

# English version

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To provide information on each work, you need to fill out a participant's form

<https://munecart.eu/questionnaire/>

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The participant who paid the participation fee must send photos (video optional) that meet the requirements:

1. Horizontal photos in jpeg (jpg) format not less than 1920 \* 1280px
2. Vertical photos in jpeg (jpg) format not less than 1280 \* 1920px
3. Horizontal video in mp4 format, size 720p: 1280 x 720 or 1080p: 1920 x 1080

**Pay attention!** You cannot use music that violates copyright in the video.

## Instructions for preparing photographs for the MuñecArt exhibition


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### Programme **FastStone Image Viewer**

To download a free program, you need to follow the link <https://www.faststone.org>

In the window that opens, select the first item and click **Download**

All products work on XP, Vista, Windows 7, Windows 8.x and Windows 10



**Products**

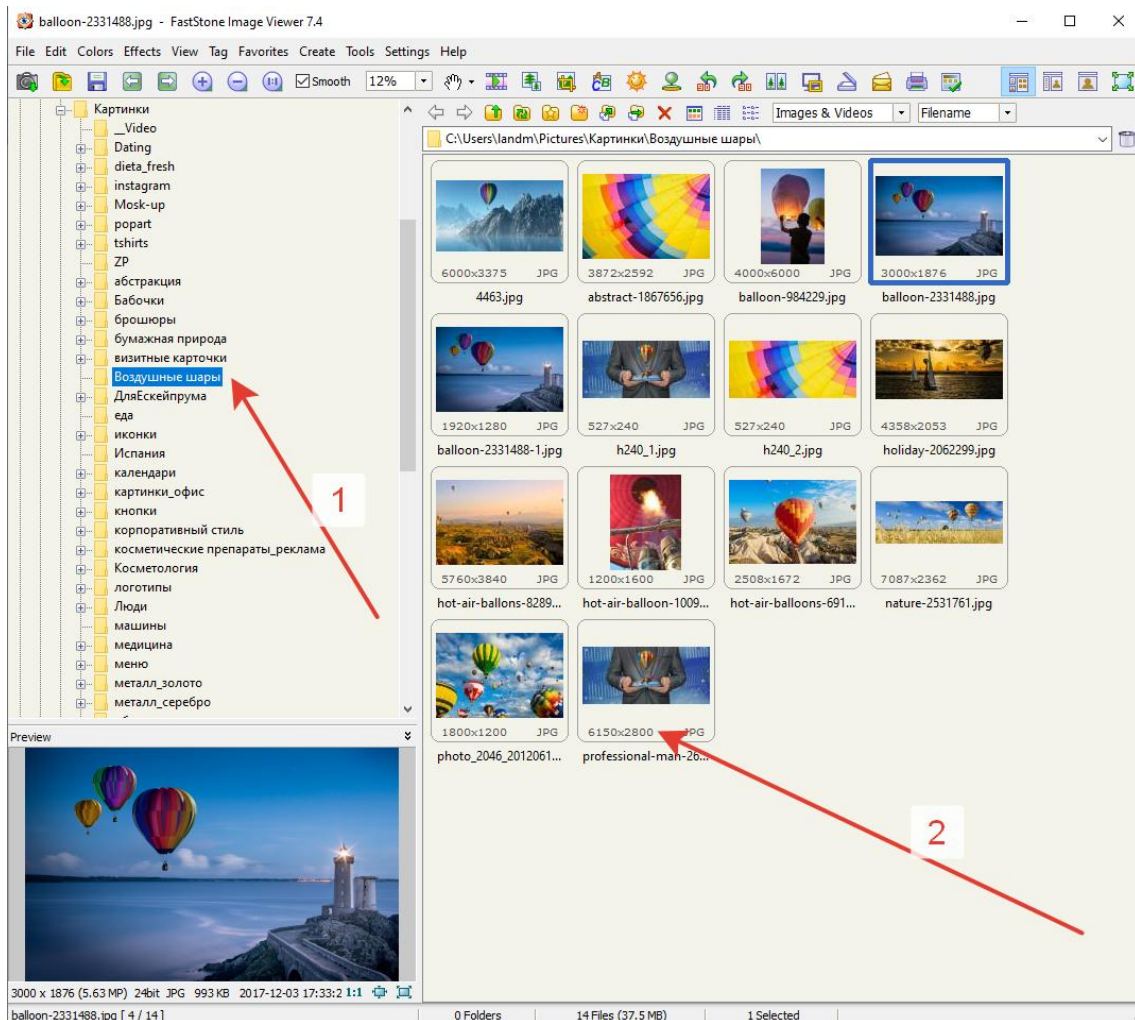
**FastStone Image Viewer 7.5 Freeware (Last Update: 2020-03-10)**  
An image browser, converter and editor that supports all major graphic formats including BMP, JPEG, JPEG 2000, GIF, PNG, PCX, TIFF, WMF, ICO, TGA and camera raw files. It has a nice array of features such as image viewing, management, comparison, red-eye removal, emailing, resizing, cropping, color adjustments, musical slideshow and much more.  
[read more](#) [download](#)

