The Lillian Orlowsky and William Freed Foundation Grant

2015 Grant Guidelines

Purpose

The late Lillian Orlowsky and William Freed were students of Hans Hofmann who studied with him in both New York and Provincetown. They were active at the Provincetown Art Association and Museum (PAAM) as artist members, instructors in the summer school, and they served on a variety of committees throughout their 50 years on Cape Cod. Lillian, in particular, was sensitive to the challenges artists face, especially those working against the mainstream or outside of popular schools of art. Her desire to provide financial support to mature artists through this generous endowment gift speaks to her passionate commitment to art created regardless of the demands and whims of the marketplace. Grants are offered to American painters aged 45 or older who demonstrate financial need. The primary emphasis is to promote public awareness and a commitment to American art, as well as encouraging interest in artists who lack adequate recognition.

Eligibility Requirements

• Applicants must be American painters aged 45 years or older at the time of application.

• For the purposes of this grant, painting is considered the application of various media (oil, acrylic, gouache, ink, tempera, watercolor, egg tempera, casein) on paper, canvas, fabric, or wood. This excludes mixed media, encaustic, collage, pastels, digital paintings, prints, and work in graphite or drawings. The use of multiple paint mediums is allowed (ie mixing acrylics with oil paints). Do not submit images in ANY of these excluded mediums. Only paintings will be considered.

• A need for financial support must be clear and demonstrated.

• Applications must be submitted by an individual working artist or collaborators in an artist group; organizations cannot apply.

• Only one application may be submitted per individual during each round of funding.

• Artist groups or duos may apply. Multiple artists applying together must have an established history of collaboration. Artist groups should complete the application form together, completing one essay, resume, one artist statement, one image identification list and one set of images. Each group member should submit individual personal information and financial disclosure sections. All materials can be mailed together.

• Applicants must be either citizens of the United States or have permanent residency in the United States, though they can be presently living abroad.

Review Process

Complete and on-time applications are reviewed by the Grant Review Committee. The jurors of the Committee are comprised of at least three nationally renowned artists, art historians, or curators. Incomplete or late applications are not reviewed. The review process is anonymous. All applications are processed by PAAM staff after submission and assigned an identification number before the jurors receive your materials. Your name therefore should only be on the Personal Information section of the Application Form.

Review Criteria

The review criteria for the grant are artistic quality, creative ability as evidenced by images of work submitted, and financial need.

How to Apply

Artists interested in applying should:

1. Review the grant guidelines to ensure eligibility before you begin the application.

2. Read the Frequently Asked Questions (FAQs). If you have additional questions regarding eligibility that are not answered, please contact us.

3. Complete an application as described below.

Application postmark deadline: Wednesday, April 1, 2015. Incomplete or late applications will not be reviewed.

This is an anonymous application. All applications are processed by PAAM staff and assigned a number before the jurors receive your materials. Your name should only appear on the Personal Information section of the Application Form. Please use the last 4 digits of your social security number in the top right hand corner of each hard copy and on the face of each CD for identification.

Please submit two (2) hard copies with each of the following:

The Grant Application: The application consists of the Personal Information section; The Financial Disclosure section; and Essay: The essay should be a maximum of one page, explaining how the grant would help you in your practice. The essay has no specific form, it can be typed in any text document.

Resume: A one-page current art resume, listing your exhibition record, grants, awards, and other professional activities. Your name should not appear on your resume. There is no specific form for this, it can be typed in any text document.

Artist Statement: A one-page statement that expands on the images you presented; you may give details about your process, what inspires you to create the work, or any other relevant background information about the body of work presented. Your name should not appear on your artist statement.

Image Identification List: Number the images on the CD in the order in which you wish them to be viewed. The Image Identification List should list the images in order and include title, year work was executed, dimensions, and medium used. Your name should not appear on your image identification list.

Please submit two (2):

CDs with ten (10) Digital Images: Each image should be formatted as a JPG and should be 1800 pixels on the longest side at 300 DPI, or as close as possible. If you are having trouble correctly sizing or saving images, please see our Image Tip Sheet.

The images should be named in the numerical order in which you’d like the images viewed (i.e. 1, 2, 3) and the title. EX: “1. My Favorite One”. The CDs should be identical, having the same ten (10) images on both.

Your name should not appear on the CDs or CD cases. Please use the last 4 digits of your social security number for identifi- cation on the face of the CD. CD cases do not need to be labeled.

Please also submit one (1):

Application Receipt Notification Postcard: A Self Addressed Stamped (SAS) postcard for acknowledgement of receipt of the application.

