



## **SUPER IMPORTANT** if you are using **Photoshop!** **PRE-SIZE** your photos!

Before you move on to add photos to one of our templates, you must **PRE-SIZE** them to the **EXACT DIMENSIONS** you want them. Photoshop does not have an easily accessible way to do this during the template process so you must do it before.

*\*Follow the instructions below to size your photos (if you haven't sized them already) before moving on to the template steps.*

### Cropping a JPEG Image...

*There are many ways to go about cropping JPEGs, but this is one of the easier ways to go about it.*

#### 1. Open Photoshop.

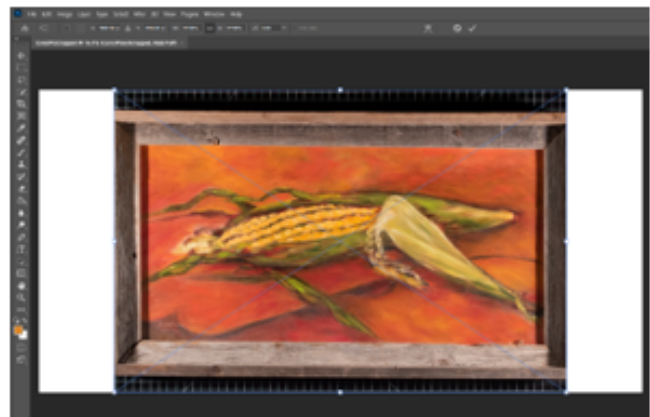
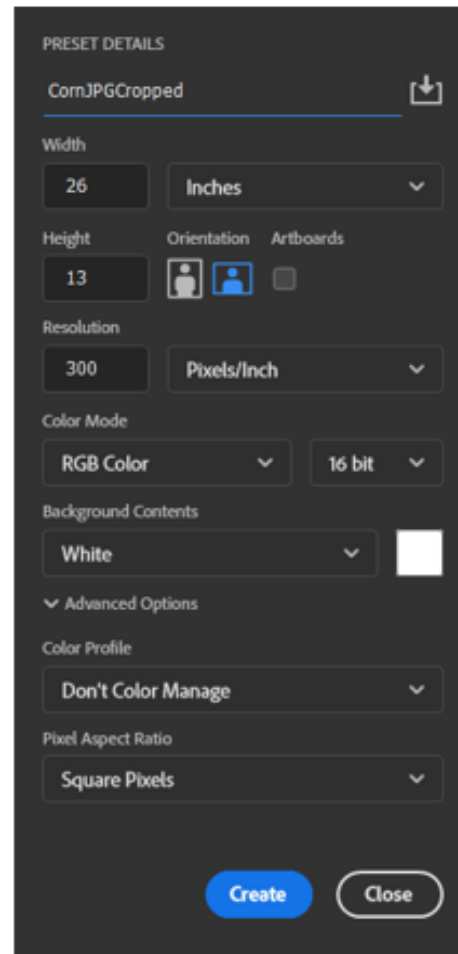
- a. Click **New File** in the upper left corner.
- b. When the New Document window appears, change the following information:
  - **Name:** Rename your new file something you'll recognize as the cropped version.
  - **Unit of Measure:** Change this to INCHES.
  - **Width & Height:** To the dimensions you'd like to print the picture in the future. (For the corn, I want it to be 26 inches wide by 13 inches tall.) Then select the ORIENTATION that makes sense to you.
  - **Resolution:** 300 Pixels/Inch (PPI)
  - **Color Mode:** RGB Color, and at least 16 bit.

#### 2. Once you've changed this information, click **CREATE**.

- a. Photoshop will generate a blank canvas to the dimensions you described.

#### 3. Place the JPEG you desire to crop.

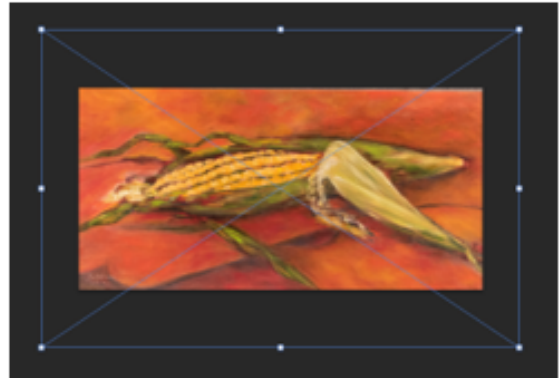
- a. To do this, click **FILE** from the upper toolbar.
- b. Click **PLACE EMBEDDED...**
- c. Then find and select the photo you would like to crop. Click **PLACE**.
- d. The picture should appear within the white space.