**FastStone Capture 9.4 Shareware (Last Update: 2020-08-21)**  
A powerful, lightweight, yet full-featured screen capture tool that allows you to easily

**Very important!** The program is suitable only for **Windows**, if you have a **MAC**, then you can use standard tools (there will be no instructions for them)

In order to crop a photo into the desired format, you need to do the following steps:

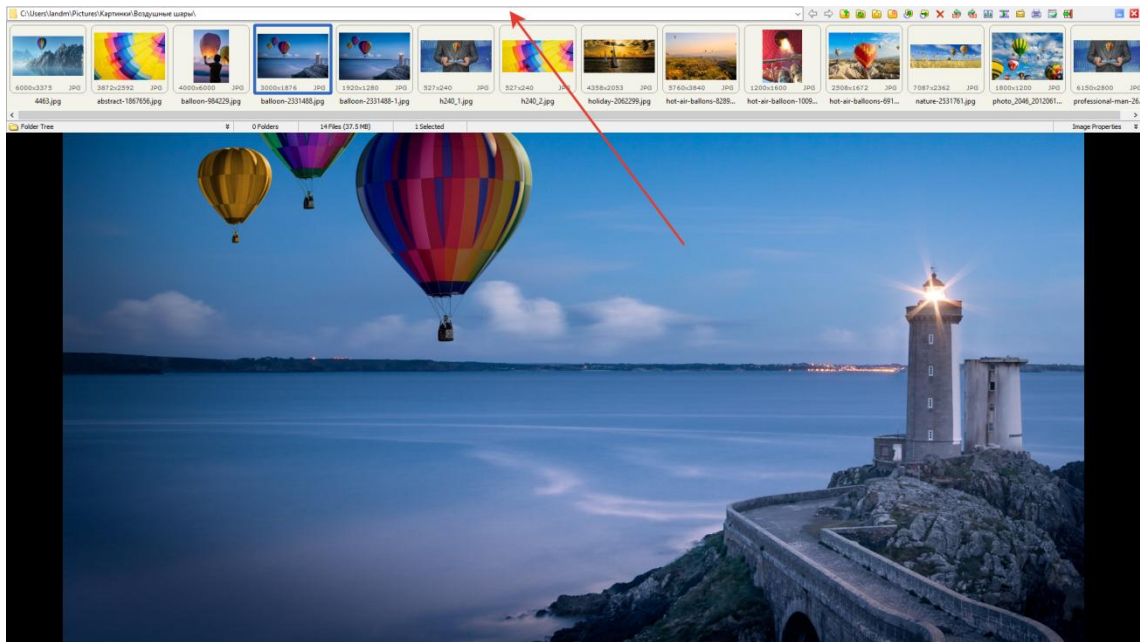
- 1) In the main window that opens, on the left side, select the folder where your photos are.
- 2) On the right you see a window with photos placed in the selected folder. Each photo has its size in pixels.



