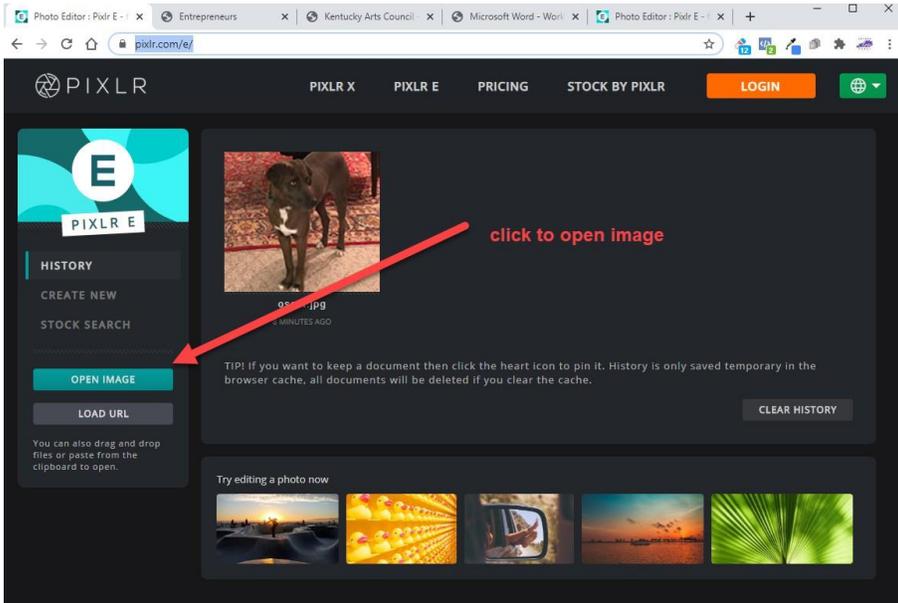


# How to prepare a photo for application upload

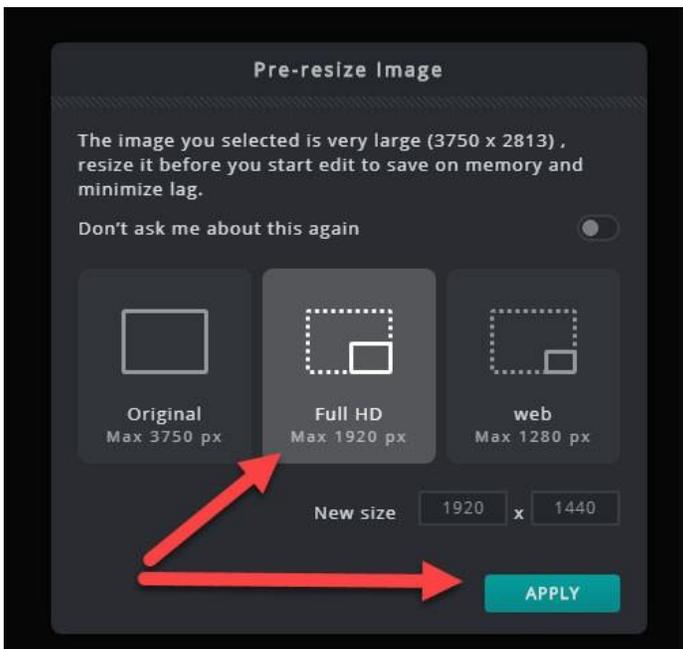
Before beginning, make copies of all of the images that you need to resize and put them in another folder on your computer.

Go to <https://pixlr.com/e/> (PIXLR E)

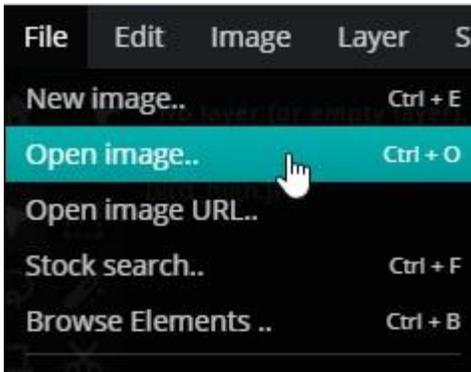
When PIXLR EDITOR opens, click **OPEN IMAGE**.



