HOW TO EDIT A PHOTO AND SUBMIT TO ONLINE SHOWS

BEGIN with a good quality image of your work, taken without flash in open shade or direct sunlight, with the camera squared with your painting. Use the "Crop" feature in your camera, phone or editing software to eliminate any extra space around your photo of your painting. All that should be visible is the painting, itself; no mats or frames.

How to edit a photo on your Apple cell phone (Smartphone).
Use your phone's camera and take a photo of your painting before framing or glazing. Locate the photo in your "Photos" app. Select it. Choose the "Edit" function in the top corner of your screen.   Look for the "Crop" symbol in the bottom menu that pops up on your screen. Crop your photo to remove any excess area beyond the borders of the photo of your painting. NO MATS OR FRAMES INCLUDED! If you need to edit further you can change the color or brightness of the photo by selecting some of the other options at the bottom of your photo editing window. When everything looks good, select "Done" and exit the photo. It will be saved with the changes you have made.

How to edit your photo using an Android Smartphone:
On your Android device, open the "Google Photos" app. Open the photo you want to edit.

Tap Edit. To add or adjust a filter, tap Photo filters. Tap to apply a filter, tap again to adjust. To manually change lighting, color, or add effects, tap Edit. ...At the top right, tap Save.

Or go to "Gallery" app. Open the photo you want to edit, tap the "pencil" symbol at the bottom of the screen. Look for the "Crop" symbol at the bottom left. Tap it to crop your photo to remove any excess area beyond the borders of the photo of your work. NO MATS OR FRAMES INCLUDED! If you need to edit further you can change the color option or brightness by using the 'Sunbeam" symbol to the bottom right. When it matches your original, go to the top right and select "Save" and it will be saved with the changes you made.

How to edit a photo on your computer using Microsoft Office photo editor:
Take a photo of your painting with your camera in natural light (not direct sunlight, however). Transfer the photo to your computer. Find that photo file using Windows Explorer (or find it on your Mac computer) and right click on the file name or number. In the drop down window choose "Open With" and select Microsoft Office. It should open in a new window called Microsoft Office in the top menu bar. In the bottom menu bar look all the way to the right side and you should see "Edit". Select this option and use it to edit your photo. You can crop it using the "Crop" option; adjust brightness, contrast, and even resize the file using this photo editing software. Be sure to save the file to a folder on your computer when you are done editing.

How to edit a photo on your computer using "Photos" editor:
Take a photo of your painting with your camera in natural light (not direct sunlight). Transfer the photo to your computer. Locate your photo and open it using the "photos" app on your computer. Choose the crossed pencils icon at the top of the app window. With this tool you can edit, draw, create a video, add music, etc. Under "edit" you can "crop and rotate" the photo, adjust color and brightness, etc. When you have finished just choose "save a copy" and you are finished.

REMEMBER: NO MATTER WHICH DEVICE YOU USE TO PHOTO YOUR WORK- PHOTO IT **BEFORE YOU GLAZE OR FRAME IT**. DO NOT INCLUDE FRAME OR MATTING- JUST THE PAINTING WITH NO WHITE EDGES AROUND IT. FOR 3-D WORK, USE A PLAIN BACKGROUND TO SHOW OFF YOUR WORK.

Then proceed to the entry process by clicking on the **blue** web address on the **Call to Entry**. It will direct you to "Create an account" or use your present account with your password. **From then on, just follow the directions.**