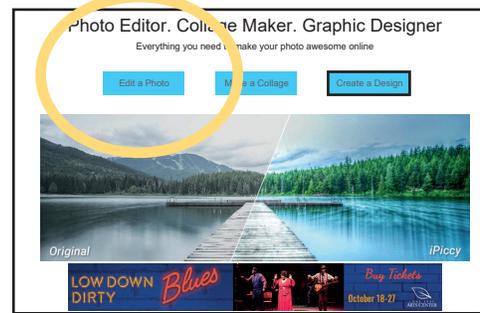
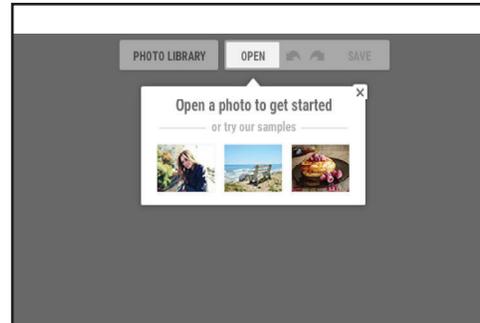


To Edit Photo Of Artwork Using *www.iPiccy.com* Website:

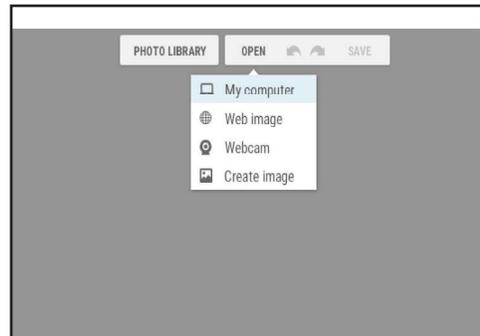
1. Go to <https://ipiccy.com> - click on 'Edit a Photo'



2. At top center click on 'OPEN'



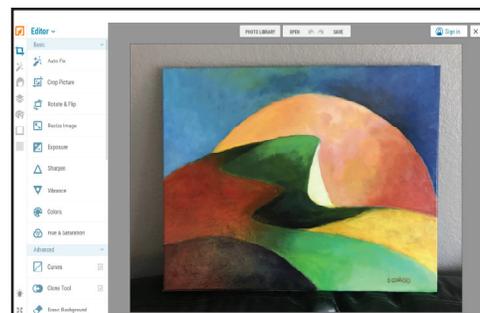
3. Pull down 'My computer'



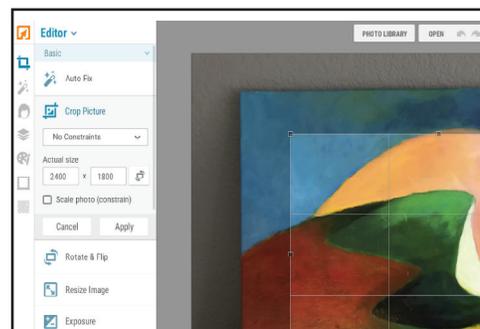
4. Locate your photo on your hard drive - click 'Open'. Your photo will appear on screen.

5. Using the left menu 'Editor' box.

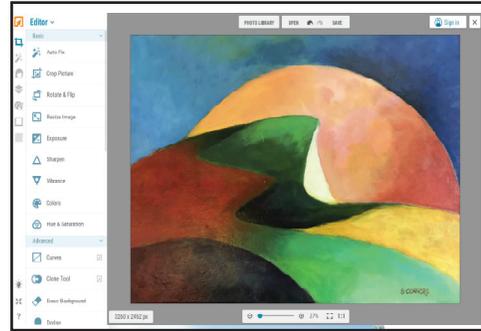
6. If needed, use 'Rotate & Flip':
click on 'Rotate & Flip', click on one of the rotate buttons, click 'Apply'.



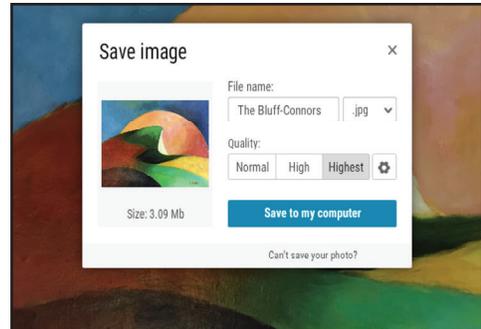
7. To 'Crop Picture':
click on 'Crop Picture', A cropping box will appear on your photo, move handles to crop your photo - crop to the edges of your artwork, no frame or background - click 'Apply.'



- If needed 'Resize Image': (You do **not** need to do this for *This Is Colorado* but you may for other on-line entries)
Check the requirements of the online entry process. They may have size restrictions, usually the longest side. Change that number to the needed specifications - click 'Apply'.

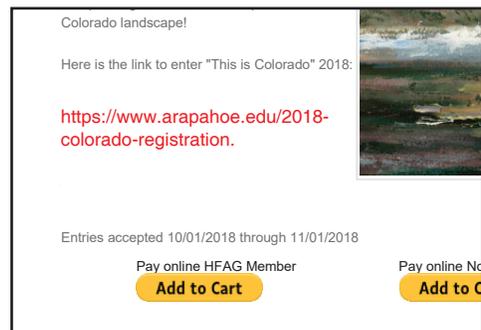


- At top center - click 'SAVE' - 'My computer' Name your file - 'Title-Last name', save as '.jpg', Quality-'Highest' - click 'Save to my computer'
- Save to location on your computer that you can then find.
- 'YOUR IMAGE WAS SAVED TO YOUR COMPUTER' - click 'CLOSE PHOTO'.
- Repeat steps 2-11 for a new photo.



To Upload artwork to "This Is Colorado" using the Heritage Fine Art Guild website:

- Open Heritage website, click link to <https://www.arapahoe.edu/2018-colorado-registration>. You will be taken to the ACC website.



- Fill out 'Register' information - click 'Submit'



- Fill out 'INFORMATION PER WORK' - click 'Drawing, Painting or Mixed Media'
- Fill out submission information
- Find your file(s) by 'Browse' - click 'Submit'
- Repeat steps 3-5 for next entry
- Go back to HFAG website to pay online.

