

# LEARNING TO LOOK

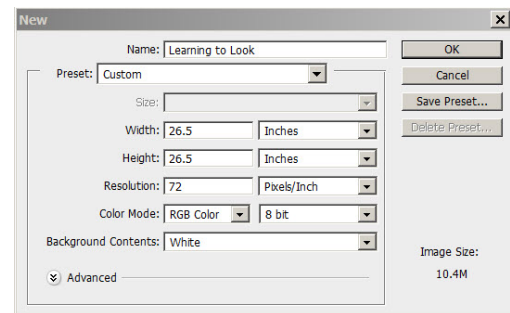
## CRITERIA:

- Must contain 25 images
- Images should be cropped to a 5x5 ratio
- Overall canvas should be 26.5"x26.5"
- Spacing between photos and borders should be .25"
- Overall piece should show unity
- Finished piece should be in .jpg format

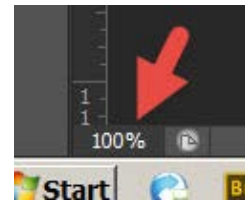
## STEPS:

1. Begin by opening each of your photos and cropping them to a 5x5 ratio (refer to the tutorial video if necessary).
2. Save and close each photo after cropping.
3. Open a new Photoshop document and enter the following information (refer to the tutorial video if necessary):

- Name: Learning to Look
- Preset: Custom
- Width: 26.5 inches
- Height: 26.5 inches
- Resolution: 72 ppi (pixels/inch)
- Color Mode: RGB 8bit
- Background Contents: White

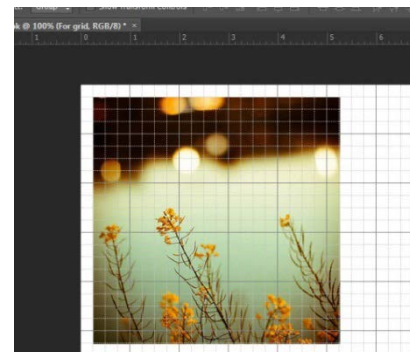


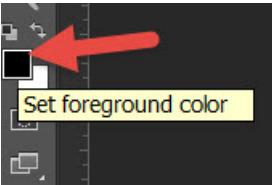
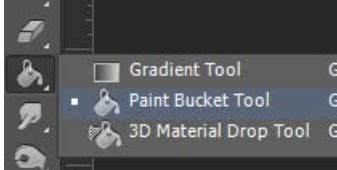
4. Show the grid on the canvas before placing your images by selecting **VIEW -> SHOW -> GRID**. You can also show the rulers to help guide your placement by selecting **VIEW -> RULERS**. By default, the ruler will be shown in 2" sections. If you wish to zoom in to see 1" segments for easier photo placement, type in 100% in the bottom left corner for a closer view.

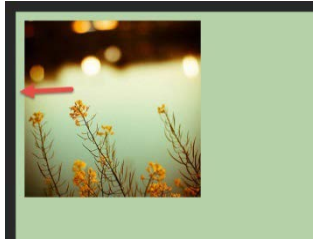


5. Begin placing your images by selecting **FILE -> PLACE (EMBEDDED or LINKED)**, select your image, and then press **PLACE**.

6. By default, the transform tool will be active, with your placed photo selected. Resize the photo so that it fits in 20x20 of the small squares. Be sure to hold the shift key down when you resize the photo so it does not stretch the image. Press enter once it is in the correct place. Move the image as needed so that there is a .25" border on all sides. Your placed image should look like the example shown to the right.



7. Continue this step with each of your images until all 25 are placed. If at any point you need to move a previously placed image, be sure that layer is selected when you want to move it.
8. Once all images are placed, you can remove the grid by following the same steps, selecting **VIEW -> SHOW -> GRID**.
9. The one last *optional step* is to change the background color. If you want a color other than white, select the background layer (should be the very bottom layer). Then select the color you want from the color swatches or the custom colors.
 
10. Once you have selected the color you want for your background, making sure to choose one that shows unity with the placed images, select the paint bucket tool. If you cannot find it, it may be hidden within the gradient tool.
 
11. Now move the cursor to an area of the background, and left click on the mouse. This should change the background color to your newly selected color.
12. If you are happy with the color you chose and the placement of all the images, flatten the image. Do this by **RIGHT CLICKING THE BACKGROUND LAYER -> SELECT FLATTEN IMAGE**.
13. You can now save your file as a .jpg and submit it.



***\*IMPORTANT: Be sure to always save your file as a .PSD until you are ready to flatten the image and submit it. If you do not do this and the layers become merged/ image flattened before you're are finished, you will not be able to make further changes to those layers.***

