**INSTRUCTIONS FOR PHOTOSHOP**

* **OPEN FILE or create a Photoshop file.** To do so, double-click on the blue app icon that contains the letters "**Ps**," then click on **File** in the menu bar at the top of the screen, and: Click on **Open...** to open an existing document; or Click on **New...** to create a new document.
* **MAKE A COPY of the file just in case.** Select Image → Duplicate in the menu bar, or just select File → Save As and save the file under the new name of your submission. EXAMPLE RobertsW Foilage 11x14in
* **TO ROTATE IMAGE**. **Click on a layer.** In the "Layers" menu in the lower-right corner of the screen, click on the layer that contains the object you want to rotate. If you don't see the "Layers" menu, click on **Windows** in the menu bar at the top of the screen, then click on **Layers**. The "Layers" menu window will appear in the lower-right corner of the photoshop window.
* **Click on the Quick Select Tool.** It's the paintbrush icon next to a dotted outline, near the top of the toolbar on the left side of the window. If you don't see the Quick Select Tool, long-click on the Magic Wand Tool to open a menu that contains the Quick Select Tool.
* **Select an object.** Use the Quick Select Tool to highlight the object you want to rotate. If you want to rotate the entire layer, you need not select anything.
* **Click on Edit.** It's in the menu bar at the top of the screen.
* **Click on Transform.** It's in the middle of the drop-down menu.
* **Click on Rotate 180° to turn the object or layer upside down.**
* **OR Click on Rotate 90° CW to turn the bottom of the object or layer upward and to the left.**
* **OR Click on Rotate 90° CCW to turn the bottom of the object or layer upward and to the right.**
* **OR Click on Rotate to rotate the object freely.** A box with eight small squares will surround your selection. Click and hold on one of the small squares and use the on-screen pointer to rotate the object.

The degrees of rotation will appear in a small box above the pointer as you rotate the object. **Press ⏎ Return when you're satisfied with the rotation.**

**FIX PERSPECTIVE DISTORTION**

To correct for perspective distortion and resquare your image, use the **selection tool for all four corners** of the image.

**Select Edit>Transform>Perspective.** Move the corners to pull the perspective back so the image is back with 90 degree angles and not distorted.

**CROP IMAGE**

Use the quick select tool to select the area of the image you wish to keep.

**Go to Image>Crop.**

**TO RESIZE FILE**

**Go to Image → Image Size.** At this point, a screen will pop up indicating your image's current size. You'll see two boxes in the Image Size window: Pixel Dimension and Document Size. For the purposes of resizing the image, you only need to worry about the first box, or Pixel Dimension.

**Type the new dimensions to the Width and Height box.** Unless you change the default settings, typing in one dimension for width will *automatically* adjust the height setting. This is what the small lock icon indicates. Type in the maximum width in pixels as instructed from prospectus form. Example: 1800 pixels.

T**ype in the resolution** as indicated in the prospectus. Example: 300dpi. Double check that the file is the right size. For example, if there is a minimum size, such as 5x7in you can check this by switching from pixels in dimension to inches. You can also see the image file size at the top of the box to ensure it doesn’t exceed the requirements.

**To change the locked proportions, simply uncheck the box next to "Constrain Proportions.**" Once unchecked, you should be able to type in separate values for both the width and the height.

**SAVE FILE AND DELIVER TO OFFICE FOR SELECTION**

**START ON NEW SUBMISSION**

**INSTRUCTIONS FOR ACDSEE PHOTO STUDIO ULTIMATE software**

**Your phone probably has or can download similar apps with these functions.**

