

To resize and adjust a photo for entry submission to ShowSubmit on a Mac computer

The procedure uses two apps:

1. locate the photo in *Photos*, duplicate it, make adjustments and Export;
2. rename this copy;
3. open in *Preview*, set resolution and pixel dimensions, save then export from *Preview* creating the final file name for submission and jpg quality (compression).

Consult the show prospectus and/or the specifications given on the ShowSubmit start page for the show you are entering. Specs vary from show to show depending on the organization's needs! Write down the details you need to know.

1. Open *Photos*

Navigate to the photo you want, double-click to open.

Image menu/Duplicate 1 Photo (*always work with a copy*).

If you need to crop, adjust levels or white balance, etc., click the **Edit** button (*right*).

Use edit tools as needed, click **Done**. Your photo should now be all set for submission except for resizing and applying the correctly formatted file name.

File menu/Export 1 Photo – select

- Photo kind: JPEG,
- File Name: Use Filename,
- Subfolder format: None

Export to desktop or other folder.

Close *Photos*.

2. Locate the image file you just exported (desktop or other folder).

Click once on file name to select the filename; type a new working file name for this copy.

3. Double click the image, opens in *Preview*.

Tools menu/ Adjust size.

Select:

- Fit into: Custom
- Resolution: the resolution specified for show (300 or 72) pixels/inch
- Width or Height (whichever is greater): the pixel dimension specified for show, e.g. 1600 pixels
- Make sure both Scale proportionally and Resample image are checked

Click **OK**.

File menu/ **Save** – this saves the image with your working file name.

FINAL STEP: still in *Preview*, File/ **Export**, change the filename as needed for show specs, the location to which you are exporting the file (desktop or specified folder), and for the jpeg quality slider use Best unless resulting file is too large, in which case redo this with a slightly lower quality. The number below quality slider shows resulting file size of jpg file. File must be less than 2 Mb to upload.

Click **Save**.

Close *Preview*.

This is the file to select when choosing your image for upload into your entry for the exhibiton.