## 4. Resize the photo to fit within the canvas generated by your desired dimensions.

- a. Hover over one of the small white squares at the corners and edges of your picture. Until your cursor becomes a double-sided arrow.
- b. When you see this arrow, click and drag the small square out until it fills the white space. You may have to drag from multiple different corners and sides.
- c. You may also have to recenter your picture in order to fill the space as desired.  
To do this, hover over the center of your photo, then click and drag it to where you need it.



*\*\* This may take some back and forth of moving and resizing until you are satisfied with how it appears.*

## 5. When you are satisfied with your cropped picture, its time to **PLACE** and **SAVE!**

- a. Press **ENTER** on your keyboard to officially **PLACE** the picture. The blue highlight will disappear when its placed.
- b. From the upper toolbar, click **FILE**.
- c. Click **SAVE AS**. (If the "Save to Creative Cloud" window appears, click **SAVE ON YOUR COMPUTER**)
- d. Pay attention to the box beside **SAVE AS TYPE:**
  - i. Set it to **Photoshop PDF**.
- e. Click **SAVE**.
  - i. Click through any following pop-up windows with **OK** and **SAVE PDF**.

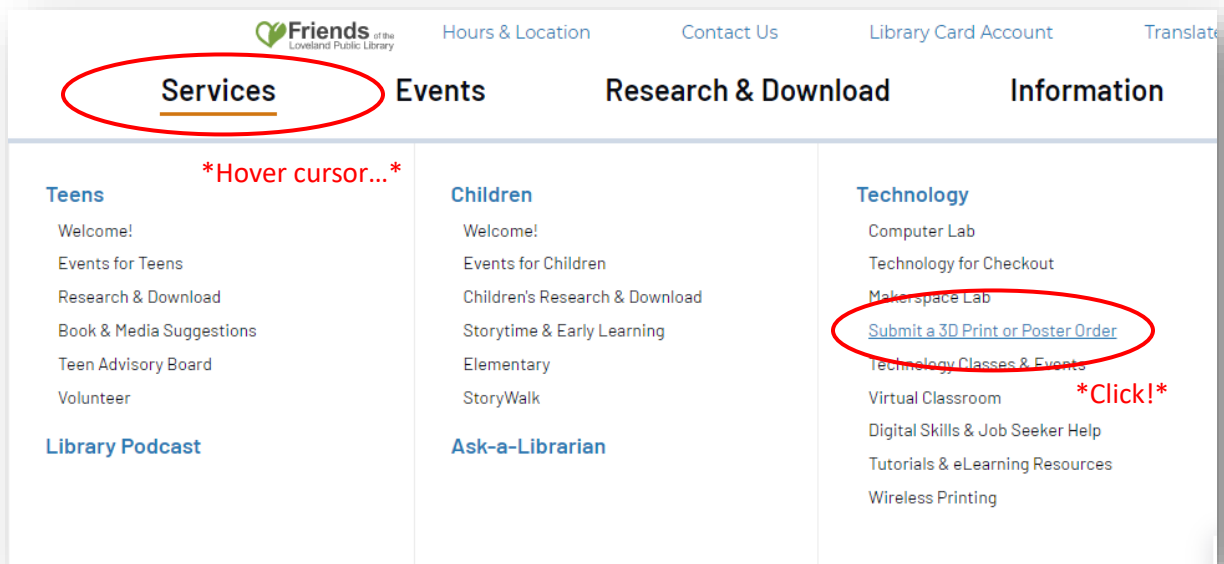
**TIP:** Change the **FILE NAME** to something that clearly indicates the size of each photo (ie. **13x26CORN**) . That way if you have multiple different sizes of that photo to add to one template, you can easily tell them apart as you go along.

## 6. **REPEAT** for the rest of your photos.

**Once you have sized all your photos to your liking, you may move on to the directions on the following page to add them to a template...**



1. **Navigate to our POSTER SUBMISSIONS page.**
  - a. Got to **LOVELANDPUBLICLIBRARY.ORG**
  - b. At the top of the webpage, hover over **SERVICES**.
  - c. Then click where it says **SUBMIT A 3D PRINT OR POSTER ORDER** under the **TECHNOLOGY** section.



