

Uploading Digital Images to eGRANTsm

Images uploaded to eGRANTsm must be in .JPG format and should not be larger than 2 MB. We suggest that artists use the sRGB color profile or grayscale for the best image quality. Each image must be smaller than 1240x1240 pixels, and for non-square images, the matte can be any color (black matte tends to make the image appear sharpest).

DPI should be set to 72. (NOTE: 72 DPI is the highest possible resolution for displaying an image on a monitor or projection, so setting the DPI any higher will unnecessarily increase your file size).

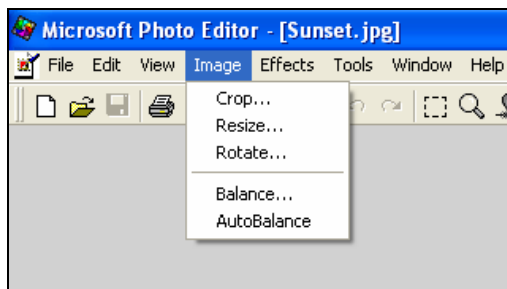
Please make sure the .jpg file extension is included in your filename.

The following outlines the processes for modifying images to fit the above criteria in two popular photo editing software applications – Microsoft Photo Editor and Adobe Photoshop. All other photo manipulation software applications should function similarly.

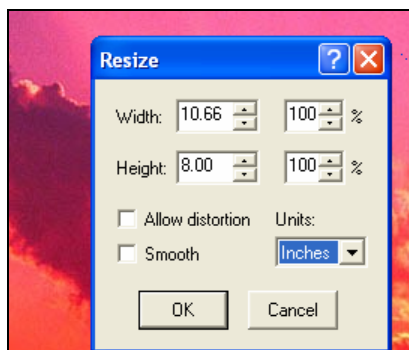
MS Photo Editor

To adjust the size of an image:

1. Select “Image>Resize...” from the top menu.



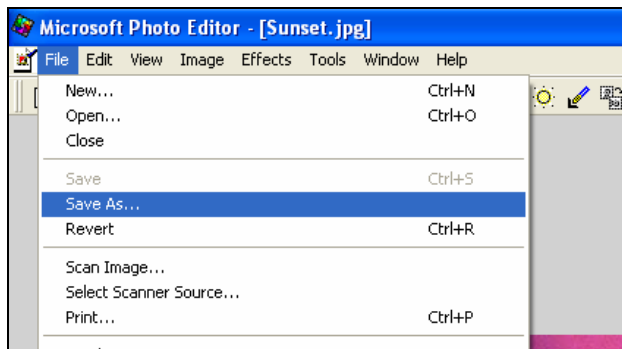
2. You will see the following menu:



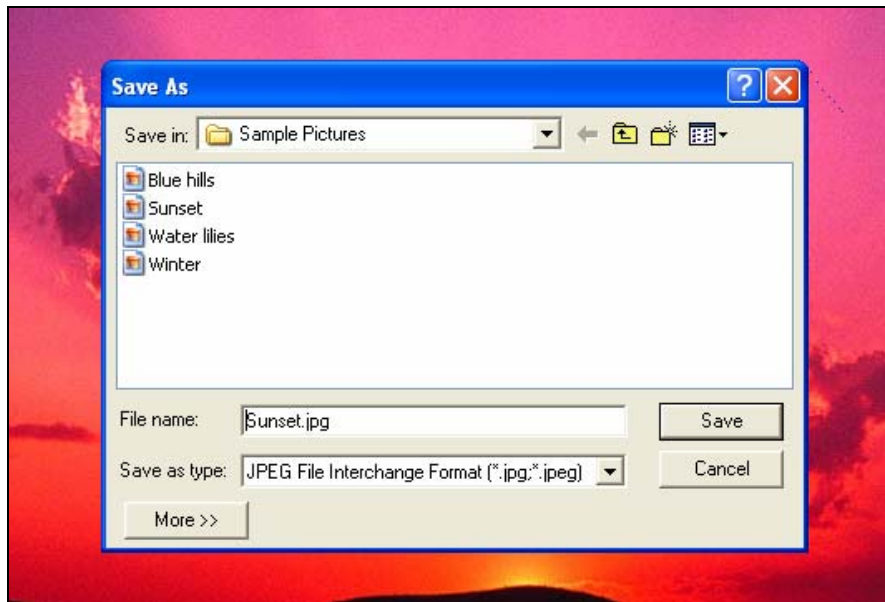
3. From the "Units" dropdown menu, select "Pixels," and resize your image so that its longest side is 1240. The other dimension will automatically adjust itself. NOTE: If one side of your image is not at least 1240 pixels, you should consider taking a new picture of your work. Increasing image sizes using the above method will distort the image.
4. Save the image.