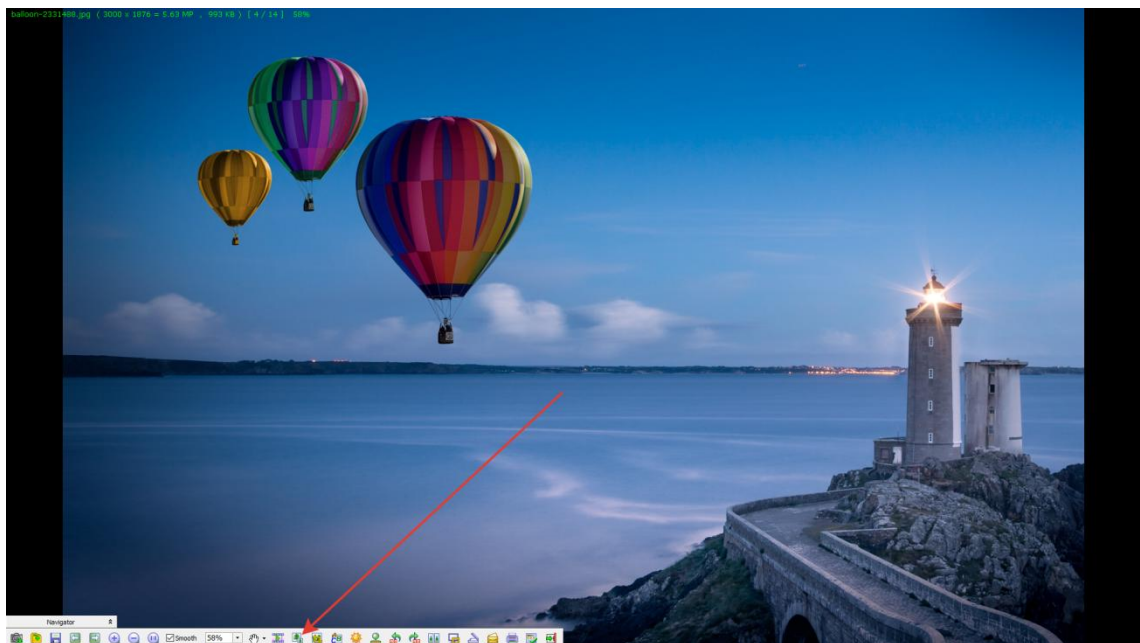
If you double-click on the selected photo, a new full-screen window will open with a notification.

Press **OK** Press **ESC** to exit full screen mode

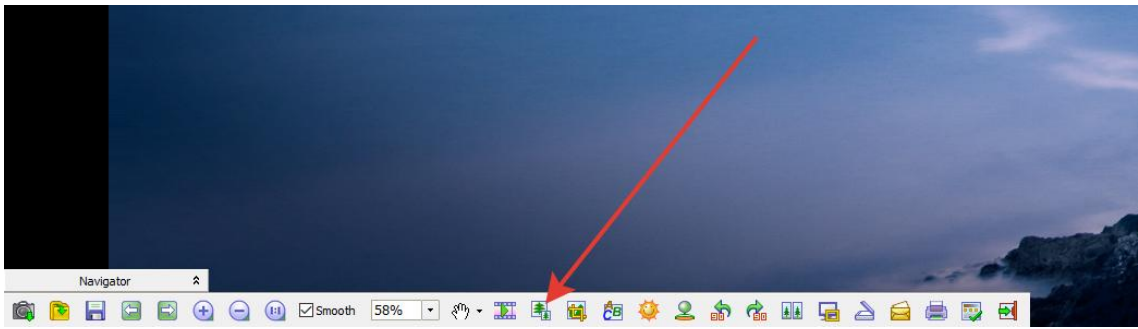
If you move the mouse cursor up, a pop-up window with images will appear, through which you can switch between images:



