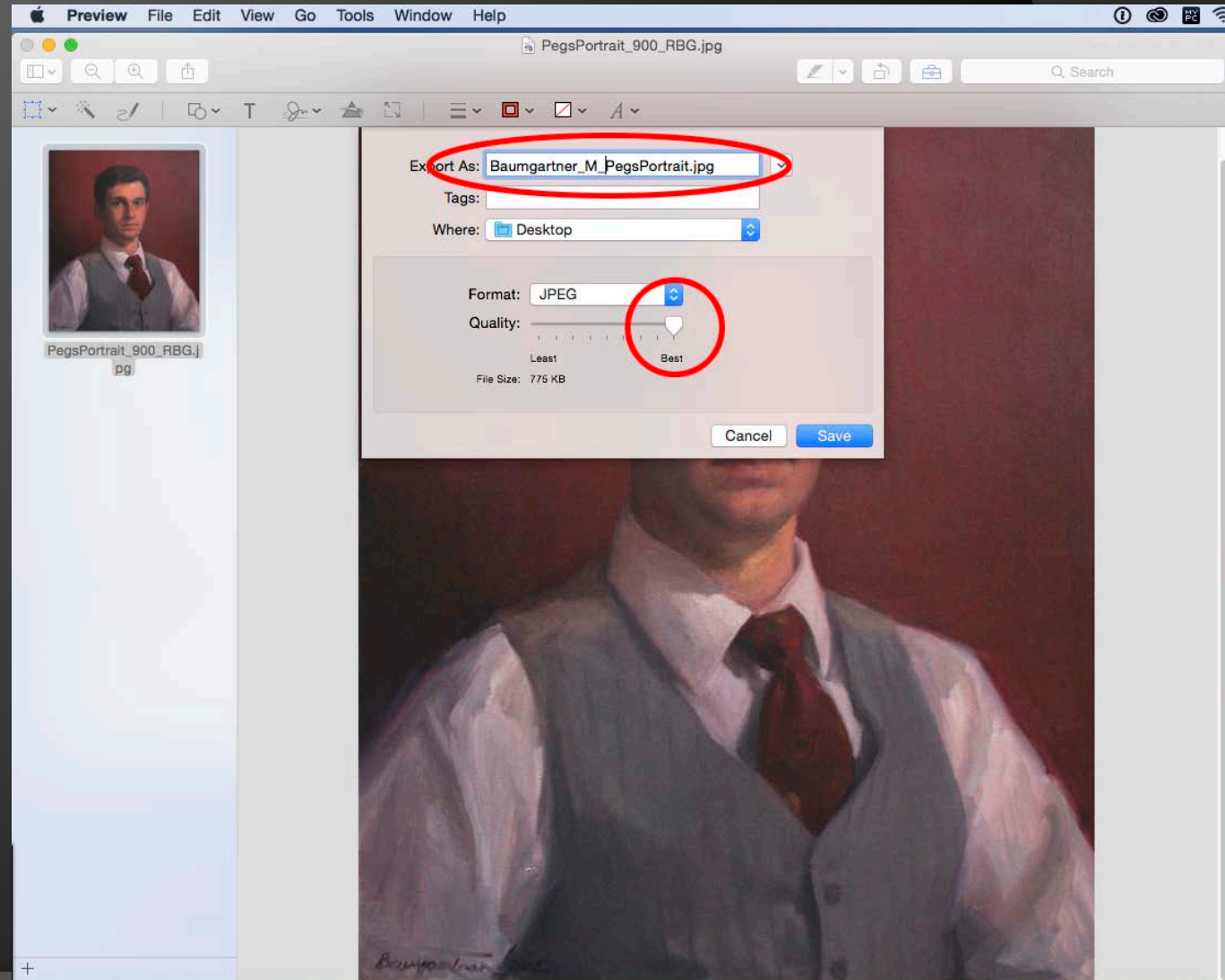
Rename the File.

- From the main menu scroll down to **Rename…**

Rename the File.

◉ Now check the prospectus as to how they want you to name the entry file.

◉ Set the **JPEG Quality** to the highest setting by dragging the arrow to the far right.

◉ Click the **Save** button, save it to the folder you made in the beginning and you're done!

Congratulations! You've done it!