PREPARING IMAGES FOR ART 620 DOCUMENTATION

This paper details the procedure for preparing images for Art 620 documentation according to the Art 620 Guidelines, pp. 6-7. It assumes you have taken digital photos of your Art 620 project and downloaded them to a computer. It details the procedure using Photoshop.

Launch Photoshop and use **File>Open** from the Photoshop menu to open an image file.

Here is a typical photograph of an artwork that will be used in this demo. It is an acrylic painting on canvas.

Choose **Image>Image Rotation>CCW 90°** from the Photoshop menu to rotate the image in counter-clock-wise direction to set it upright.

As is almost invariably the case, the image will not be rectangular but slightly distorted due to framing when the image was photographed.

This distortion will be corrected next.

You may find it useful to enlarge the Photoshop window for this operation.
Choose **Select>All** from the Photoshop menu. A selection rectangle (“marching ants”) will surround the image.

Choose **Edit>Transform>Distort** from the Photoshop menu. A set of edit boxes will appear in the corners and center sides of the selection rectangle.

Using the original squared window as a guide, drag these edit boxes as needed to square-up the image.

In the illustration to the left, the top right and bottom right edit boxes have been dragged up and down respectively to stretch the image into a more square orientation.

When these edits are good, press the <return> or <enter> key on the keyboard to keep the changes. The edit boxes will disappear, leaving the squared-up image intact.

Choose **Select>Deselect** from the Photoshop menu to remove the selection rectangle.

Next the image will be removed from its background. Choose **Edit>Select All** from the Photoshop menu. Again, the entire rectangle will be surrounded by marching ants.

Choose **Select>Transform Selection** from the Photoshop menu. Edit boxes will appear as before.
Place the mouse pointer on the edit boxes in the centers of the sides and drag them in until the image is contained in the selection rectangle as shown. When these are correctly placed, press the <return> or <enter> key to accept the edits.

Choose **Image>Crop** from the Photoshop menu to delete everything but the rectangle with the photo as shown.

The next step is to size the image properly according to the Guidelines.

With the image still selected, as shown at the left, choose **Image>Image Size** from the Photoshop menu.
In the “Image Size” window that opens, be sure the “Constrain Proportions” checkbox at the bottom has a check in it.

In the “Document Size:” section, set “Resolution:” to 72 pixels/inch.

In the “Pixel Dimensions:” section, be certain the unit pop-up menus are set to “pixels”.

Set the “Width:” to 600 pixels. The “Height:” dimension should update automatically.

Write down the pixel dimensions of the image, 600w X 702h in this example.

Click “OK” to resize the image.

The image will resize and the selection rectangle will disappear.

The next step is to prepare the gray background window to receive the image.
Choose File>New from the Photoshop menu.

In the “New” dialog that opens, set the Preset:” pop-up to “Default Photoshop Size”.

Set the “Resolution:” to 72 pixels/inch.

Set Color Mode: to “RGB Color” and “8 bit”.

Set “Background Contents:” to “White”.

Add 20 pixels to the width of your image and 80 pixels to the height.

Enter these values into the “Width:” and “Height:” fields as shown.
Click “OK” to create the new image window.

In Photoshop’s Tools window, double-click the Foreground color box, shown here in red, to open the “Color Picker”.
In the Color Picker (Foreground Color), change the values in the R:, G: and B: color fields to 128 as shown.

This produces a current foreground color of middle gray as is visible in the sample box directly overtop of the RGB color fields.

Click “OK”.

Now the color of the new window will be set.

Select the new image window just created. Choose **Edit>Fill** from the Photoshop menu.

In the “Fill” dialog that opens,

Set the “Use:” pop-up menu to “Foreground Color”.

Set the “Blending Mode: to “Normal”.

Set the “Opacity:” pop-up to “100%”.

Click “OK”.

The new image should be changed to gray.

Move the image into the newly created gray image window.

Click-to-select your image. Choose **Select>Select All** from the Photoshop menu.

Position the two image windows side by side on the screen. You can drag the two image windows apart if they are tabbed documents in a single window.

With your image selected, click-to-select the Move Tool, the topmost tool in Photoshop’s Tools window, shown at the left.

Click on your image and drag it into the gray background window, positioning it to leave an even 10 px border of gray at the top, left and right sides.
Here is the image placed in the gray background window.

Creating the title

In Photoshop’s Tools Window, click-to-choose the Text Tool. It has a “T” on it as shown.

Along the top of the window are the text tool attributes.
Set the “Font” pop-up menu to “Arial”.
Set the next pop-up to “Regular”.
Set the next to 12 pt. size.
Set the color by clicking in the right-most box shown above and choosing white as the color for the text.
Click in the label area at the bottom of the image window and type in the label information. To make the title in italics, drag the text entry cursor over the title part of the label and change the second pop-up from “Regular” to “Italic”.

Below is an example of a completed image with label.
When your image editing is complete, your image will resemble that shown here.

Choose **Layer>Flatten Image** from the Photoshop menu.

Choose **File>Save As…** from the Photoshop menu.

In the Save As window, shown below, give the work’s title as the file name.

Here you see the name, “PortraitOfMaryJones.jpg” in the “Save As:” textfield.

Note that the “Format:” pop-up menu is set to “JPEG”.

Click “Save”.

Another dialog will appear where you set the quality of the JPEG. A quality setting of “6” is fine.

Prepare the remainder of your images. When they are prepared, you can burn them onto a CD or DVD disk along with a copy of your Art 620 paper. Burn two disks, one to hand in at your oral and a second one for the Library D-space documentation.