Application Preparation: Do NOT bind or staple materials together. Please use paper clips or spring clips only. Please make two complete clipped copies of the application with the Personal Information section on the top.

Mailing Instructions: Completed grant applications must be postmarked or hand delivered by Wednesday, April 1, 2015.

Please send only what is requested; unsolicited materials will not be reviewed or returned.

Submit complete application to:

The Lillian Orlowsky and William Freed Foundation Grant

Provincetown Art Association and Museum

460 Commercial Street

Provincetown, MA 02657

GRANT APPLICATION

PERSONAL INFORMATION SECTION

All information will be held in strict confidence by PAAM. This form must be typed in English.

Legal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any other name is used professionally, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mailing Address (if different from above)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your residency status? (US Citizen, Permanent Resident, Other) (please clarify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about this grant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essay Question

How would the grant help you in your practice? (Maximum of 1 page typed)

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GRANT APPLICATION

FINANCIAL DISCLOSURE SECTION

Based on 2013 Finances

The following information is required to fairly and accurately evaluate your financial need based on your 2013 finances (as many people have not yet completed their 2014 finances at this time). This information will be held in complete confidence. You should not include tax statements, this form is all the financial information we require.

2013

**Art Sales Information**

Art Sales (sales prior to deductions) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Art Income** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Studio Rent or Mortgage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Expenses (Materials, Framing, Storage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Art Expenses**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annual Household Income** (prior to any expenses or deductions)

(include spousal or domestic partner income)

Wages and Freelance Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investment Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trust Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security or Pensions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Financial Assistance (including grants) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Income**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annual Household Living Expenses**

(include spousal or domestic partner expenses)

Rent or Mortgage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Utilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clothing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical and Dental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel and Entertainment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childcare & Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Dependents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Automobile (including car loan) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxes & Insurance (not income tax) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Expenses** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions- please answer yes or no.

Do you own your home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you own more than one home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you own your studio? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any income or expense from 2013 are substantially different from 3 past years or you foresee them being substantially different in the next year, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Lillian Orlowsky and William Freed Foundation Grant

2015 Frequently Asked Questions (FAQs)

Guidelines

**How do I apply for a grant?** The Lillian Orlowsky and William Freed Foundation Grant application, including instructions, is available online at www.paam.org/grant.

**Which disciplines are funded through the grant?** This grant is only for painters. For the purposes of this grant, painting is considered the application of various media (oil, acrylic, gouache, ink, tempera, watercolor, egg tempera, casein) on paper, canvas, fabric, or wood. This excludes mixed media, encaustic, collage, pastels, digital paintings, prints, and work in graphite or drawings. The use of multiple paint mediums is allowed (ie mixing acrylics with oil paints). Do not submit images in ANY of these excluded mediums. Only paintings will be considered.

**When is my application due?** Applications must be postmarked or hand-delivered by Wednesday, April 1, 2015. Hand-delivered applications must be delivered to PAAM by 5pm on April 1, 2015. Late applications are not accepted.

**Is the grant application process anonymous?** Yes, all applications are processed by PAAM staff and assigned a number before the jurors receive your materials. Your name should only appear on the Personal Information section. It should not appear on your Financial Disclosure section, Essay, Resume, Artist Statement, Image Identification List, CDs, or CD covers.

**How is my work evaluated?** Your work is evaluated by the Grant Review Committee, which is made up of no less than three nationally renowned artists, art historians, or curators.

**What is an artist group?** Two of us work together and want to apply, can we? Artist groups or duos may apply. Multiple artists applying together must have an established history of collaboration.

**Do I need to be a US citizen to apply?** You must be either a citizen of the United States or have permanent residency in the United States, though you can be presently living abroad. Please review eligibility requirements.

**I am a US citizen living abroad, may I apply?** Yes, as long as you’re either a citizen of the United States or have permanent residency in the United States, you are welcome to apply.

**Do I need to live on Cape Cod? Massachusetts? New England?** No the application process is anonymous so we do not take into consideration where applicants are from.

**How many forms should I submit?** You should submit two (2) copies of the Application Form and two (2) copies of the other materials (Essay, Resume, Artist Statement, Image Identification List) plus two (2) CDs and one (1) SAS postcard.

**How many CDs should I submit?** Two (2) identical CDs should be submitted.

**What should the CDs have on them?** Each CD should contain your ten (10) images.

**What should I write on my CDs?** CDs should be labeled with the last four (4) digits of your social security number.

**How should I label the images on my CDs?** The images should be numbered in the order in which you’d like them viewed (ie 1, 2, 3) and title. EX: “1 My Favorite One”.

