

These are instructions for creating coloring sheets for the #ColorOurCollections campaign, using the templates provided below. First, select a public domain illustration from your collection; the best images to use are simple, without much shading, and black on a light background (the paper is likely not a true white). You must then create a true black and white version of your image before entering it into the template.

PREPARING YOUR BLACK AND WHITE IMAGE:

Suggested image sizes for use with the PPT templates:

Vertical: approx 8" x 8"

Horizontal: approx 10.25" x 5.75"

In Photoshop:

1. Open the collection image in Photoshop.
2. Crop image if needed.
3. In the Image menu, select Mode > Grayscale. This will convert your image to grayscale.
4. In the Image menu, select Threshold. Move the carrot to adjust the black and white areas.
5. In the Image menu, select Image size and adjust your image to the recommendations above, at 300dpi

In Gimp (a free, open source image editor):

1. Open the collection image in Gimp.
2. Crop image if needed.
3. In the Colors menu, select Threshold. Move the carrot to adjust the black and white areas.
4. In the Image menu, select Scale image and adjust your image to the recommendations above. Make sure the chain to the right of the dimensions is linked so that the image is not distorted.
5. In the File menu, select Export as. At bottom left of popup, expand Select file type and select JPEG. Another popup will appear; click Export.

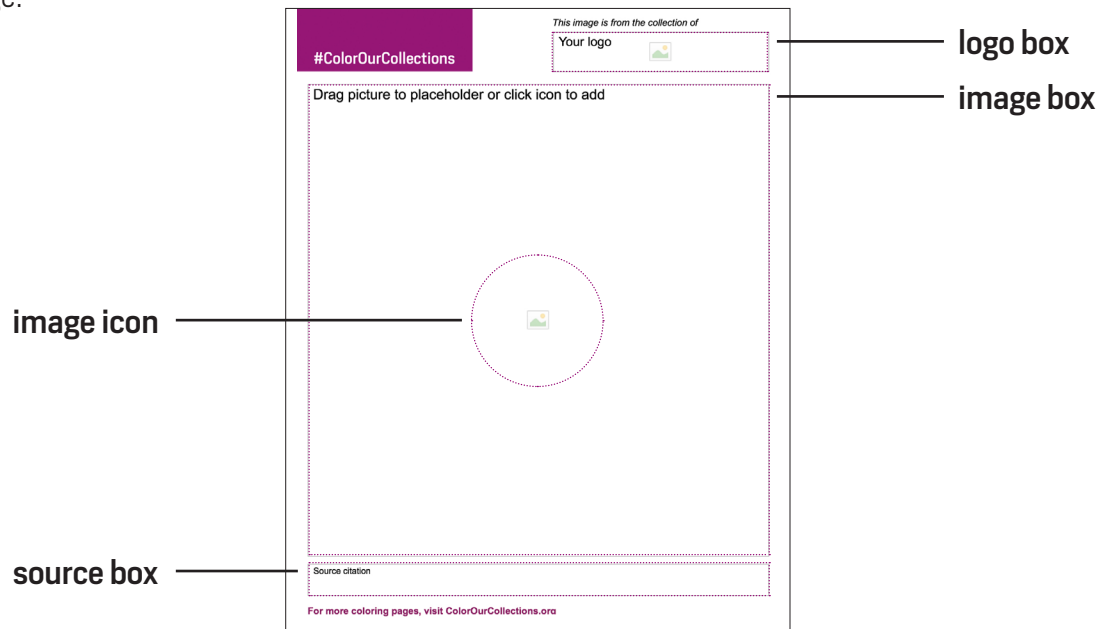
USING THE TEMPLATES:

1. **Two templates are available** to accommodate landscape and portrait orientations for your coloring sheets. Download the appropriate template for your image and open the document in Powerpoint.

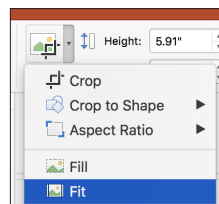
[Landscape template](#) | [Portrait template](#)

2. **Add your logo or name to the right side of the header.** Click on the image icon and follow the prompts to upload your logo as a JPEG. If your institution does not have a logo, select the image box, delete, and create a text box to type your institution name.

3a. Add your collection image to the page. Click on the “image” icon in the placeholder (see reference) and then follow the prompts to navigate to and select the JPEG or PNG version of the image.



3b. Fit your image to the frame. First, click on the **image box** (see reference) that contains your collection image.



On a MAC, after your image box is selected, navigate to the Picture Format tab. Here you will find the Crop icon. Click on Crop and select the Fit option. The image should resize to the frame.

On a PC, after your image box is selected, the tab appears at the top and has two tiers: Picture Tools and Format. The Picture Tools tab will not appear if your image is not selected; if you don't see the tab, click on your image. Click on Crop at top right and select the Fit option. The image should resize to the frame.

4. Cite your image source. Click in the “Source citation” text box to add a description or resource for the image.

5. Create additional coloring sheets. If you would like to create more coloring sheets, go to the Home menu and click New slide.

5. Save and Send. When you are finished, go to File – Save As – and select the PDF option to save your patterns as a PDF. Name the file beginning with your institution's name.

Submit your PDFs on the [registration page on ColorOurCollections.org](https://www.colorourcollections.org) to be added to the website.

Note: If you have more than 5 coloring sheets, please submit them as a single PDF.

If you have questions or problems, please email library@nyam.org.