FY 18 Cultural Funding Program

Square Format Images
The Go5 online application system which MCAD utilizes for the Cultural Funding Program requires all images to be uploaded in a square format.

- Dimensions: 1920 pixels horizontal by 1920 pixels vertical
- Images should be saved as a JPG
- Images should be no more than 1.8 MB

How to Format Your Images Without Photo-Editing Software

PC
1. Open your image in Paint (right click image, scroll over Open With, select Paint).
2. Select Properties under the Menu tab.
3. In the pop up window:
   a. Under Units, select Pixels.
   b. In the Width and Height boxes, input 1920.
   c. Click OK.
4. Save the image as a jpeg by clicking Save As under the Menu tab:
   a. Select JPEG in the "Save as type" drop-down menu.
   b. Click Save.
   c. This is the file you will upload to gosmart.org to satisfy the image upload requirements.

MAC
1. Open your image in preview.
2. Select the entire image by clicking Select All under the Edit tab.
3. Copy the image by clicking Copy under the Edit tab.
4. Click New from Clipboard under the File tab. (This will open a new Preview window with your image pasted there.)
5. In the new Preview window:

   Where it says "Fit Into:" select Custom.
   Where it says "Scale proportionally" be sure the box is UNCHECKED.
   a. Click Adjust Size under the Tools tab. i. ii.
      iii. Manually enter 1920 in the width and height boxes. Be sure the measurement is in pixels (select in the dropdown menu beside width and height).
      iv. Click OK.
   b. Select the entire image by clicking Select All under the Edit tab.
   c. Delete the image by pressing the Delete button on your keyboard.
6. Return to the original Preview window that still contains your original image.
7. Select the entire image by clicking Select All under the Edit tab.
8. Copy the image by clicking Copy under the Edit tab.
9. Return to the second Preview window where you recently deleted your image.
   a. Paste the original image by clicking Paste under the Edit tab.
   b. Save the new image as a jpeg by clicking Save under the File tab:

      i. Select jpeg in the "Format:" drop -down menu.
     ii. Click Save.
  c. This is the file you will upload to satisfy the image upload requirements.

Reformatting an Image Instructions in a General Photo-editing Program*

1. Open image in a photo-editing program
2. Open the Image Size or Resize Dialog Box located on toolbar
3. For pictures to be viewed on a screen, set resolution to 72 ppi or dpi
4. Mask your image with a 1920 pixel x 1920 pixel canvas
5. Click OK
6. Click Save As
7. Rename the picture
8. Save in JPEG Format
    1. This preserves the original TIFF file (raw images) for future use

*Steps may vary by photo-editing program