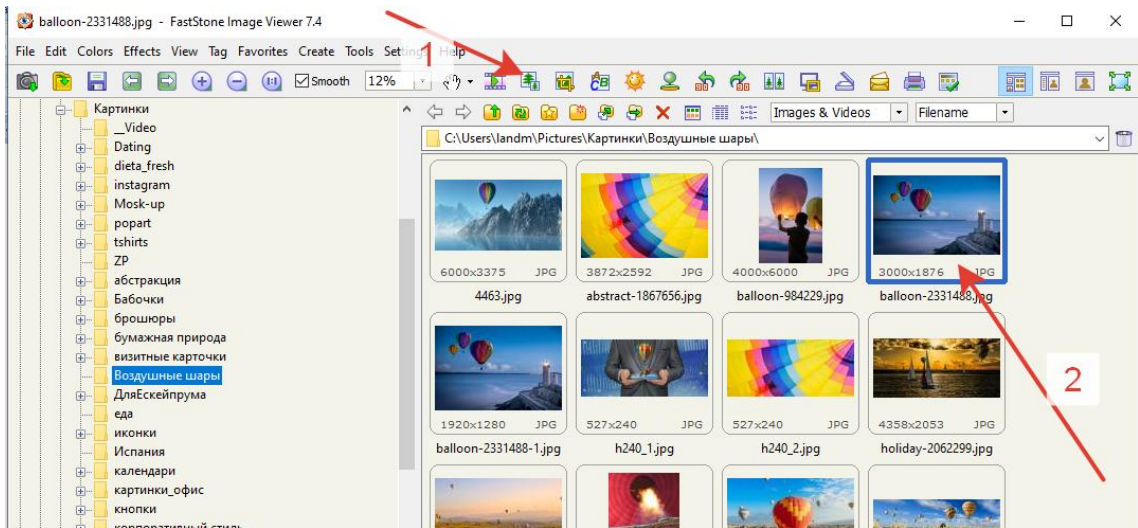
If you move the mouse cursor down and slightly to the left, a toolbar will appear:



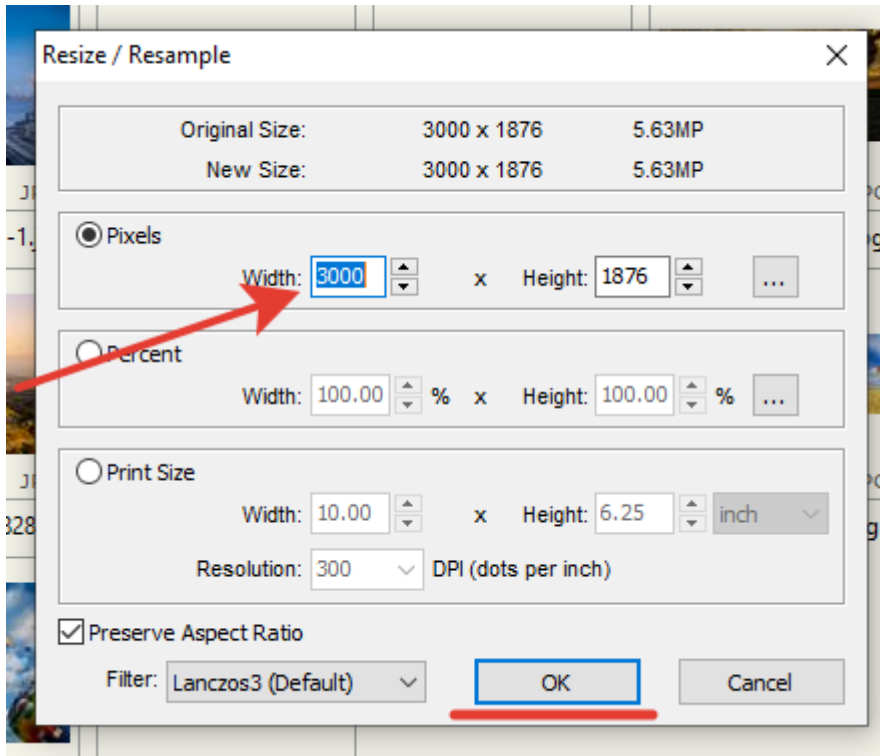
To edit the photo, we will use the **Resize** tool



You can also get into the photo change mode from the main window. To do this, click once on the photo (1) and click on the top to **change the size / Resize** (2)

