

# Preparing Your Images for the Quilt Index

You want your images to look their best and you want your project to work its best in the Quilt Index.

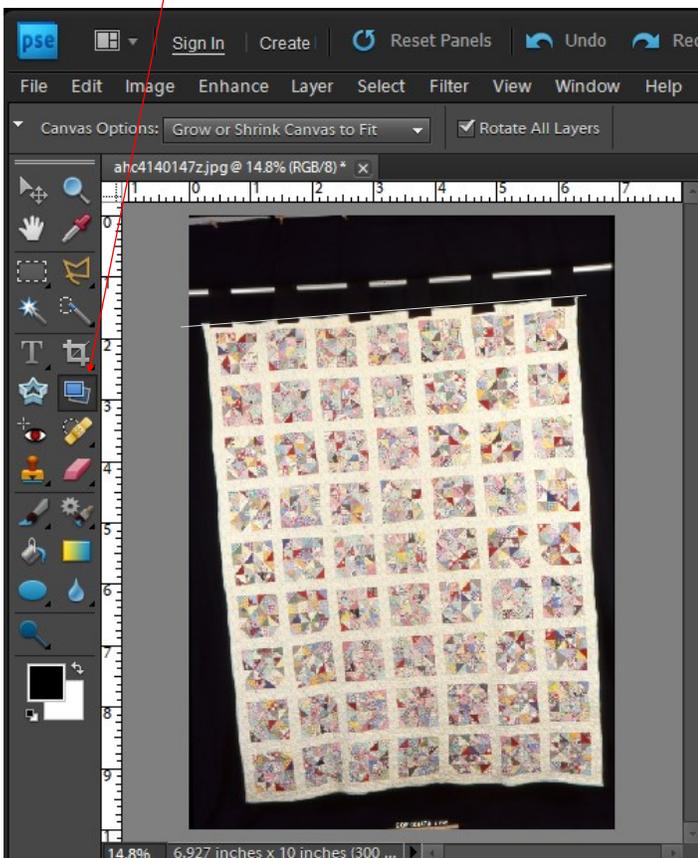
If your images are not yet digital, contact Beth ([donald20@msu.edu](mailto:donald20@msu.edu)) for best practices for scanning.

Before making any changes to your digital images, make sure to save an original copy. In many cases you will be making the image smaller and after re-sizing you may need the larger image for a purpose other than the Quilt Index.

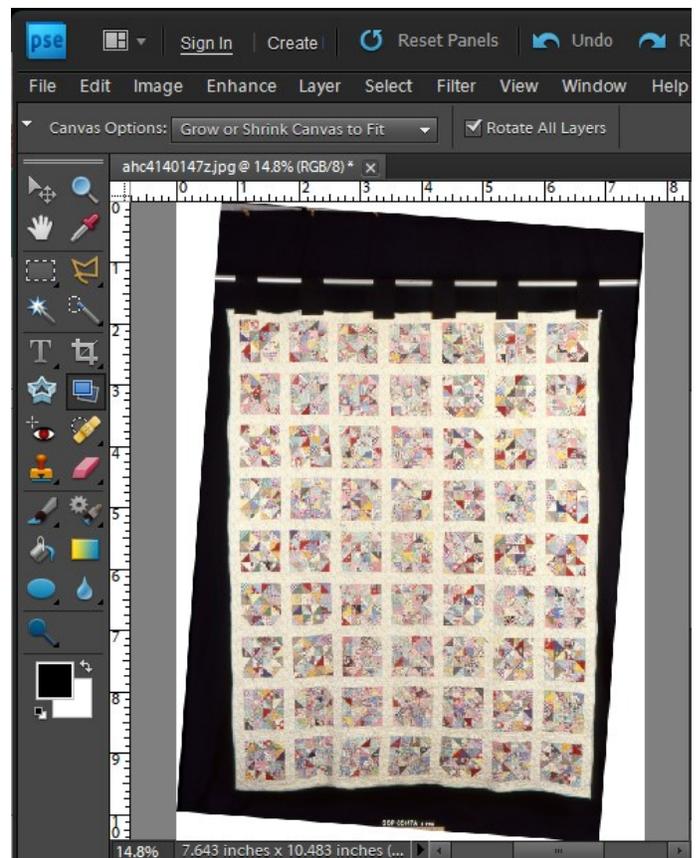
The first steps will insure you get the best looking version of your quilt.

1. Straighten your image. If your quilt appears at an angle, use the straighten tool to fix it.  
Open your image in a photo editing program. (I use Photoshop Elements which is free with many scanners and printers.)