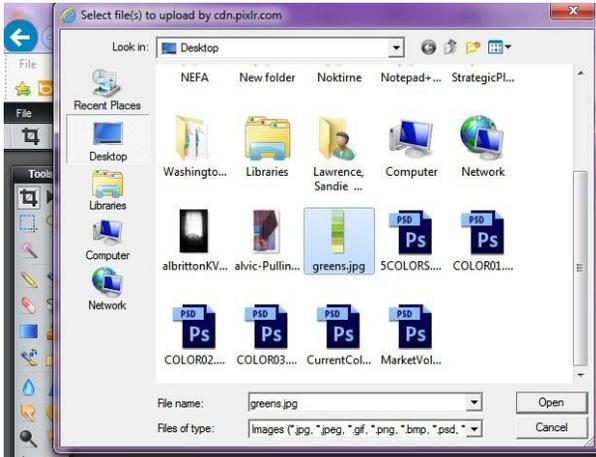
If this screen appears, select **MAX 1000 PIXELS** or the middle icon. Then click **APPLY**



Now click **FILE | OPEN IMAGE**



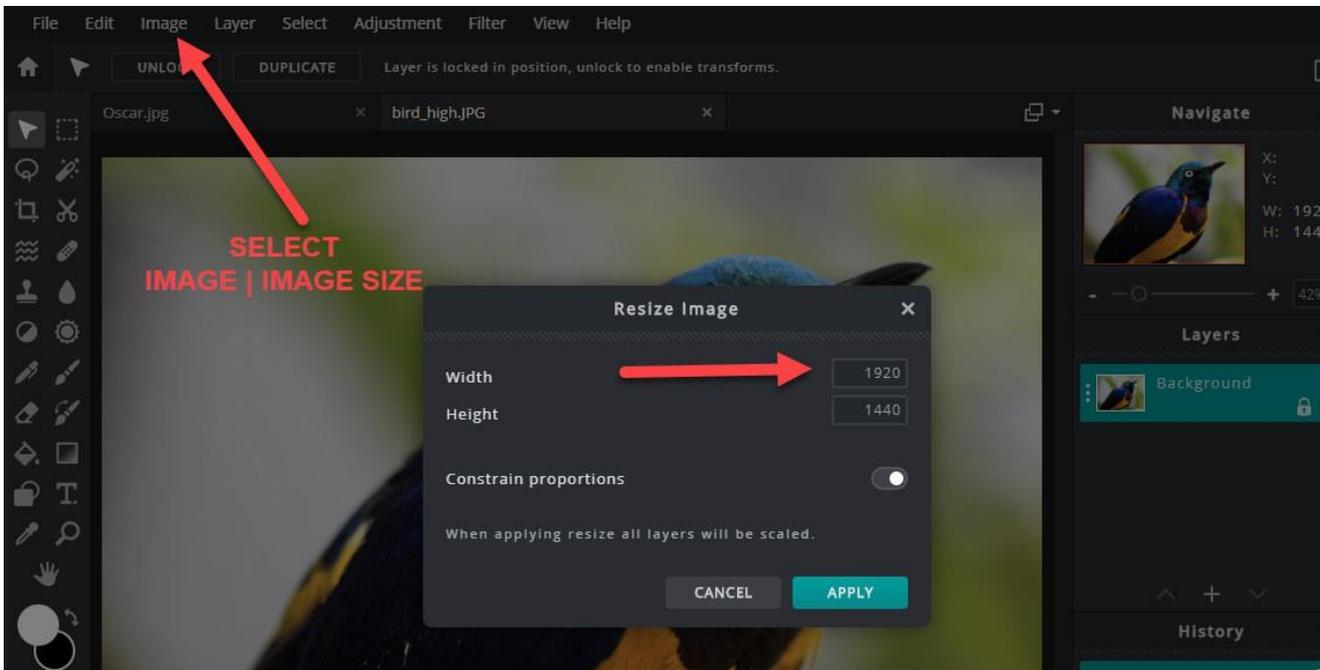
A dialog box will open so you can select the photo from your computer. Browse to the location of your image and select **Open**.  
(Remember to only work with copies of the original image.)