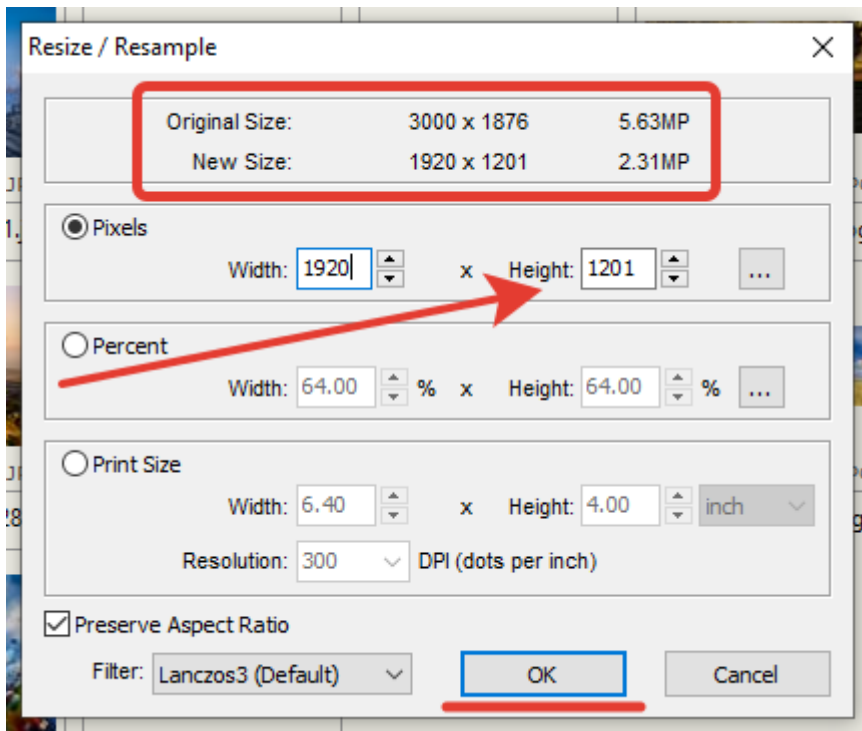


A pop-up window will open in which you will be asked to change the size of the photo in pixels:



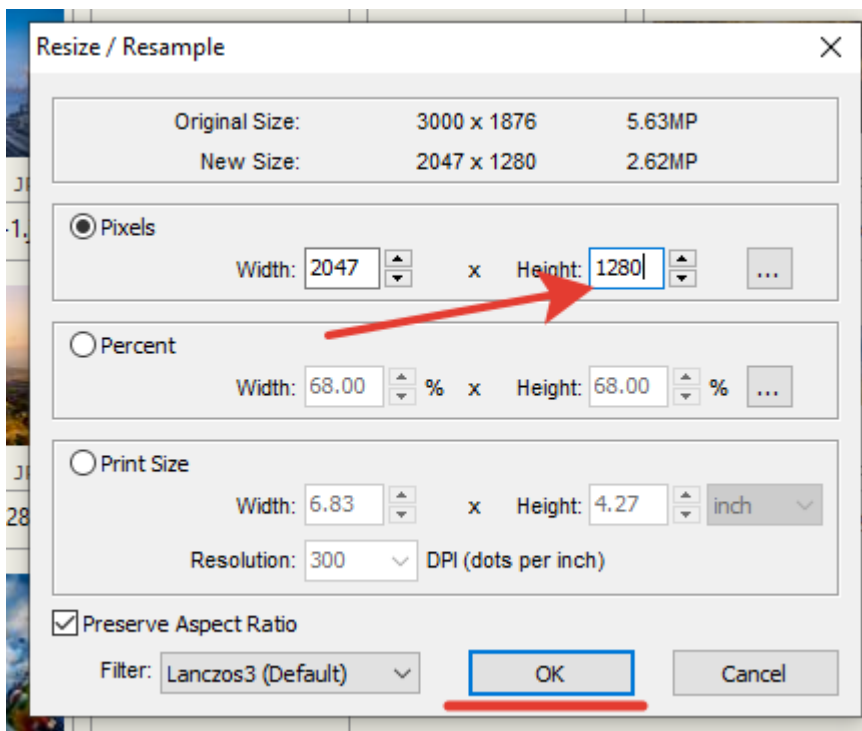
Depending on the size of your original photo, you will need to change the Width or Height values  
The required size for placing photos is 1920 \* 1280 for horizontal and 1280 \* 1920 for vertical.  
For example, if you enter 1920 in the Width field, you will see that your height has become 1201 (you may have other sizes)