Use the straighten tool to straighten the quilt in the frame.

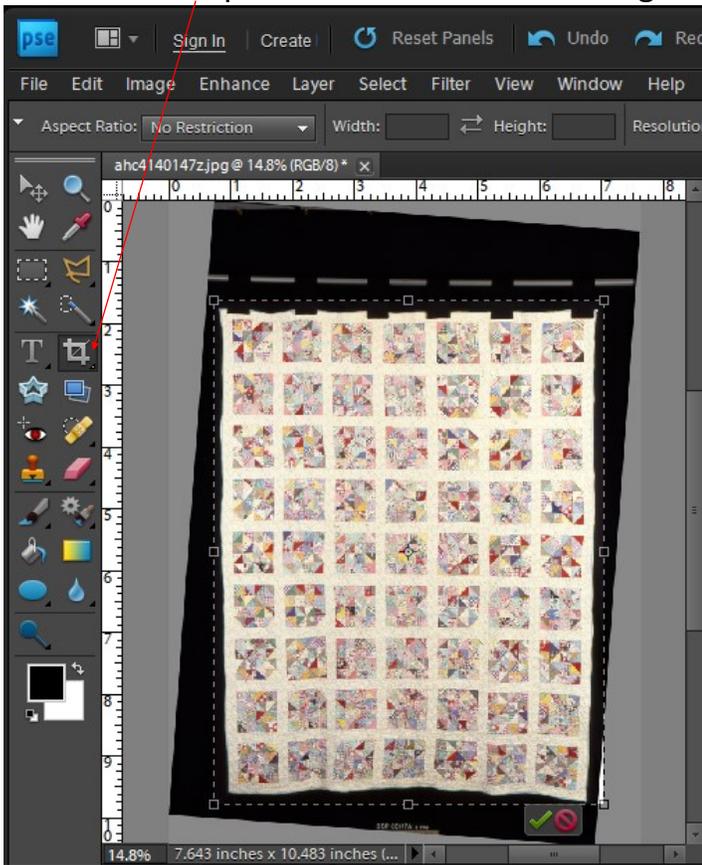


Before

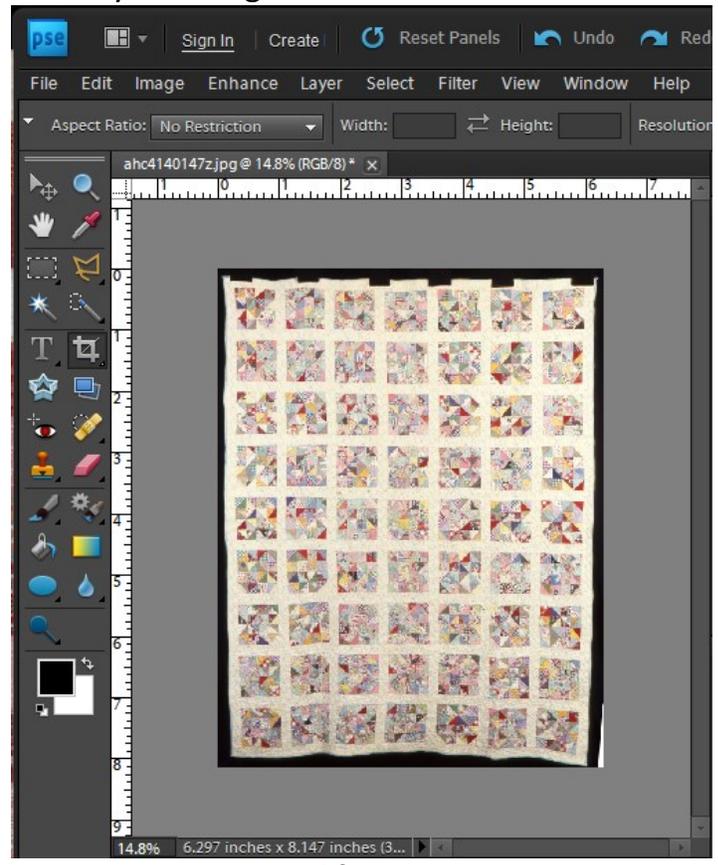


After

2. Use the Crop tool to remove extra background from your image.



Before



After

3. Save the image using the documentation number assigned to this quilt as its file name and add a “z” or “zoom” to the end of the image if it is larger than 700 dpi wide. Make sure there are no spaces in the file name (ex:, TRC-001z.jpg works, TRC 001z.jpg, does not work) and that the extension is consistent. Use either .jpg or .JPG, KORA is cap sensitive and when the extensions are not consistent, it makes data importing more difficult. The filename for this image is “ahc4140147z.jpg”. If entering directly to KORA, you can drag and drop this image to the zoom field. If entering into an excel spreadsheet for batch importing records it will be added to the zoom column.