2. **Download our PREMADE PHOTOSHOP TEMPLATE from our website**

- a. Under **POSTER PRINTS**, scroll down until you see the list of programs and their available dimensions.
- b. Click on the dimensions that you believe is closest to the desired dimensions of your media.
  - i. For this demonstration, we will be utilizing the **PHOTOSHOP 24"x44"** template.
- c. Once you click on your desired dimensions, the web browser will open the template in **GOOGLE DRIVE**.
- d. In the upper right corner of your web browser, click the download icon to download the template.

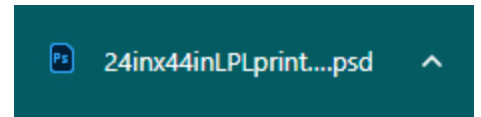
- Large poster-sized prints with your choice of dimensions based on these **premade templates...** *You must use one of our templates to submit. See the video under Additional Instructions for more information.*
  - **Adobe Photoshop:**  
| 12"x44" | 24"x44" | 36"x44" | 48"x44" | 60"x44" |
  - **Adobe Illustrator:**  
| 12"x44" | 24"x44" | 36"x44" | 48"x44" | 60"x44" |
  - **Microsoft Publisher:**  
| 12"x44" | 24"x44" | 36"x44" | 48"x44" | 60"x44" |





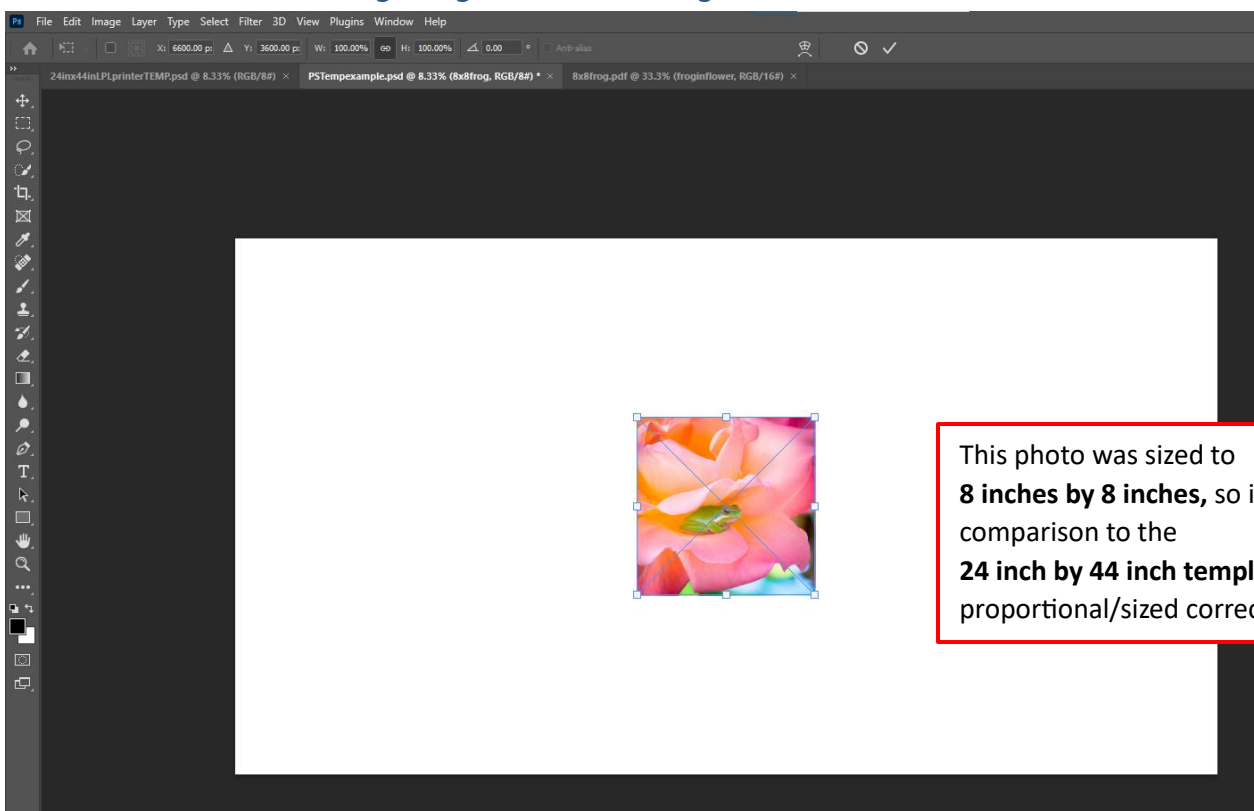
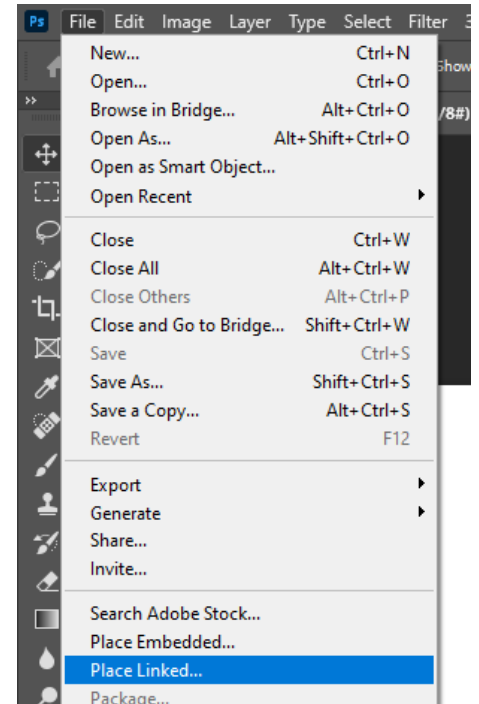
### 3. OPEN the template in Photoshop

