

CaFE™ IMAGE PREP

Image Prep Specifications: http://www.callforentry.org/imaging_tips.phtml

All images must be formatted to the following specifications in order to upload them successfully into the CaFE™ system.

File Dimensions: 1920 H x 1920 W pixels

File Format: Save for Web as JPEG

File Size: maximum 1.8mb

Color Space: sRGB color profile (Save for Web will assign this setting by default)

[see page 2 for step-by-step tutorial.](#)

How To Find JPEG File Size

Close out of photo editor, locate the image file on your computer or disc, highlight the image file and go to File - Get Info or Properties (MAC) or right click for Properties (PC). That's the final file size.

If the file size happens to be over the 1.8 MB requirement, simply re-open in photo editor go to Save As and when the JPEG Options dialogue box pops up, change the Quality setting to 12, 11 or 10. Click OK. This will decrease the file size and safely retain the quality.

Image Prep Tutorials

Adobe Photoshop: <http://www.callforentry.org/pdf/CAFE%20Image%20Formatting.pdf>

Adobe Photoshop Elements: http://www.zapplication.org/imageprep_elements.pdf

Gimp (Mac): http://www.zapplication.org/imageprep_gimp.pdf

PaintNet (Win): http://www.zapplication.org/imageprep_paintnet.pdf

Freely distributed photo editing software

For MAC users, try GIMP: <http://www.gimp.org/>

For PC users, try Paint.Net: <http://www.getpaint.net/>

For MAC/PC users, try SUMO Paint: <http://www.sumopaint.com/web/>

CaFE tech support does not provide extensive product support or training for commercial or freely distributed photo editing software, please contact the manufacturer directly or download their product user manuals for more help.

More Resources

To watch a demonstration video about formatting images to ZAPP™ or CaFE™ specifications and to find a list of professional Digital Imaging Resources, go to <http://www.zapplication.org/resources.phtml>

Resizing Images In Adobe Photoshop To CaFÉ™ Specifications

Whenever possible, it is best to start out with an original uncompressed image file that is at minimum no less than 27 inches or 1920 pixels after cropping, adjusting contrast, adjusting color, etc. You will be formatting the image file to meet the CaFÉ™ image specification size by following the steps below.

A high-resolution JPEG file works well if you cannot begin the imaging process with a RAW or TIFF file.

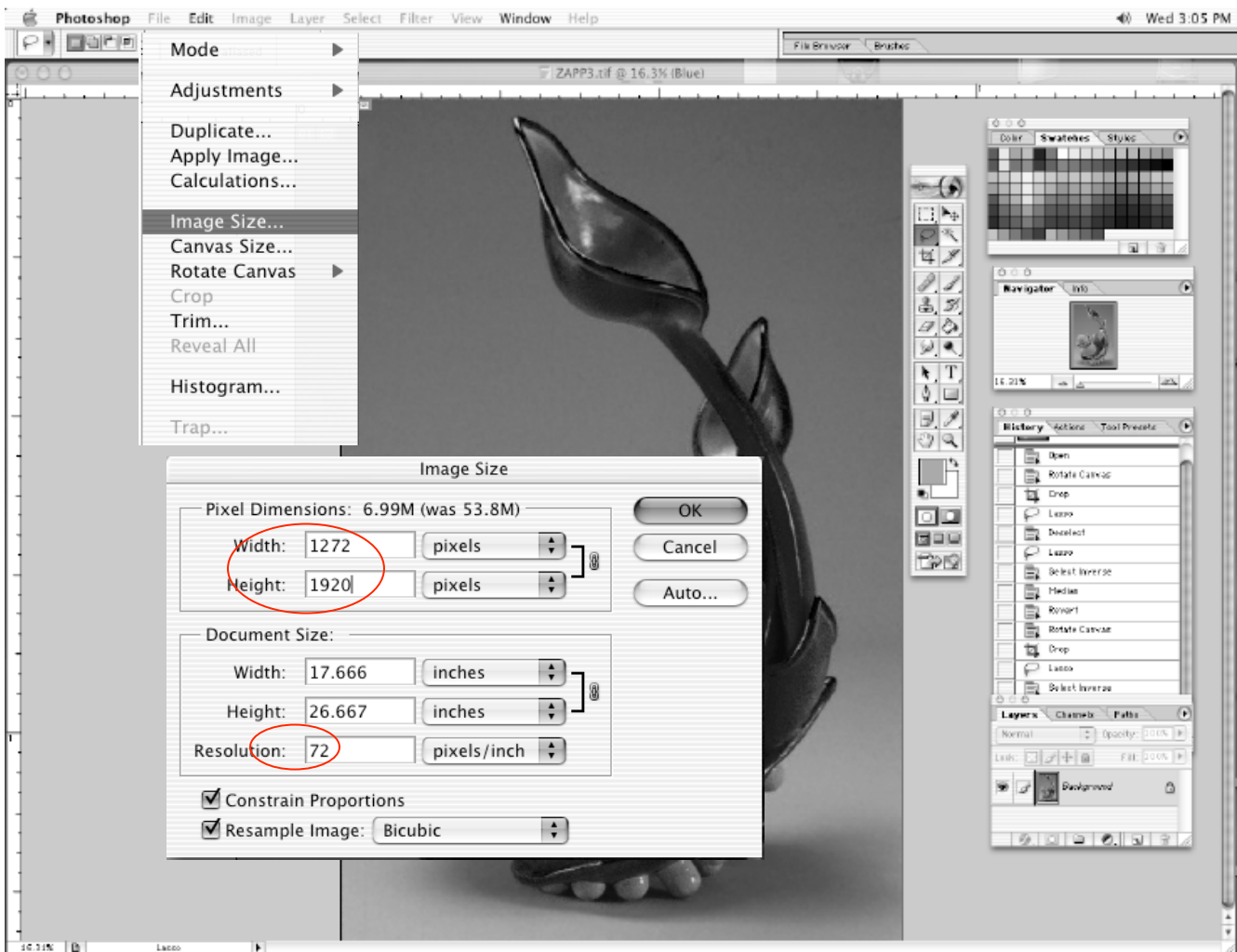
CaFÉ image upload requirements: 1920W x 1920H pixels, saved as JPEG & less than 1.8MB.