The Quilt Index displays a quilt image three ways; Display Card, Preview, and Full Page.

Following are examples of the quilt before it was edited in Photoshop Elements and after as it appears in the QI .



1976-1999  
Broken Dishes  
Grodén, Mercy

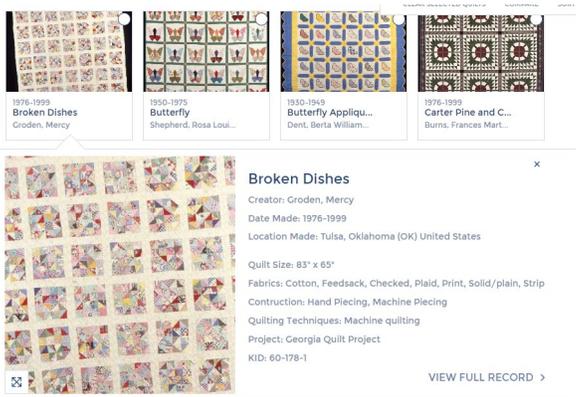
Before



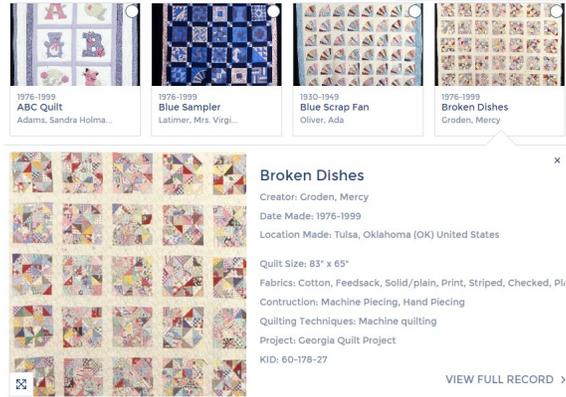
1976-1999  
Broken Dishes  
Grodén, Mercy