- a. The downloaded template should immediately appear in the bottom right corner of your web browser. **CLICK** on it.
- b. If in the case the downloaded file does not appear in the bottom right hand corner or you downloaded it earlier – You can find this file in your **File Explorer** (**FINDER for Mac Computers**) under **DOWNLOADS**
- c. After opening the template, you should have a digital canvas on your screen to add photos to.
  - i. TIP: If you need to ZOOM IN or ZOOM OUT to see your digital canvas better...  
**ZOOM IN:** Hold **CTRL** and + (**COMMAND** and + on Mac)  
**ZOOM OUT:** Hold **CTRL** and – (**COMMAND** and – on Mac)



### 4. Add photos/media to your template.

- a. In the upper right corner of Photoshop, click **FILE**.
- b. Then click, **PLACE LINKED...**
- c. Navigate to the photo you would like to add, then **DOUBLE CLICK** on it to open.
- d. Your **PRE-SIZED PHOTO** should appear in the center of your digital canvas. *It should already be the correct size* (If it is not, return to the “Cropping an Image...” section at the beginning of this walkthrough.



This photo was sized to **8 inches by 8 inches**, so in comparison to the **24 inch by 44 inch template**, this is proportional/sized correctly.



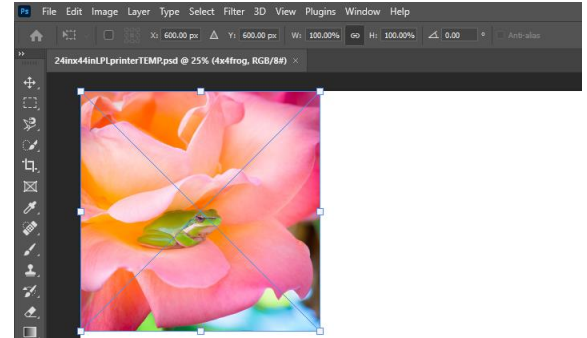
5. **To MOVE** your photo.

- a. Click near the center of your photo and drag it to a good place on your template.

6. **To ROTATE** your photo:



- a. **HOVER** your cursor just outside one of the small white squares that mark the corners of your picture until you see a bent, double-headed arrow (like elbow macaroni).
- b. **CLICK** and **DRAG** when you see this cursor to begin rotating your photo.
- c. **HOLD SHIFT** on your keyboard **WHILE DRAGGING** your photo. Doing this will allow you to rotate the photo at perfect increments of 15 degrees.

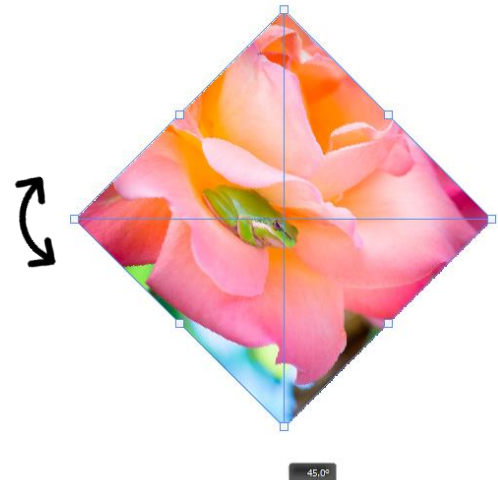


7. **When you are satisfied with your photo's placement**, press **ENTER** on your keyboard to officially **PLACE** the photo.