THESE ARE FILES ON MY COMPUTER

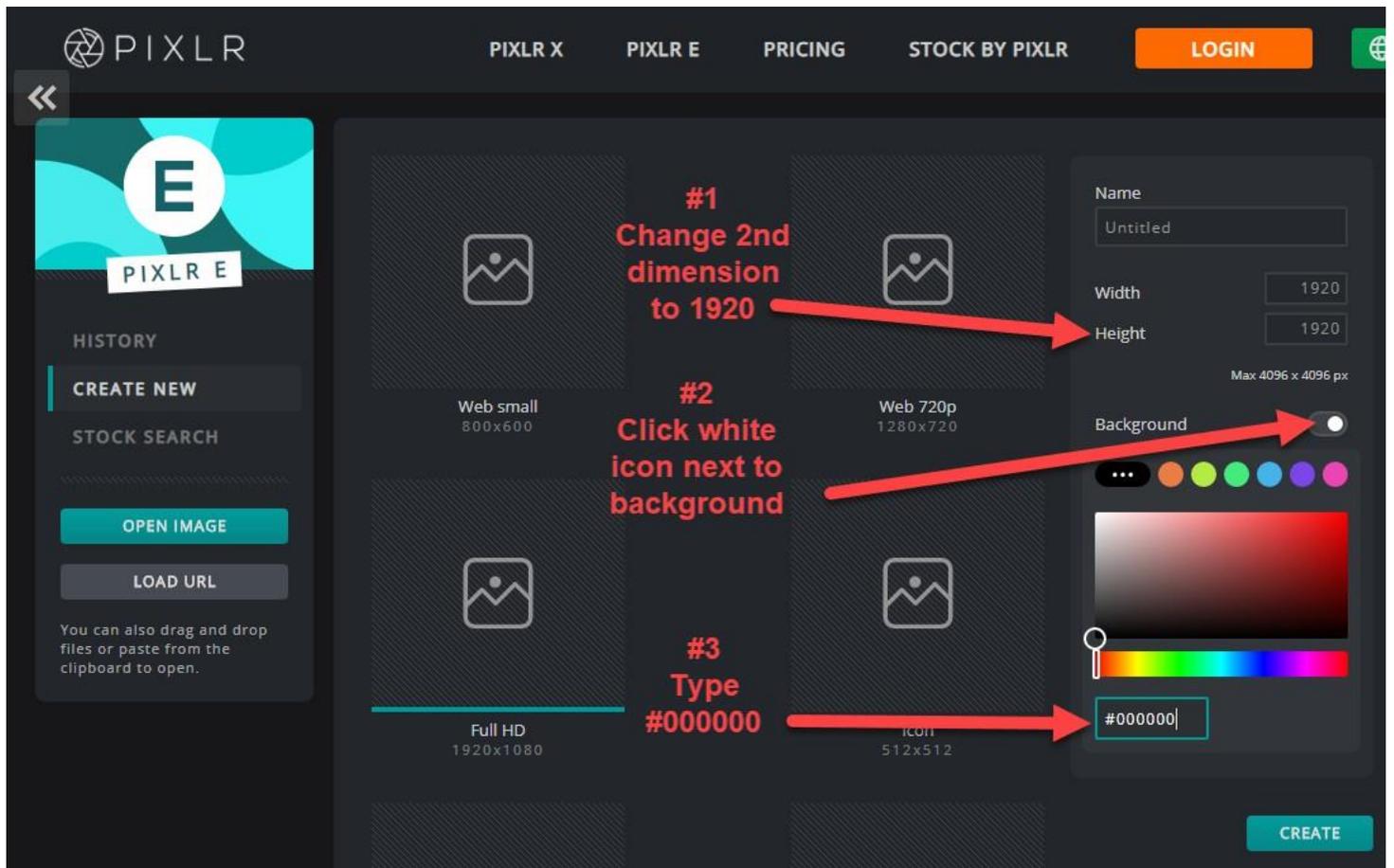
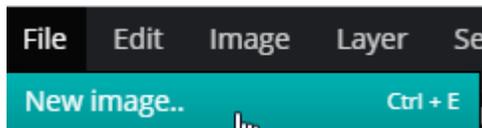
When the image opens, select **IMAGE | Image Size**

If one of the dimensions is not already 1000, change the largest dimension to **1000 pixels**.  
(In this example my largest dimension was the Width, so I changed it to 1000)

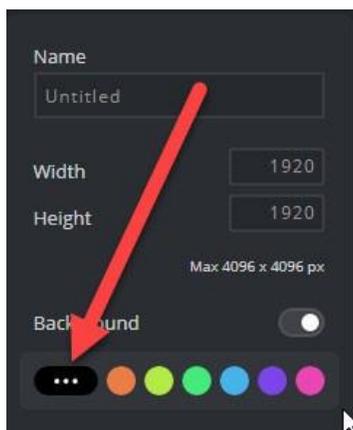


**NOTE: If the largest dimension is less than 1000, the image resolution is too small you will need to select a higher resolution photo.**

Next click **FILE | New Image**



1. When the dialog box opens, change the **Height or Width to 1000** so both height and width are 1000.
2. You may need to click the ... button to open full color selector



