Creating Digital Images of Your Work

Artsonia & Websites

Photoshop Instructions

1. **Open:** Open your image in Photoshop.
2. **Unlock Background:** In the Layers tab on the right, there is a layer called “*Background*.” Double click this layer and click OK.
3. **Duplicate Layer:** Right click this layer, click “Duplicate Layer, and click OK. Make sure the new layer is highlighted in blue.
4. **Crop:** On the left vertical toolbar, click the “Crop” icon (it looks like a black square with a diagonal line through it). Drag a box from the top left corner of your image to the bottom right. Adjust the edges and double click inside the box to crop your image. (Tip: The edges of the crop box should just barely overlap the edges of your image.)
5. **Levels:** At the top horizontal tool bar, click Image🡪Adjustments🡪Levels. Adjust the levels so that your digital image matches your original image exactly. Click OK when you are done.
6. **Image Size:** At the top, click Image🡪Image Size. Under “Document Size,” change the measurements from “inches” to “percent.” Under Width, change “100” to “50” and click OK.
7. **Save:** Click File🡪Save for Web & Devices. Save your image somewhere where you can remember where it is.

Artsonia Instructions

1. In your browser, go to artsonia.com/class.
2. Enter in the exhibit access code. Your access code: \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_
3. Follow the instructions given to you on the website.

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