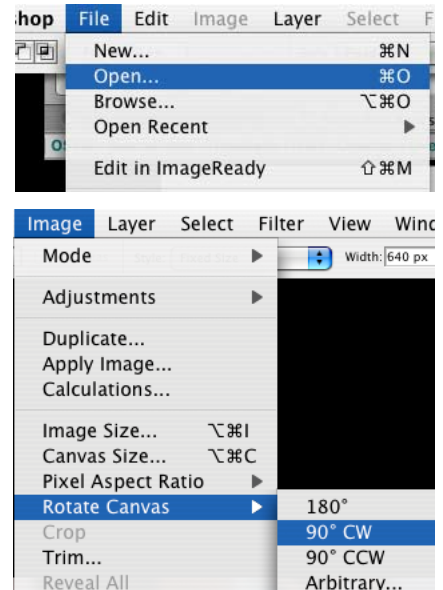


Image Preparation with Adobe Photoshop

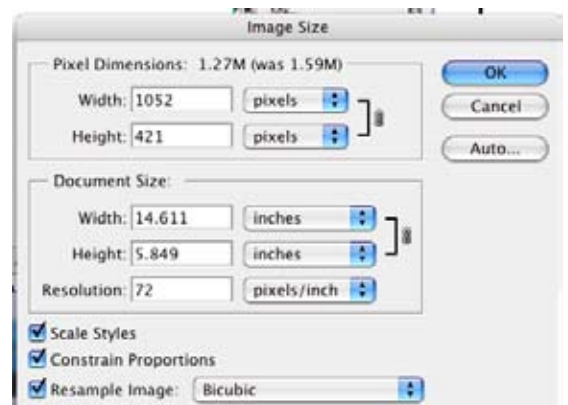
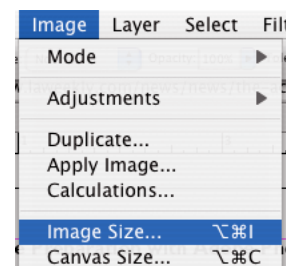
Open your image in Photoshop (*File > Open*) and then rotate the canvas so the image is oriented correctly (*Image > Rotate Canvas > 90° CW*, *Image > Rotate Canvas > 90° CCW*, or *Image > Rotate Canvas > Arbitrary...*). Make any color or brightness/contrast corrections desired at this point (*Image > Adjustment > Color Balance...* or *Image > Adjustments > Brightness/Contrast...*)



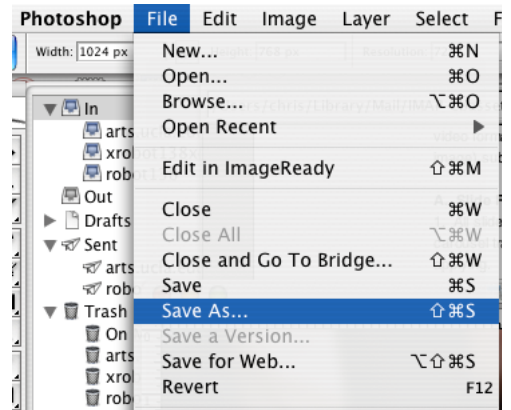
Select the Crop tool (3rd from top in left column) from the Tool Palette (*Window > Tools* if not open) and crop your image if needed. Press Enter/Return to commit to the cropping.



Select *Image > Image Size...* and enter appropriate dimensions in the resulting dialog box. Consult current portfolio guidelines for maximum image dimensions. Be sure that “Constrain Proportions” and “Resample Image” are both checked so that the image can be resized without distortion. Click OK when finished.



Select *File > Save As...* to save the edited file.



In the Save As dialog box, select “JPEG” as the format, choose a save location, and enter the new file’s name. Click “Save” when finished and match the settings shown in the JPEG Options dialog when it appears. Click “OK” to finish the process.