Step 1) Open the file in Adobe Photoshop.

Step 2) Go to Image – Image Size to open the Image Size dialogue box.

- 1st set Resolution to 72 pixels/inch; located under *Document Size*:
(You can use a higher resolution but keep in mind that might result in a file size being larger than 1.8MB.)
- 2nd set the longest edge, Width or Height, to 1920 pixels; located under *Pixel Dimension*:
- 3rd Click OK

Make sure that *Constrain Proportions* and *Resample Image* are selected and leave as *Bicubic*.



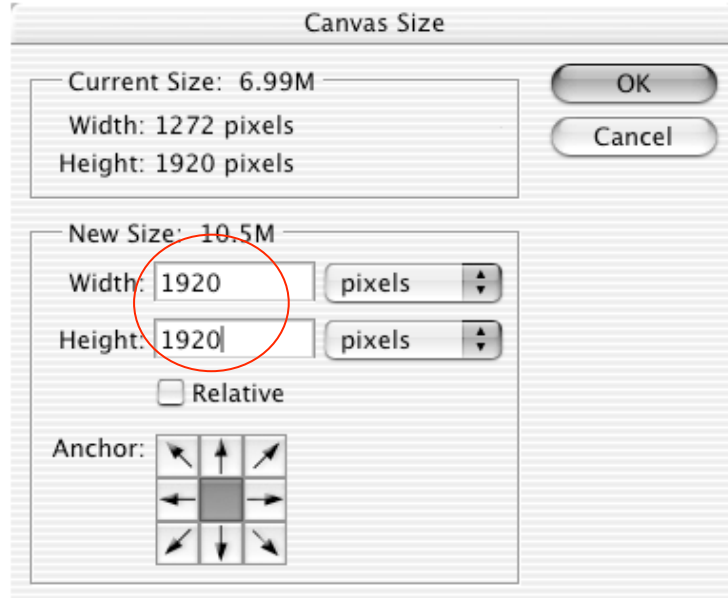
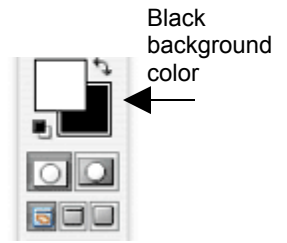
artwork: *Alteration of Generation*, by Rebekah Bogard | www.rebekahbogard.com

Step 3) Set your background color to black in the tool bar.

Go to Image – Canvas Size to open the Canvas Size dialogue box.

