



460 Commercial Street  
Provincetown, MA 02657  
508.487.1750 [www.paam.org](http://www.paam.org)  
fax 508.487.4372

## Image Tip Sheet: Preparing Images

Your ten images need to be saved in JPG format, at 1800 pixels on the longest side at 300 dpi. Not sure how to do this? Read below.

**Get high quality photographs taken of your work!** Once a digital image has been taken, you can't make it better quality, so you want to make sure that whomever is photographing your work is taking high resolution images. This way, you'll be able to scale the photos down if you need to.

**What is a JPG?** JPG is the file type that the image should be saved in. There are many kinds of photographic files such as Tiff, Gif, BMP, etc.

**What is DPI?** DPI stands for dots per inch and refers to resolution or how good or bad a photo is going to come out. The greater DPI, the better the image.

**35mm Slide Conversion:** If you are an artist who shoots only in slide film to document your work, your slides can be scanned and converted to a digital format at most photo labs. Often photo labs offer picture CDs that also come with basic photo-editing software which saves images in JPG format.

**Re-sizing Image Files:** If you do not have photo editing software program such as Microsoft Photo Editor or Adobe PhotoShop, there are numerous free photo-editing software programs available on the Internet. We supply directions on how to use **PicResize**, a free software that can be accessed online (PAAM does not endorse any particular software products; this is an example of the many image-editing programs available):

Go to <http://www.picresize.com/>

Select the image you'd like to resize

Select Continue

Choose "Custom Size"

And select pixels from the drop down box (you can either select percentage or pixels)

Enter 1800 in either the height or width box and leave the other box empty

Skip the special effects section

At the bottom, you'll see "save as" make sure jpg is selected

Click Resize pic

You'll then see a new screen that says "Success! Please Select a Task"

You'll want to select "save to disk" so you can save the newly-resized image

It will then ask you where to save the image and what to name it

After saving it, you're all done and can resize the next image

Another option is to use **Microsoft Picture Manager**, which comes with most PC computers and is a basic photo editing program.

Go to the Start button

Select MyPhotos

Double-click on the image you'd like to resize

Select Edit Pictures from the toolbar across the top of the screen and then select Resize. You'll now see the current size of your image

Select "Custom width x height"

In one of the dimensions enter 1800. The program will adjust the other dimension for you as to not stretch your image. If the image is tall then the height should be 1800 pixels. If the image is wide, then the length should be 1800 pixels

It will say 1800 x pixels or number x 1800 pixels

You'll see "Original Size" and "New Size". The new size should have one of the dimensions be 1800 pixels. If it does, you can click okay to change the size of the image. If you don't click okay after changing the dimensions, the image will not change

Once you've selected okay, go up to "File" and "Save As" to save your new image

After saving it, you're all done and can resize the next image

Feeling overwhelmed, frustrated, confused... No worries, we're here to help. Please remember to call as far in advance of the deadline as possible. Call 508 487 1750 or email Grace Ryder-O'Malley at [gryderomalley@paam.org](mailto:gryderomalley@paam.org).