

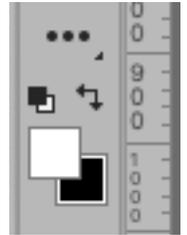
To Change Canvas Size and Make Image Square

All images must be 1920 x 1920 pixels @ 300ppi

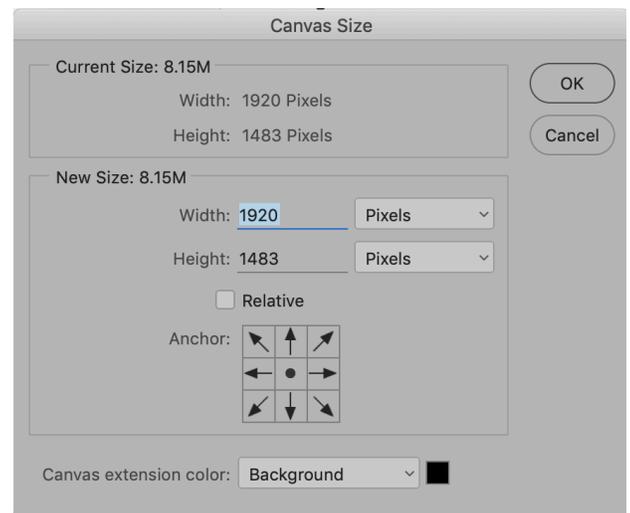
The background fill of your images must be black. In the event that your work requires a non-black background to maintain legibility, you may use an 85% gray background.

You must have a consistent choice of either black or 85% gray for the background of ALL of your submitted images.

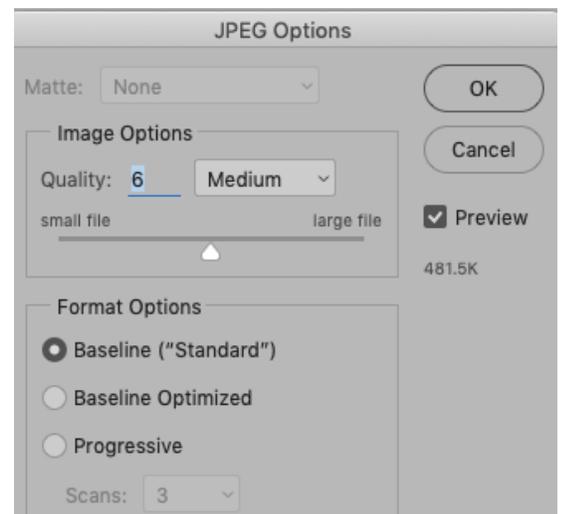
1. Make sure you have black (or 85% gray) as the **background** color.
 - a. In your tool bar the color boxes should look like it is at right.
 - b. If the background (back square) is not black, click on the two small squares which will change it to the default colors, usually black and white.
 - c. Click the two headed corner arrow to make black the background color
2. If you have difficulty with this you can also change the background color to black in the Color panel or select it in the Swatches palette. Make sure your color boxes in the tool bar look like this image, with black as the background.



3. Go to **Image > Canvas Size** to open the Canvas Size dialogue box. (see at right)
 - a. The dialogue box will display the current width and height
 - b. In **New Size**, set both width and height to 1920 pixels.
 - c. Relative should be unchecked
 - d. The Anchor box should have the dot in the middle so it adds the pixels evenly to your image.
 - e. Canvas extension color: is Background with the black color



4. Click OK.
5. Save your image
 - a. Go to File > Save As
 - b. Type in your file name and make sure you are saving in a folder you can easily find on your computer
 - i. Name each file with a numeral matching the list in your application form followed with your first initial and last name. (i.e. 1_W_Johnson)
 - c. **Select Format:** JPEG and click **Save**
 - d. In the JPEG Options window
 - i. Select **Quality:** Medium
 - ii. Baseline: Standard
 - e. Repeat these steps for all of your images.



An alternate way to add the black background is to set the canvas size first then add a black layer below your image layer.

1. Resize your image as outlined above
2. Change the canvas size as outlined above
3. In the Layers panel add a layer under your artwork layer and fill it with black.
 - a. If it adds above your image, simply click and drag it below your image in the layers panel
4. Select either black or 85% gray in your color palette.
5. Go to Edit > Fill
6. Click OK
7. Save your image
 - a. Go to File > Save As
 - b. Type in your file name and make sure you are saving in a folder you can easily find on your computer
 - i. Name each file with a numeral matching the list in your application form followed with your first initial and last name. (i.e. 1_W_Johnson)
 - c. **Select Format** :JPEG with Quality: Medium
 - d. Repeat these steps for all of your images.

** Applicants without computers or a software program to comply with our digital requirements, please contact the ALRI office for help or to discuss other options.*