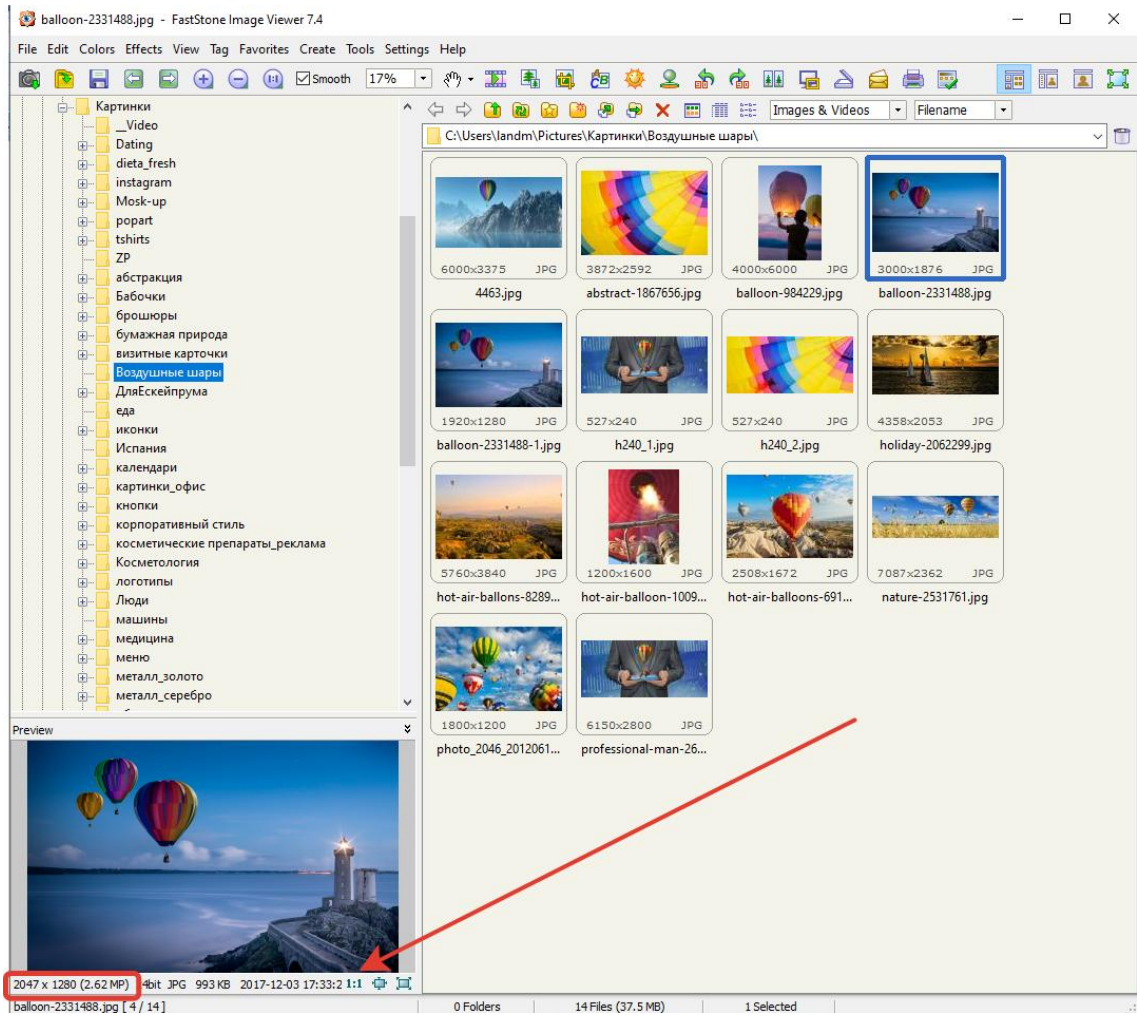
But according to the terms of participation, the height of the photo must be *at least 1280*. Therefore, in this case, we will first increase the height of the photo, and then cut off the excess.