After

Display Cards



Before

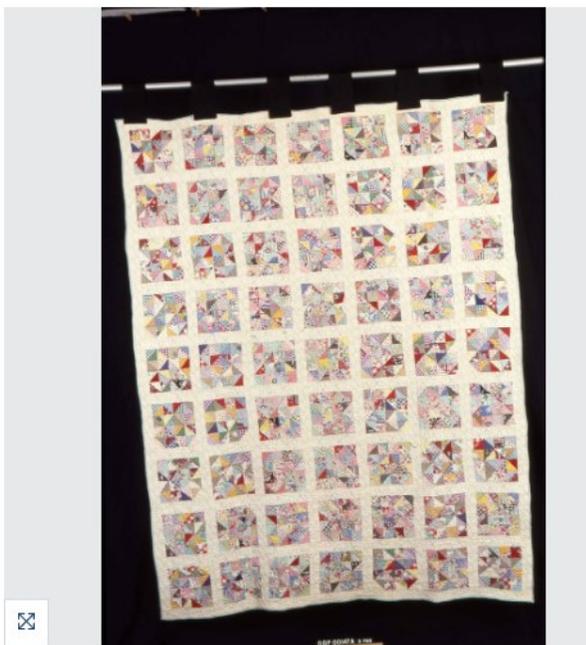


After

Preview

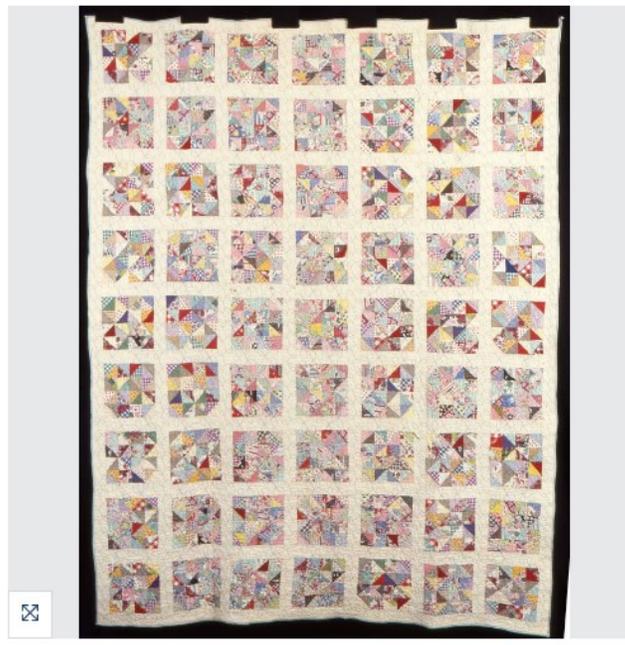
Broken Dishes; 16 Patch

Broken Dishes; 16 Patch



QUILT INDEX RECORD  
60-178-1

Before



QUILT INDEX RECORD  
60-178-27

After

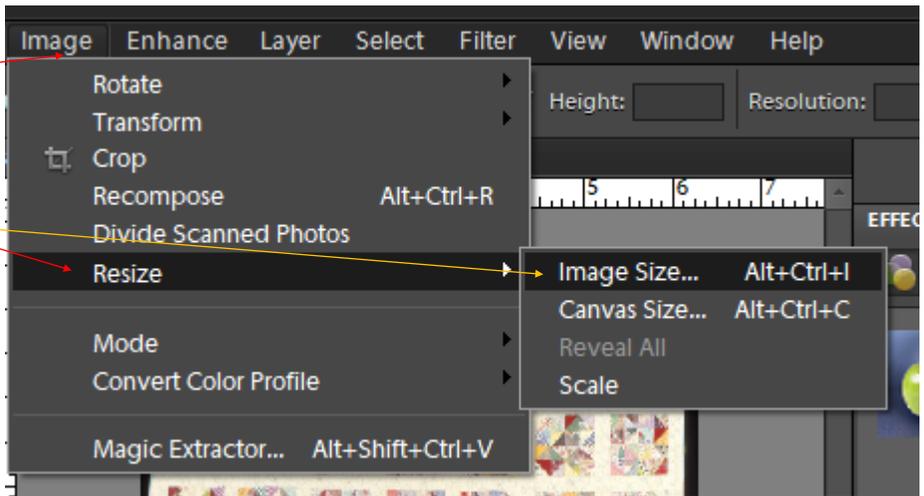
Full page

The next steps deal with the size of the images. If the images submitted are too large, your project will take longer to load on the site. Also the image size chosen by the Quilt Index is large enough to see many details, but not so large that they are vulnerable to theft. They are too small for publication purposes.

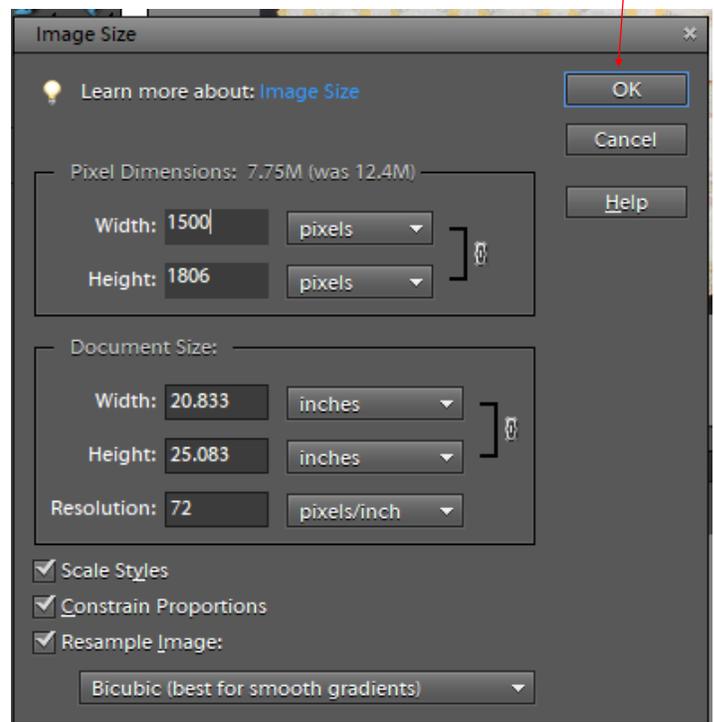
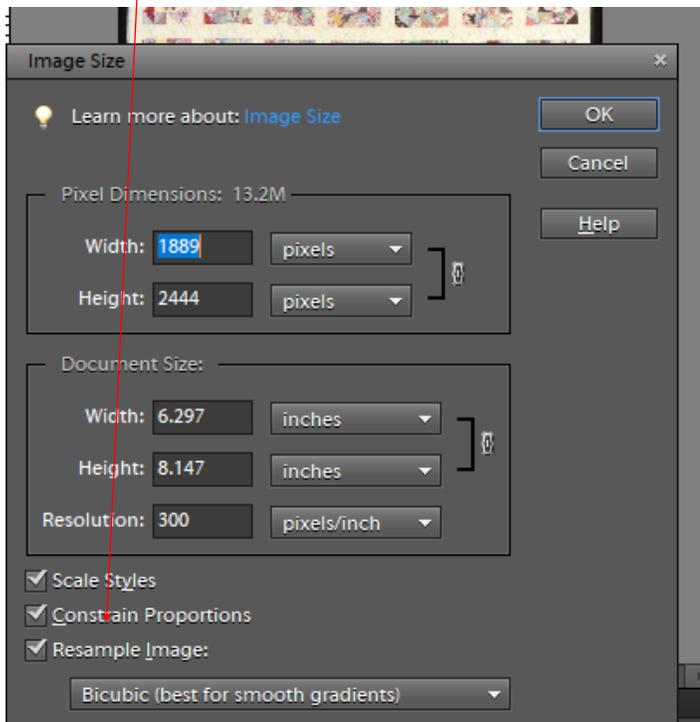
## Sizing the images.