- a. If you need to move this photo in the future, select the **MOVE TOOL** from the left-hand tool bar, then click near the center of the photo and drag it to another location.

- b. If you need to **ROTATE the photo after you've placed it**, click on the photo you want to rotate then **HOLD CTRL and T (Command and T on Mac)** on your keyboard to re-highlight it. Then return to **STEP 6-7** to rotate and place your photo.



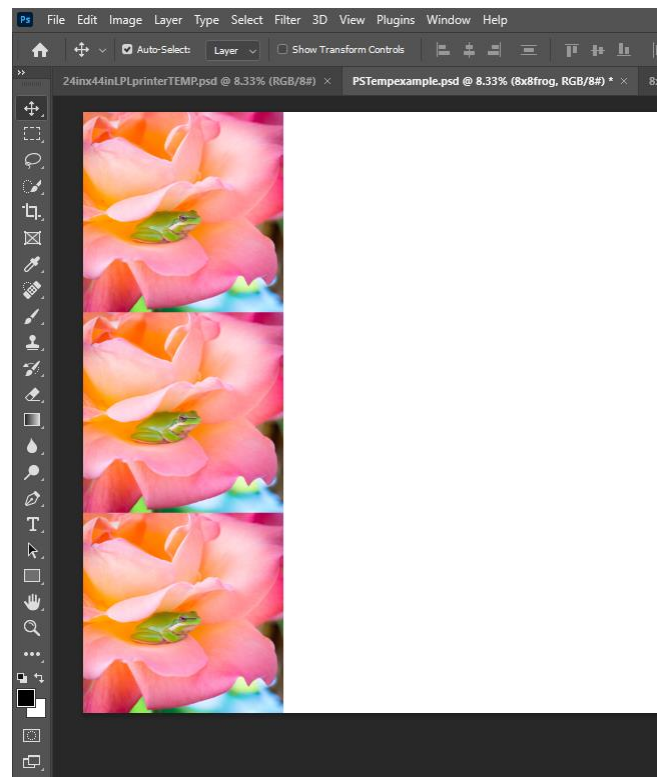
8. **ADD MORE Photos!**

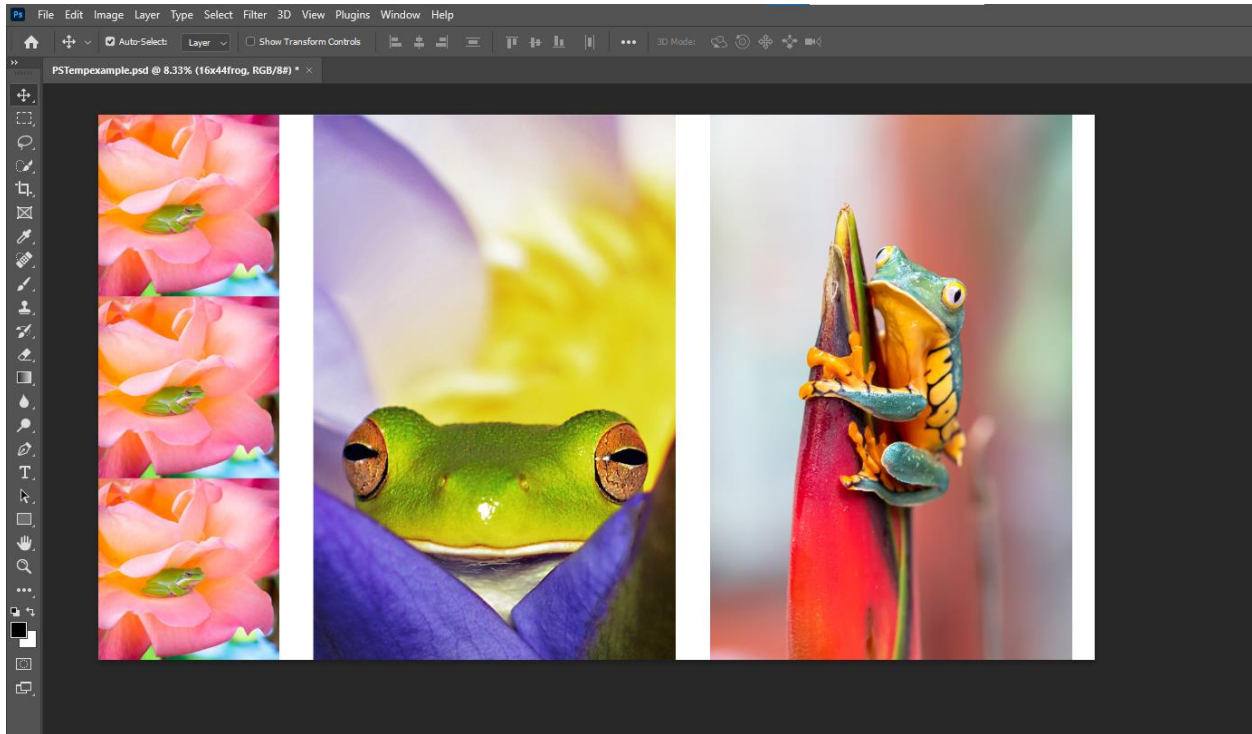
- a. **DUPLICATE** – You have one photo, but maybe you want a few copies of the same...