**What size should my images be?** Images must be saved in JPG format at 1800 pixels on the longest side at 300 DPI, or as close as possible. You will not be disqualified if they are not this exact size. When resizing an image, you cannot make it larger than when it was originally saved so you may need to rephotograph the work at a higher resolution.

**If my images are less than 1800 pixels, will they be accepted?** Yes, the 1800 pixel size is a suggestion. We encourage you to submit the highest resolution images as possible.

**May I email my images?** No. You must include images via CD with your application materials.

**May I send in 35mm slides?** No. You are required to submit digital images on CD. If you are unsure of how to prepare your digital images, see our Image Tip Sheet.

**Which images should I submit?** We encourage you to submit a suite of works which are related to one another. A cohesive body of work often allows jurors to get a better feeling for you as an artist. Also, work created in the past few years exemplifies that you are continuing to work and creating new works, which many jurors feel is important. We recommend you submit at least five (5) works from the last few years. These are our recommendations and not required.

**Is the Foundation primarily interested in funding one kind of painting?** No, we have no restriction regarding style, school, technique or subject matter as long as the work falls within the category of painting.

**I want to include a detail of a work. Does that count as one of my ten (10) images?** Yes, jurors will only look at a total of ten (10) images from each applicant.

**My signature is visible on the images, will this disqualify me?** No, you will not be disqualified. If it is possible to crop it out without losing part of the image then feel free to do so.

**My name appears in exhibition titles in my resume, should I cover them up or remove them?** Your name should not appear in your resume. It can either be removed or covered up.

**What is an artist statement?** An artist statement is a one-page written piece that expands on the images you presented; you may give details about your process, what inspires you to create the work, or any other relevant background information about the body of work presented.

**Is there a limit on how long the resume or essay should be?** The resume should be one page at most. The essay should be a maximum of one page.

**Should I send materials in two separate envelopes? Can the work be stapled?** Materials should be sent in one envelope. Please do not staple materials together.

**Can my name be on the mailing envelope?** Yes, your name can appear on the mailing envelope. Your application materials will be removed from the envelope before the jurors see them.

**Do I need a SAS postcard if I’m hand-delivering my application?** You do not need a postcard if you’re hand-delivering your application.

FAQs page 1 of 2

Application

**Can I complete the application online or email it to you?** No part of the application can be completed online or emailed to PAAM. The application must be mailed or hand-delivered to PAAM.

**Can I get a printed copy of the grant application?** The application can be downloaded from www.paam.org/grant or emailed to you as the application must be typed.

**I have an application form from previous years. Can I use it?** No please make sure you have an updated application as we are continually adjusting it.

**Is there a way to type directly into the application PDF?** Yes, to type into the application PDF, you can use the website PDFescape at www.pdfescape.com. This free site allows users to upload PDFs to be typed into, saved, and printed. Alternatively, you are welcome to use the word format of the application, which can be easily typed into.

**I made a mistake on the application, what can I do?** You can send an updated version if it is postmarked before the deadline. Please let us know clearly that you would like to replace part of the application that we have already received as only one application per person will be accepted. We ask that you send in two copies of your updated form(s).

**Can I get my materials back?** We are unable to return any materials. Please do not send original works of art.

**Will the images be viewed on a MAC or PC?** Images are viewed on a PC.

**How many images will be viewed at a time?** One image is viewed at a time.

**May I submit work that has been framed, exhibited, or sold?** Yes.

**Who are the jurors?** The jurors are nationally renowned artists, art historians, or curators. They are announced after the recipients are chosen and their information will be online at www.paam.org/grant

**How many grants are awarded?** The number of awards varies from one to five annually.

**When will grant announcements be made?** Grant recipients receive an official notification letter via email or mail. Notification letters go out by July 1, 2015. There is no personal feedback given by jurors.

**What is the reconsideration policy for the grant?** All decisions made by the Grant Review Committee are final.

**I missed this year’s deadline. When may I next apply?** If you’ve missed this year’s application deadline, applications for the 2016 grant cycle are accepted beginning in September 2015.

**May I reapply?** Yes, you can reapply; however, grant recipients cannot apply for two years after winning.

Financial

**Why do you require financial information?** This grant is legally bound by The Lillian Orlowsky and William Freed Foundation and the wishes set forth in said organization’s definitions. The grant was created to help artists in financial need.