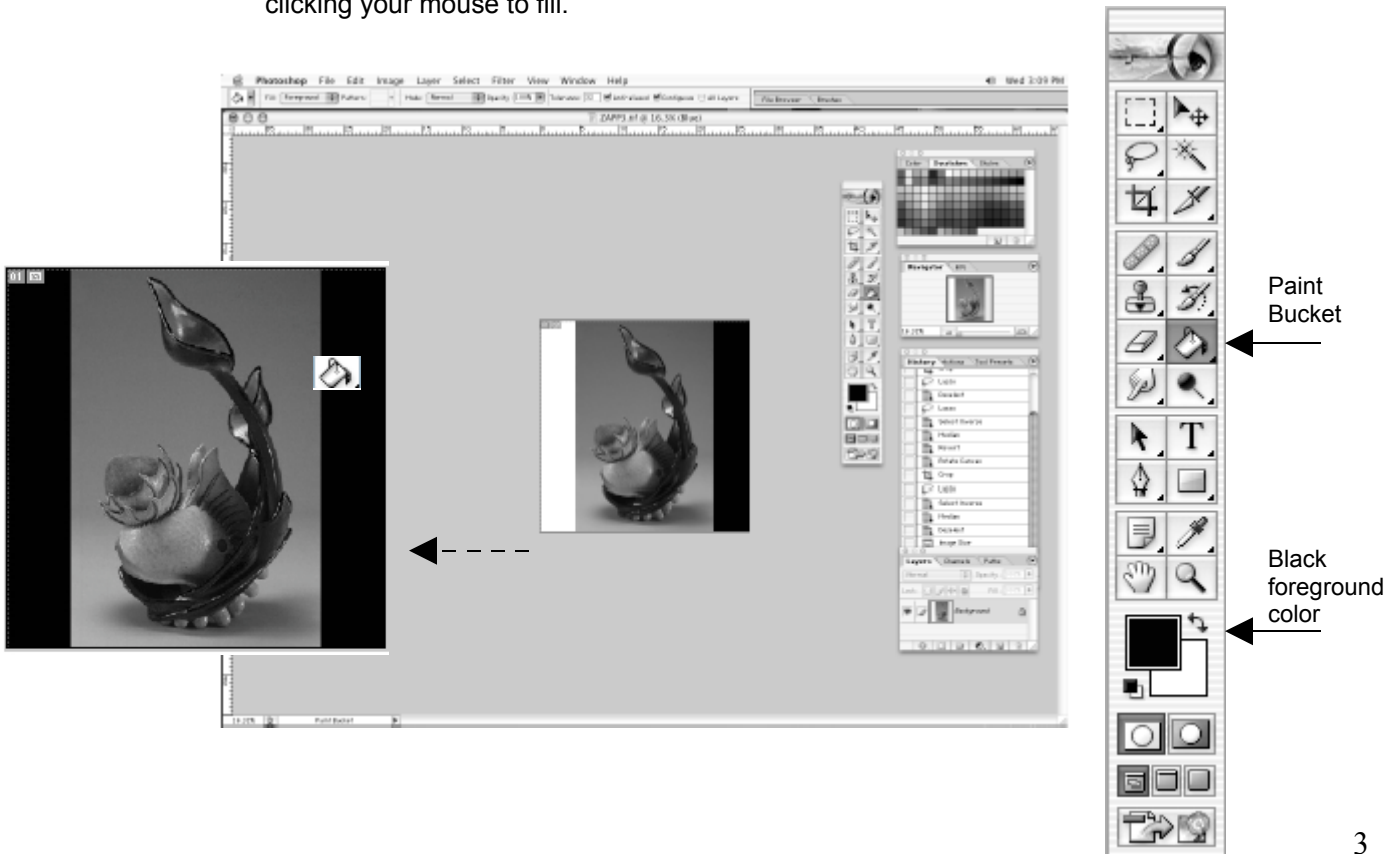
- 1st set the other dimension (W or H) to 1920 pixels, located under New Size:
- so that both Width and Height are now at 1920 x 1920 pixels.
- 2nd Click OK

Make sure that Relative is not selected



Step 4) If your background color was not set to black in step 3, then you can fill the extra canvas space around your artwork with black.