- i. **Select the MOVE TOOL.**
- ii. **CLICK** on the photo you want to duplicate.
- iii. **Hold CTRL and hit C (COMMAND and C on Mac)** on your keyboard to **COPY**
- iv. **Hold CTRL and hit V (COMMAND and V on Mac)** on your keyboard to **PASTE**
- v. **MOVE** the duplicate to where you want it.

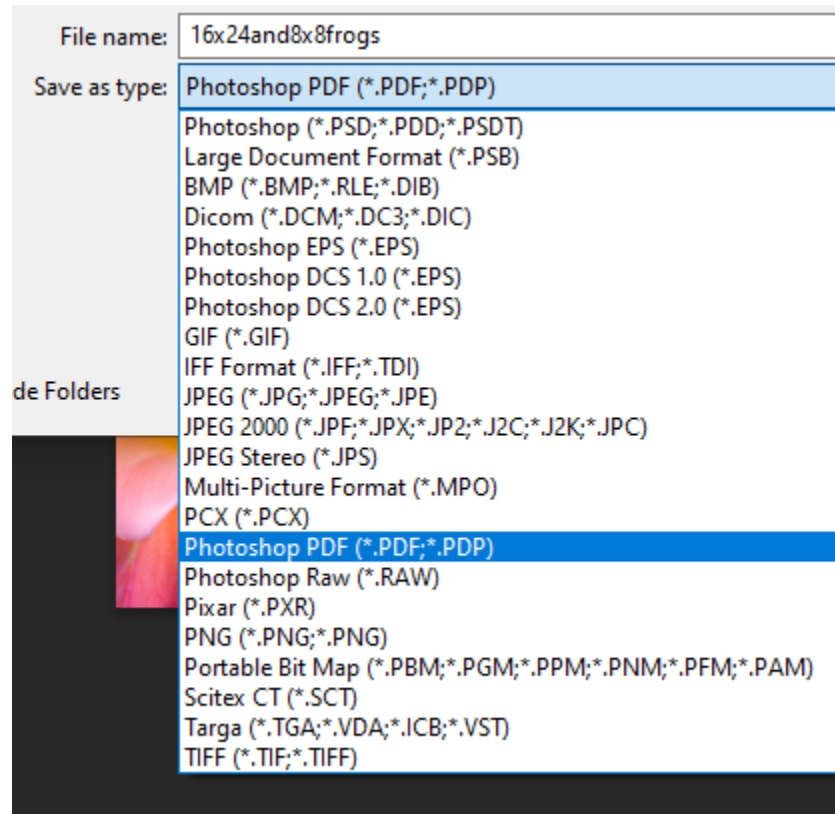
- b. **ADD NEW PHOTOS** – Simply repeat **STEP 4**