3. Click the **button** next to **BACKGROUND** to open up color selector

Background

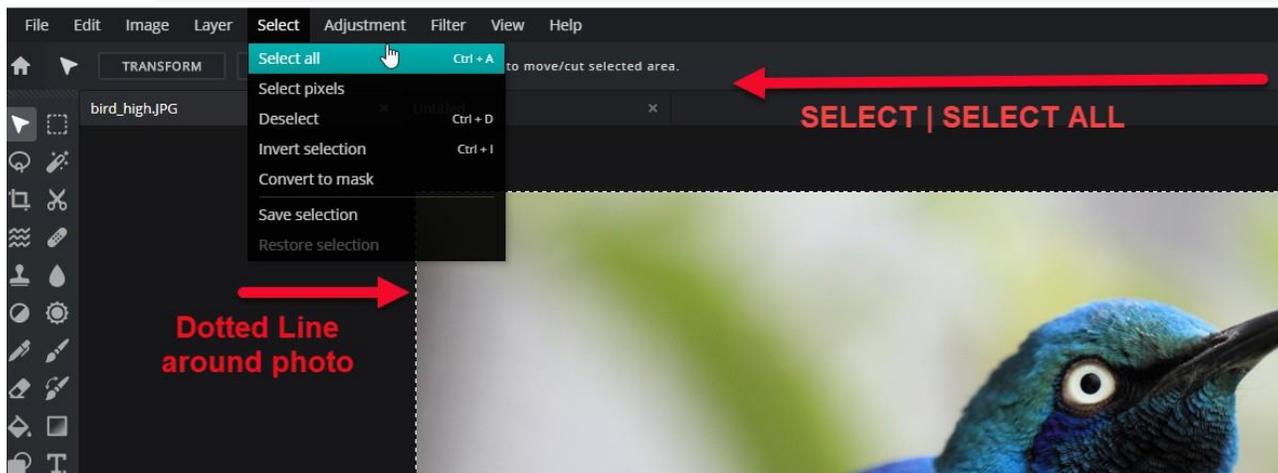
4. Type **#000000** in the box under the color bar

5. Click **CREATE**

You will now have a black box that is 1000 x 1000 pixels.

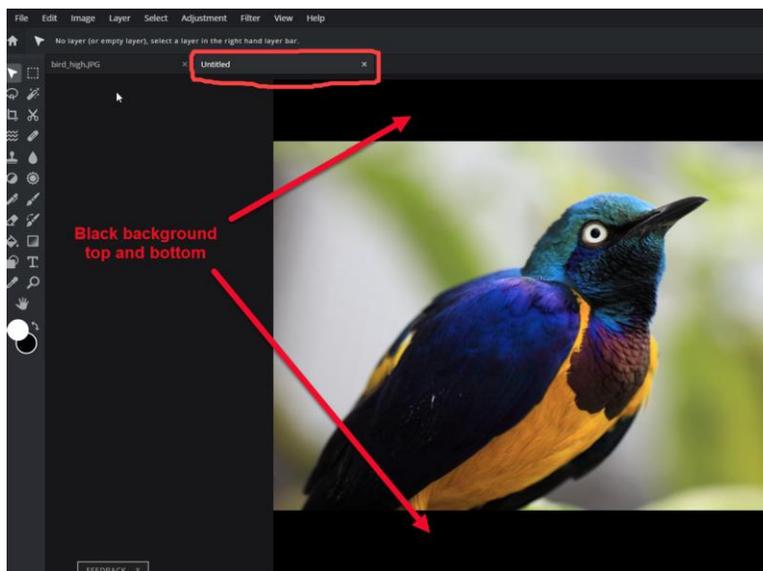
Click the tab that contains your photo.

Click **SELECT | SELECT ALL** – a dotted line will appear around your photo.



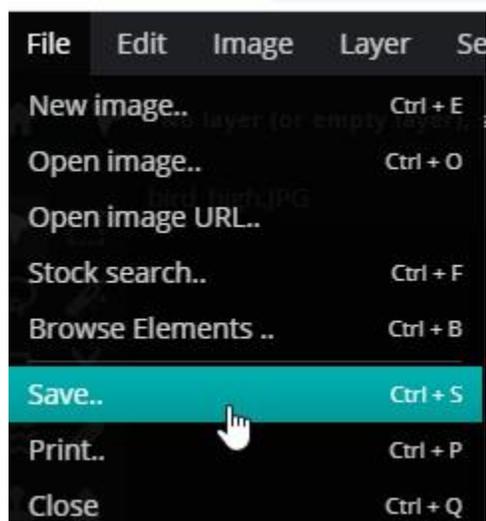
Go to **EDIT | COPY** to copy your image

Click the tab titled "**Untitled**" to bring THE BLACK SCREEN to the front and select **EDIT | Paste**