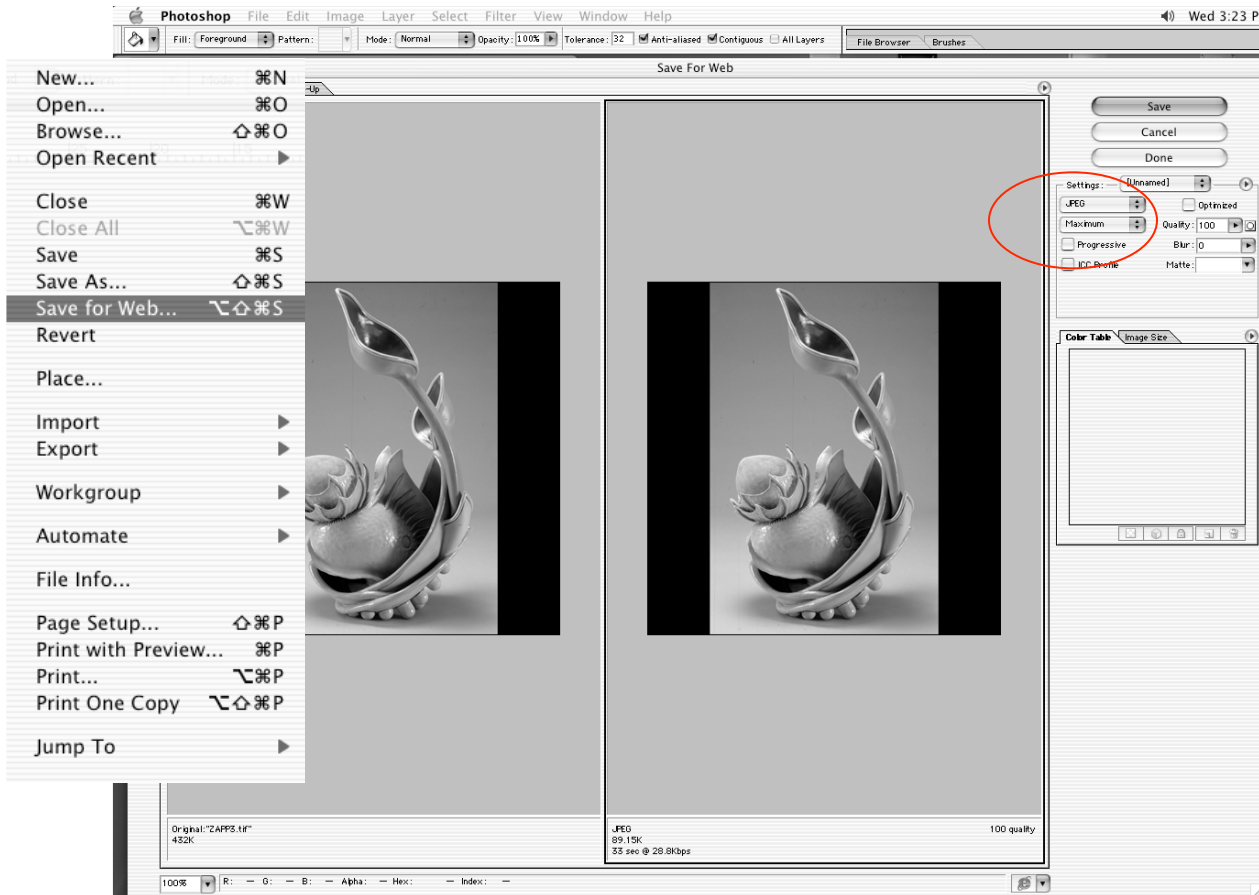
- 1st select your paint bucket tool and set the foreground color to black in your tools palette.
- 2nd fill the white areas with black by hovering the paint bucket over the white space and clicking your mouse to fill.



Step 5) Go to File - Save for Web to open the Save for Web dialogue box.

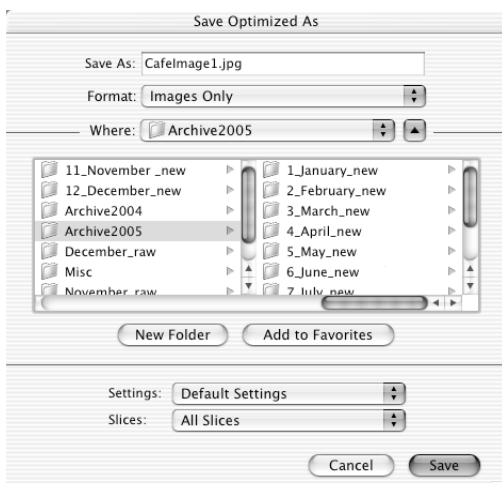
- 1st make sure the Setting is JPEG
- 2nd quality should be at Maximum – 100 is best or no less than 70
- 3rd Click Save

Leave all the other options unselected.



Step 6) Save image as JPEG in a folder/location that is easy to find on your computer.

- 1st name it something easy to remember, like *cafeimage1.jpg*. **Do not use these characters in your file name: ? ! " ~ / < > * , ; : \$ % # &**
- 2nd Click Save (leave all other options as is; format, settings, slices)
- Repeat these steps for the rest of the images you plan to upload to your profile in CaFÉ.



****After you click Save, you will be prompted to save changes to the original image file before closing. Click *Don't Save* when you get this prompt. Not saving will not overwrite your original file. Make a habit of keeping your original image files so you always have an original version. Think of how your original 35 mm. slides are used to make duplicate slides; it's a similar concept.**

This basic resizing guide is for Photoshop, the most widely used photo editing program. These steps indicate one method of resizing images using Photoshop, those with more proficiency may have different methods, but we have determined these to be the most efficient for novices. The web is also a great source for imaging tutorials and tips on other types of photo-editing programs. Simply type in “photoshop tutorial” or “photo editing tips” on any popular search engine or visit the Adobe Design Center at <http://studio.adobe.com/us/search/main.jsp>

There may be other comparable photo editing products, we recommend that you research and invest in a photo editing program that is comfortable for your needs as an artist and skill level.

More information on CaFE™ Image Prep tips can be found at http://www.callforentry.org/imaging_tips.phtml or by contacting cafe@westaf.org