4. Go to the Image tab and look for a “Size” or “Re-size”. Click on “Image Size...”.

5. A window will pop up with the current size of the image. In this case the image is too large for the Quilt Index. To re-size it, first uncheck Resample Image. Then



change the resolution to 72. Check Resample Image and change the width to 1500. Click OK and save the file. This is the image that will appear on the quilts full record page. In KORA this is the “zoom” field. If entering directly to KORA, you can drag and drop this image to the zoom field. If entering into an excel spreadsheet for batch importing records it will be added to the zoom column.



6. Next. Use Save As... to save the image without the z or zoom. In this example you would save “ahc4140147z.jpg” as “ahc4140147.jpg”. Go into image size and change the width from “1500” to “700”. Click OK. Save and close the file. This is the image that will appear on the display card and allows the Quilt Index to load faster. In KORA this is the “ReposFile” field. If entering directly to KORA, you can drag and drop this image to the ReposFile field. If entering into an excel spreadsheet for batch importing records it will be added to the ReposFile column.

You can have up to four details. Details can include images of the maker, their home, a diary page, etc. Name them with the documentation number and add “d1”, “d2” to the end of the file name, i.e. “ahc4140147d1.jpg”, “ahc4140147d2.jpg”. Note: if you named the details “A”, “B”, or other suffix, no need to change them. Just make sure there are no spaces in the file name and that the extension is consistent. Re-size any detail images to 72 dpi and 700 pixels wide. If entering directly to KORA, you can drag and drop this image to a Detail field. If entering into an excel spreadsheet for batch importing records it will be added to the Detail 1, etc. column. There are also fields to add captions if your detail needs description. They are Detail 1 Caption, etc. If entering directly into KORA, just type into the field, if entering into an excel spreadsheet for batch importing records add the caption to the Detail 1 Caption, etc. Details are displayed at the bottom of the quilt’s Full Page.

Any image of a quilt is better than no image at all. You will find a wide range of photos in the QI. When quilt documentation took off in the 1980s, no one dreamed their quilts would someday be shared on the internet. Thousands of polaroids were snapped that have now been scanned and uploaded. Sometimes the only image is an old black and white image of the quilt on a clothes line. We encourage you to take the best photo you can. Here are three examples, all currently in the QI:

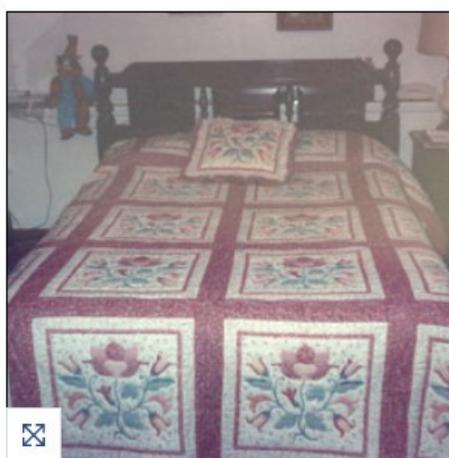
Where was the quilt documentation day held?  
Macon

Who helped you fill out the form?  
RLG

Details



This quilt was pinned on a flannel wall and professionally photographed with great lighting. The original image was very large and was cropped and resized to match the QI specifications, [12-8-6800](#).



One of the easiest ways is to photograph the quilt on a bed. Since all the blocks are the same, not much quilt information is missing from this image, [5-2-404](#).



However, if you can find two friends to hold up the quilt, you can get a much better view of it, [41-39-19](#).

?s, email Beth Donaldson at [donald20@msu.edu](mailto:donald20@msu.edu)