



Mac

How to Prepare your Photos for Player Passes – for MAC

Step	Action
If your photos are in iPhoto, export them to your desktop	
1	In iPhoto, export all your player photos Select each photo <i>Click File -> Export</i>
2	Select JPEG, Medium Quality, Full Size <i>Click Export</i> Use a filename and numbering scheme that makes sense, e.g. pic-firstlastname <i>Click Save (to your Empire team folder or desktop)</i>
In Image Preview	
3	Now open the first player photo from the desktop or location you saved them to – it should open using Image Preview.
4	Crop the face of the player <i>Click and drag to make a square crop area around the players face</i> Note: Look at the dimensions and make them as close to square as possible. Do not crop tight to the face - make sure there is a little extra space above, below and to the right and left of the face <i>Select Tools -> Crop</i>
5	Adjust the size of the image to be 1" by 1" <i>Select Tools -> Adjust Size</i> <i>Select Fit Into: Custom</i> <i>Select inches</i> <i>Adjust Width and Height to be 1 inch.</i> Note: if one dimension is a little off from 1" that is OK (stay within 0.95-1.05") <i>Select 72 pixels/inch</i> <i>Check Scale proportionally box</i> <i>Check Resample image box</i> <i>Click OK</i>
6	The image should now be super small – that is what you want.
7	Repeat Steps 3-5 for the remaining players



How to Prepare your Photos for Player Passes – for PC

Step	Action
In Office 2010 (or Office 20xx)	
1	Open your first photo using the Windows Office 2010 <i>Right Click</i> the first jpg file <i>Select Open With -> Microsoft Office 20xx</i>
2	Crop the face <i>Select Picture -> Crop</i> <i>Click and drag each of the sides towards the face.</i> Do not crop tight to the face – make sure there is a little extra space above, below, right and left of the face <i>Click OK</i>
3	Adjust the size of the image to be 1” by 1” <i>Select Picture -> Resize</i> <i>Under Resize Settings</i> <i>Select Custom Width and Height</i> <i>Select 72 pixels for both</i> Note it is OK if one dimension is slightly off from 72, but each dimension should be 65-80 pixels) <i>Click OK</i>
4	The image should now be small – that is what you want.
5	Repeat Steps 1-3 for the remaining players