You can also change the quality of an image in order to reduce its file size. To change the quality of an image:

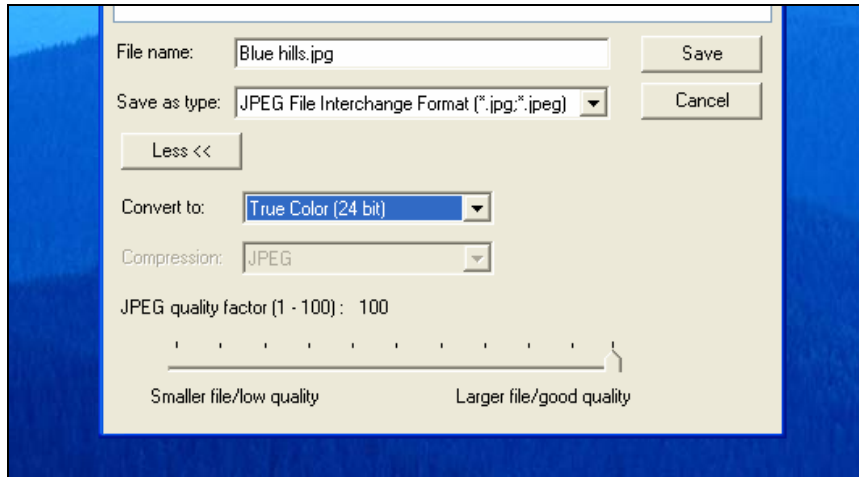
1. Select "File>Save As..." from the top menu.



2. This will open the "Save As..." dialogue box (see below). Select "More >>" to see more Save features.



3. Under "JPEG quality factor (1-100)," move the slider down to reduce an image's quality. We do not recommend going any lower than 60 for on-screen viewing. NOTE: Be sure to save a backup copy of the image before reducing its quality or change the "File name" prior to saving, because this process cannot be undone.

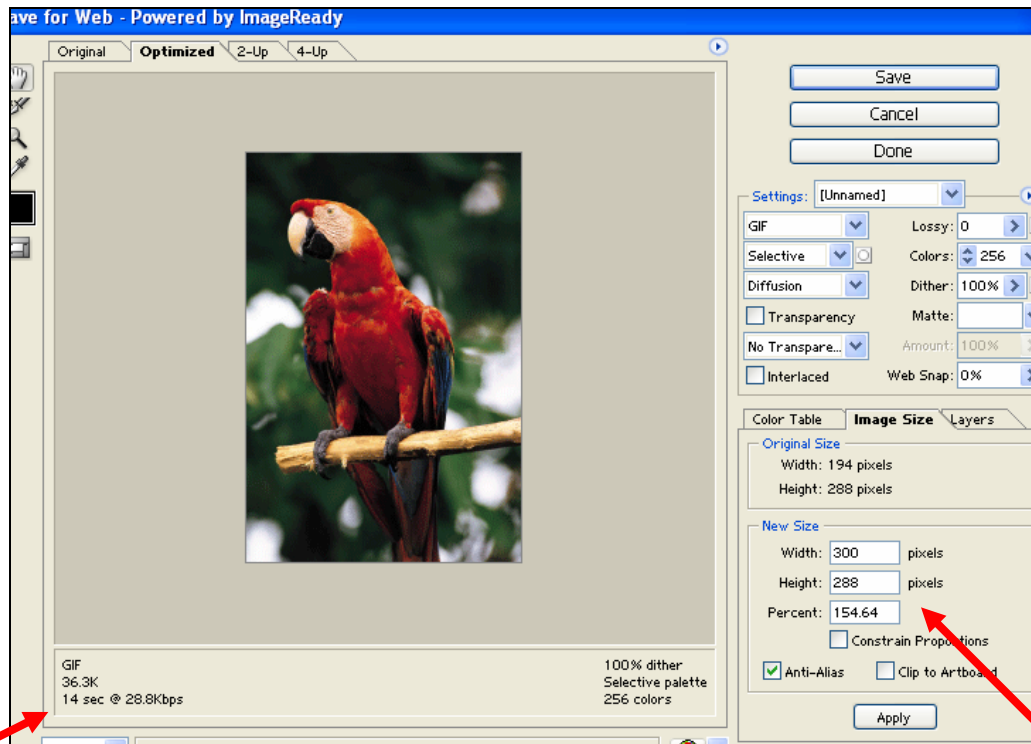


4. Click "Save."

Adobe Photoshop

To adjust the size AND quality of an image:

Select "File>Save for Web..." from the top menu. This will open the Save for Web dialogue box (see below).



From this menu, you can change either image size or quality. To change the longest side of an image to 1240 pixels, simply enter 1240 into the appropriate box. To make sure both values change proportionately, check the "Constrain Proportions" box. NOTE: If one side of your image is not at least 1240 pixels, you should consider taking a new picture of your work. Increasing image sizes using the above method will distort the image.

There are a number of ways to adjust image quality, including making changes to the "Dither" and "Lossy" settings. Dithering approximates colors by combining pixels of different colors close to each other, thus reducing file size. The lossy setting sacrifices some detail in order to compress the image.

As you adjust the settings, you will notice the file size changing in the lower left corner. If you don't like the changes, you can always click "Cancel" to return to your original image.