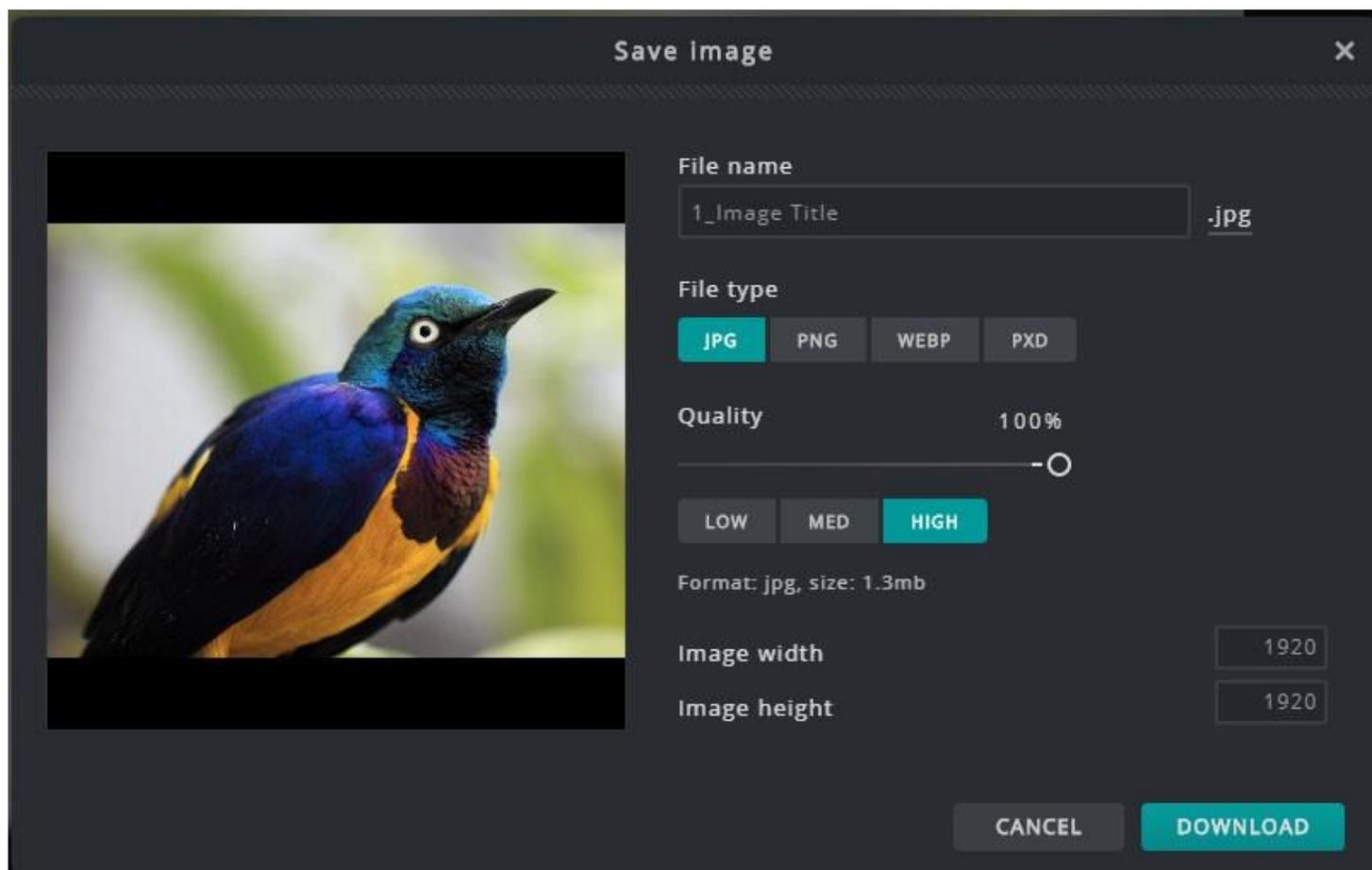


Your image should be centered in the middle of the Black canvas. Depending on whether the image is vertical or horizontal, you will see Black on either side of the image if it is a vertical image, or Black on the top and bottom if it is a horizontal image.

Once your image has been placed on the 1000 x 1000 black background, go to **FILE | Save**.



The **“Save Image”** screen will open.



1. **FILE NAME** - Give the image a name
2. **FILE TYPE** – Make sure JPG is selected
3. **QUALITY** - Change to 100%
4. Click **DOWNLOAD**

Navigate to where you want to save the image.

(I created a folder on my desktop named "**CRAFT IMAGES**" where I can put all of my completed images.)

These will be the images that you will submit with your application.  
Remember where you saved the files so you can find them later.

