

HOW TO PREP YOUR IMAGES FOR PRINT, ONLINE USE, AND ART SUBMISSIONS

What's in this pdf?

1. How to resize your image
2. How to edit using Canva.com for free
3. How to change a Pages document to a Word document
4. Copy/paste shortcuts
5. More miscellaneous info

START HERE:

1. download your photo to your computer
2. upload it to [Canva.com](https://www.canva.com)
3. resize, tweak
4. download to your computer
5. upload to monca submission form

HOW TO RESIZE YOUR IMAGE without using adobe photoshop

1. get free account on [Canva.com](https://www.canva.com), a free, online, image-modification app.
2. Upload your image
3. Use one or more of the following video tutorials:

HOW TO UPLOAD IMAGE & VIDEO ON CANVA

<https://youtu.be/8sAYL3xrtig>

HOW TO EDIT PHOTOS WITH CANVA

Basic To Advance Photo Editing

<https://www.youtube.com/watch?v=EEMZ-XFe84E>

EDIT PHOTOS WITH CANVA

LATEST NEW FEATURES you DON'T want to MISS

for Mobile and Desktop

<https://www.youtube.com/watch?v=qyQd79kkq2k>

MANIPULATE YOUR PHOTOS IN CANVA

https://www.youtube.com/watch?v=W5dzNwyxo_4

FILE CONVERSION

PAGES TO WORD

How To Convert A Pages Document To Word or PDF Files

<https://www.youtube.com/watch?v=KXEB86lI9k4>

MAKE A PDF IN WORD

File > print > export as pdf

KEYBOARD SHORTCUTS

HOW TO COPY, PASTE, Select All

Using Keyboard Shortcuts on **WINDOWS** Computer

<https://www.youtube.com/watch?v=fKIS5SX53IE>

HOW TO COPY, PASTE, Select All

Using Keyboard Shortcuts on **MACS**:

including MacBooks, iMacs, and other Apple Computers

<https://www.youtube.com/watch?v=VojT6-iTv90>

MORE MISCELLANEOUS INFO

What is the closest thing to Photoshop that's free?

AFFINITY app

CANVA.com

GIMP.com

The GNU Image Manipulation Program, or GIMP, is one of the best-known free alternatives to Photoshop on the market. ...

KRITA is another highly popular free alternative to Photoshop. ...

Paint.NET

Originally, Paint.NET was intended to be an enhanced version of the MS Paint tool.

PIXLR.com Editor. ...

The 10 best Photoshop alternatives to use in 2022

(from [creativebloq.com](https://www.creativebloq.com))

AFFINITY

PHOTO POS PRO

PROCREATE

PHOTOPEA

REBELLE

ARTRAGE

SKETCH

Other options how to tell what size an image is and how to change it easily (without photoshop)

<https://www.lenomedia.co.za/resize-photo-without-photoshop/>

Free online image reducer, [Photosize.net](https://www.photosize.net)

Resize images online for free

<https://www.adobe.com/express/feature/image/resize>

How to resize an image in Photoshop and keep best quality

<https://photoshopcafe.com/resize-images-photoshop-keep-quality/>

How to resize an image in Canva

<https://youtu.be/lu4AtP9oVdE>

How to convert Pages doc to Microsoft Word doc on Mac

1. Open the Pages doc you'd like to convert.
2. Click File in the top left corner.
3. Select Export To Word...
4. Click Next... in the bottom right corner.
5. Create a name for your exported doc,
6. Choose where to save it,
7. Click Export.

How to copy and paste text in a document

1. Highlight the text you want to copy.
2. Use the shortcut key combination Ctrl + C on a PC or Command + C on a Mac to copy the text.
3. Move the text cursor to where you want to paste the text.
4. Press Ctrl + V on a PC or
5. Command + V on a Mac to paste the text.

Keyboard shortcut to copy and paste in Word

<https://support.microsoft.com/en-us/topic/keyboard-shortcut-to-copy-and-paste-in-word-e0e561c3-02fe-f256-7b19-dabef7b879e1>

KEYBOARD SHORTCUTS for Macs and PCs

MACs

10 incredibly useful Mac keyboard shortcuts

<https://www.youtube.com/watch?v=GPy1fqgNkXc>

The Best Keyboard Shortcuts for Mac

<https://www.youtube.com/watch?v=bLOuLuVBWnE>

30+ BEST MacBook “Keyboard Shortcuts” in 2020

<https://www.youtube.com/watch?v=dipjRaLWKj4>

Create Your Own Custom Mac Keyboard Shortcuts

https://www.youtube.com/watch?v=_47kJvS8nhk

How To Copy Paste Photos Between Apple Devices
iPhone Trick - Copy Paste Photos With Three Fingers

https://www.youtube.com/watch?v=5pXkqHhJH_M

PCs

20 Awesome Shortcuts You Should Be Using!

<https://www.youtube.com/watch?v=-yvYXTpu11Y>

Computer shortcut keys everyone should know:

Word, Excel, Outlook, Windows shortcuts

<https://www.indiatoday.in/information/story/computer-shortcut-keys-everyone-should-know-1480158-2019-03-17>

Keyboard shortcuts in Windows

<https://support.microsoft.com/en-us/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cfe-9796-cb9706c75eec>

20 essential Windows keyboard shortcuts that make you forget your mouse

<https://www.popsci.com/windows-keyboard-shortcuts/>