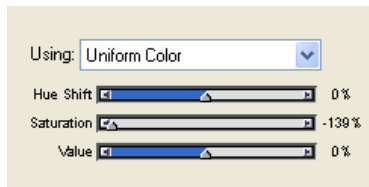


# Portrait Prep – Save Four Files

## Part 1: Preparing your Image File for Pointillism

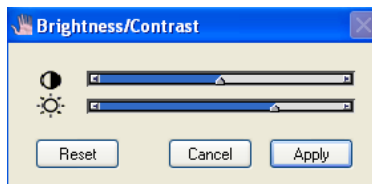
- 1) Create a *Portrait* folder in your student directory to keep your files in.
- 2) Look at your different pictures. Select an image you think offers detail and contrast.
- 3) Open the picture in Painter
- 4) Your picture needs to be in Black and White. Go to: *Effects > Tonal Control > Adjust Color*  
Pull the **Saturation** slider all the way to your left. This will remove all color from the image.



- 5) **Crop** the image so that most of the exterior area is gone (*Click on the Crop tool > drag a box, release, and click inside the box*) You want to be able to see all of your head and face, plus your shoulders. Try to eliminate extra space above your head and to each side.

You are cropping out all the extra space you do not want to include in your work.

- 6) Save your file as “**Original**” to your Portrait folder. Save it as a .RIF Do it now.
- 7) Increase the Brightness of your image if needed. This allows you to see areas otherwise lost in shadow. Go to: *Effects > Tonal Control > Brightness/Contrast*

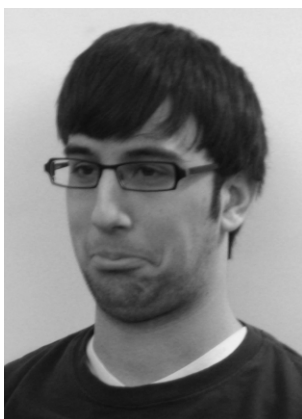


- Concentrate mostly on getting good contrasting shadows in your picture, while being able to see the subtle details. This is a balancing act using the two sliders.

-Click **Apply**

- 8) After you achieve a good balance using the contrast/brightness feature, **Save As** > to your *Portrait* folder with a different file name. Save as .RIF, Name it “**Fixed**”.
- 9) This gives you two backup files to keep in reserve.

- 9) Finally, create a **Posterized** version of your portrait. Go to **Effects > Tonal Control > Posterize**. Experiment with the different levels. **Do not go too low** or you will not be able to see any details.
  - a. Save this version of the file as “**Posterized**” to your Portrait folder (DO NOT accidentally save over one of the original files)
- 10) You should now have three working files in your *Portrait* folder.
  - a. Original
  - b. Fixed
  - c. Posterized
- 11) Next, go to **File > Quickclone**. A new blank image pops up. This is your tracing paper. You should be able to use your tracing paper with any of the three files you saved, provided that the sizes are never changed.
- 12) Activate or deactivate **Tracing Paper** like you have been trained. Adjust the Percentage of your tracing paper for the best detailed viewing.
- 13) Save your new image as a .RIF file. This is your working file, just like the landscape, so be careful about where you save it to. You will need to turn in this file at the end, so name it “**Last Name Clone**” or something similar.
- 14) **CHECKLIST:** Your *Portrait* folder should have these files.
  - 1) “Original”- Unedited black and white detailed file
  - 2) “Fixed”- Original pic with the brightness/contrast adjusted
  - 3) “Posterized”- Adjusted pic broken down into basic levels of value.
  - 4) “Last Name Clone”- Blank tracing paper file that you do your work on.



Original



Fixed



Posterized



Last Name Clone