## 9. SAVE and FLATTEN as a PDF

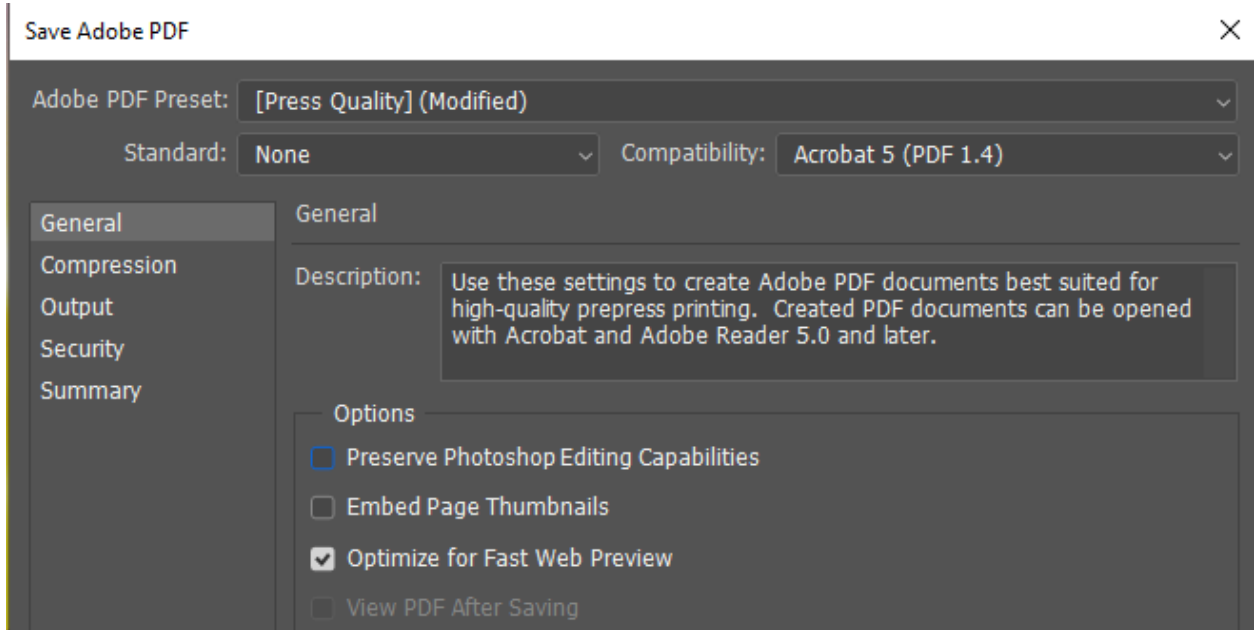
- a. When you've finished adding photos, click **FILE** from the upper tool bar.
- b. Then select **SAVE A COPY...**
  - i. If the "...save as a cloud document" window appears. Click **SAVE ON YOUR COMPUTER**.
- c. When the save window appears, click in the box next to **SAVE AS TYPE:**
  - i. Select **PHOTOSHOP PDF** from the drop-down menu.
- d. Next to **FILE NAME** give the document a name you will recognize. (ie. 16x24and8x8frogs)
- e. From the categories on the left of this window, **navigate to and select a folder (or your flashdrive)** to save this file in. **REMEMBER this location.**
- f. Click **SAVE**.



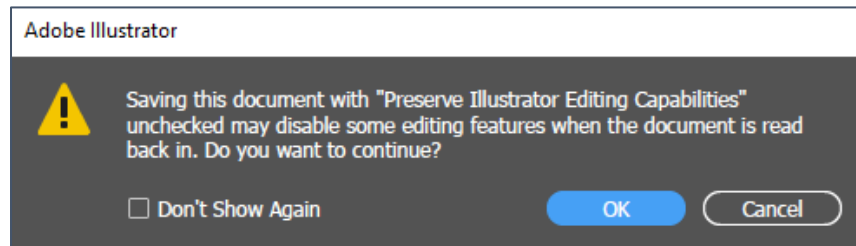


- g. **FLATTEN THE PDF – SUPER IMPORTANT!** *The order in which the below flattening steps are performed is crucial. Failure to do this could result in major printer error and will result in wasted paper equal to the size of your document.*

i. When this window appears...



- ii. Click in the box beside **ADOBE PDF PRESET** and from the drop-down menu select **PRESS QUALITY**.
- iii. **AFTER CHANGING THE PRESET**, under **OPTIONS**, **UNCHECK** “**Preserve Illustrator Editing Capabilities.**”
- iv. When this **WARNING** (below) appears, click **OK**.



10. **SUBMIT your PDF** through our Google form. This form is found on the **SUBMIT A 3D PRINT OR POSTER ORDER** page of our website (the green button above where the template you downloaded is found).