In the Height field, enter the **size 1280** and click **OK**



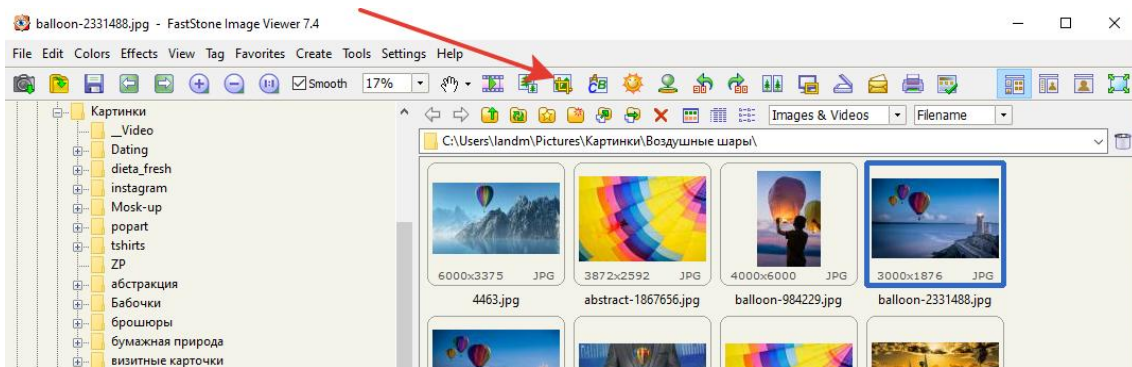
A preview will appear at the bottom of the main window, where you can see the new dimensions.

The preview has not been saved yet!