**Why do you request financial info from 2013?** Many people have not yet completed their 2014 taxes and finances, so we ask for info from the year prior in hopes of making it easier on you.

**How much money can I receive through the grant?** Grants range between $5,000 and $30,000 annually. There are one to five grants awarded annually. The size of the grant is determined by the jurors and requests are not considered. There are no reporting requirements, nor stipulations about the use of grant funds. Recipients receive payment in two installments. This is subject to change without notice.

**Should I request a certain amount of money?** No, requests will not be reviewed by the jurors.

**Do I need to submit tax forms?** No. The Financial Disclosure section of the Application Form is the only financial information required.

**Is the grant taxable?** Yes. According to IRS Publication 525, the grant money you receive is taxable income and must be reported on your tax return.

**Are there any requirements about how the grant money is spent?** No. Grant money can be spent however you deem necessary.

**Do I need to provide proof of income and proof of income from selling paintings?** We do reserve the right to request proof of financial information. However, at this time you only need to provide the financial information that is requested in the Financial Disclosure section.

**Do I need to include a financial breakdown of items in my essay?** No, you do not need to include a financial breakdown in your essay. If you feel it is necessary, you may include this information in your essay, but the jurors will be able to consult your Financial Disclosure section of the application form when necessary.

**What if I have more questions?** Please read the instructions in The Lillian Orlowsky and William Freed Foundation Grant, then contact Grace Ryder-O’Malley at [gryderomalley@paam.org](mailto:gryderomalley@paam.org).

FAQs page 2 of 2

**The Lillian Orlowsky and William Freed Foundation Grant**

**2014 Image Tip Sheet: Preparing Images**

Your ten images need to be saved in JPG format at 1800 pixels on the longest side at 300 DPI. Not sure how to do this? Read below.

Get high quality photographs taken of your work! Once a digital image has been taken, you can’t make it better quality so you want to make sure that whoever is photographing your work is taking high resolution images. You’ll be able to scale the photos down if needed.

What is a JPG? JPG is a file format; all photo files should be saved in this format.

What is DPI? DPI stands for dots per inch and refers to resolution (how good or bad the quality of a photo will be). The greater the DPI, the better quality the image.

35mm Slide Conversion: If you are an artist who shoots only in slide film to document your work, your slides can be scanned and converted to a digital file format at most photo labs. Often photo labs offer picture CDs that also come with basic photo-editing software which saves images in JPG format. They may also be able to size the images for you; be sure to ask.

Re-sizing Image Files: If you do not have a photo editing software program such as Microsoft Photo Editor or Adobe PhotoShop, there are numerous free photo-editing software programs available on the internet. We supply directions on how to use PicResize, a free software that can be accessed online. (PAAM does not endorse any particular software products; this is an example of the many image-editing programs available)

Go to http://www.picresize.com/

Select the image you’d like to resize

Select Continue

Choose “Custom Size” And select pixels from the drop down box (you can either select percentage or pixels)

Enter 1800 in either the height or width box and leave the other box empty

Skip the special effects section

At the bottom, you’ll see “save as”; make sure .jpg is selected

Click Resize pic

You’ll then see a new screen that says “Success! Please Select a Task”

You’ll want to select “save to disk” so you can save the newly-resized image

It will then ask you where to save the image and what to name it

After saving it, you’re all done and can resize the next image

Another option is to use Microsoft Picture Manager, which comes with most PC computers and is a basic photo editing program.

Go to the Start button

Select MyPhotos

Double-click on the image you’d like to resize

Select Edit Pictures from the toolbar across the top of the screen and then select Resize. You’ll now see the current size of your image

Select “Custom width x height”

In one of the dimensions enter 1800. The program will adjust the other dimension for you as to not stretch your image. If the image is tall then the height should be 1800 pixels. If the image is wide, then the length should be 1800 pixels

It will say 1800 x pixels or number x 1800 pixels

You’ll see “Original Size” and “New Size”. The new size should have one of the dimensions be 1800 pixels. If it does, you can click okay to change the size of the image. If you don’t click okay after changing the dimensions, the image will not change

Once you’ve selected okay, go up to “File” and “Save As” to save your new image

After saving it, you’re all done and can resize the next image

Saving Image Files:

Each image file must be named correctly.

Begin with the number corresponding to its order in your ten images followed by a period. (If you’d like it to be viewed as the fifth image, type 5.)

Then type the title of the work.

Ultimately, the file name should look something like this: 5.StillLife

Image Tip Sheet page 1 of 1