

## AP PORTFOLIO Photography Editing Directions for PHOTOSHOP

- 1) Photograph your 15 Sustained Investigation artworks and process photos.  
Photograph your 5 Selected Works.
- 2) Open your first photo in Photoshop.
- 3) Crop out any background and tacks using the crop tool.
- 4) Straighten the image if needed by rotating the image: Image>Rotate canvas
- 5) Make any contrast, value, or color adjustments if the photograph does not do the original work justice. Image>Adjustments> Brightness/Contrast or Image>Adjustments>Levels
- 6) Reduce the scale and resolution: Image>Image size. Once the options box pops up, type in 72 for resolution and reduce the height and width according to the College Board requirements (no larger than 10.83 inches on the longest side, and no smaller than 6.67 inches on the shortest side). Tip: Leave the “constrain proportions” box checked-this will prevent the image from becoming distorted.  
Size requirements:  
Landscape or Portrait orientation:  
Maximum size: 530 x 780 pixels (7.36 x 10.83 inches)  
Minimum size: 480 x 480 pixels (6.67 x 6.67 inches)  
Maximum file size 3.0 MB per image
- 7) Now save the photograph. File>Save As> name the image “your last name and a number” or “your last name and a title”. No spaces or symbols in your photograph name. If you need a space use a dash (-) or an underscore (\_). Make sure the document is a .jpeg ---On the “Save As” Menu, under “Format” choose .jpeg.
- 8) Make sure to save your work to your thumb drive or CD.
- 9) Once all your photos have been scaled to the proper width and height, and you have reduced the resolution to 150 ppi or 72 ppi, upload your images to your digital portfolio.