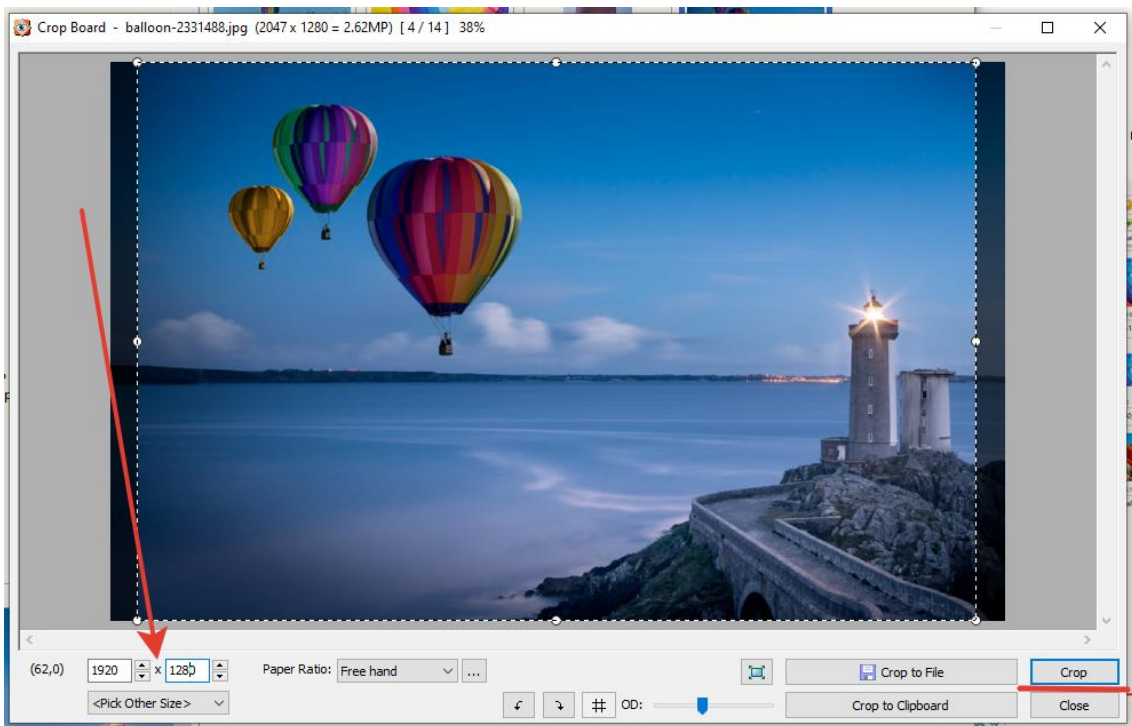


Next, you need to crop the photo to **1920 size**

Click on the **Crop** tool

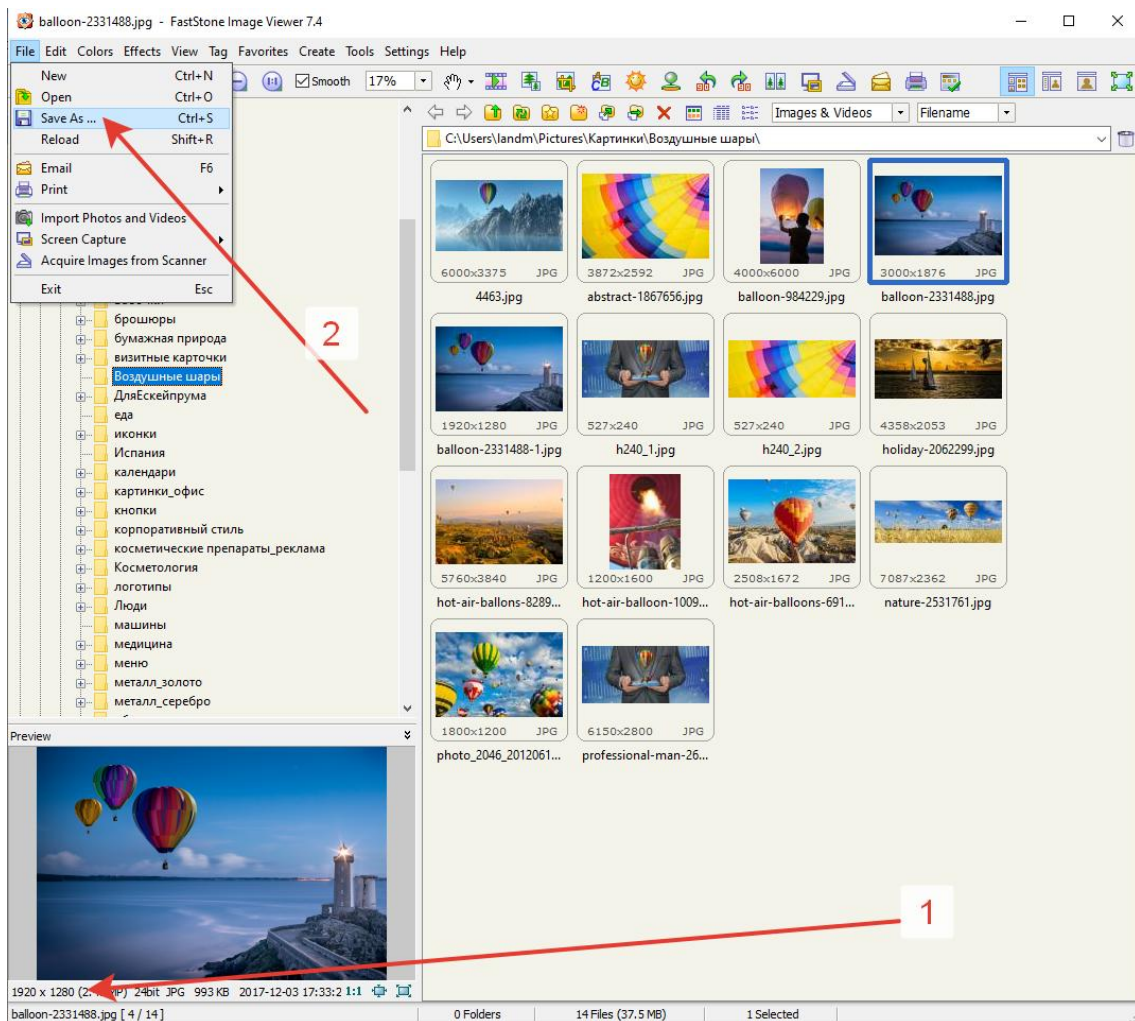


In the window that opens, at the bottom, enter the required dimensions 1920 \* 1280. And press the **Crop** button





In a new window, check the size of the photo below (1) Then select **File - Save As ...** (2)



In the Name box, write a new file name and click the **Save** button.