How to Digitally Remove your Signature from your Painting (MAC)

Thanks to Michelle Hendrie - our MEAs Coordinator for creating this great information sheet.

1. **If you have a photo of your painting with a signature – why this is a problem for the MEA Coordinator**
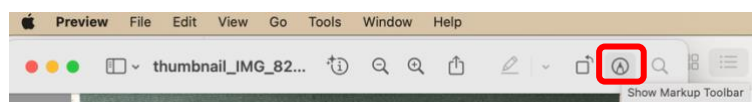   a. You may not be able to take another photo of your painting without a signature for many reasons
        i. You have already signed the painting before you took the photo
        ii. You have taken a photo of your painting after you've signed and framed it
        iii. You have given away or sold the painting and the only photo you have is a signed version of the painting
    b. With the MEAs we want to be as fair as possible, so we want to present the paintings anonymously to the members for voting
    c. We can receive 30 or more paintings in a month and to remove the signatures on up to all of them takes a lot of time
    d. If the MEA Coordinator needs to remove your signature we choose a colour which we think least detracts from the painting – you may have chosen a different colour, you're the artist and this is your work so we prefer you to do this
    e. We ask the members to do this prior to submitted (if possible) to reduce the amount of manipulation we need to do on submitted paintings

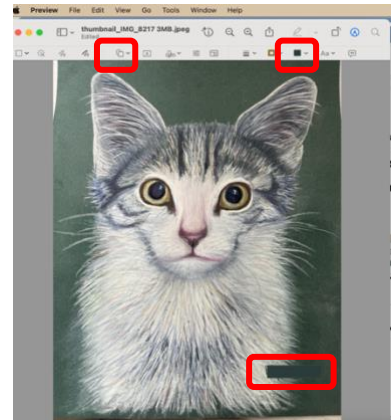2. **If you still have your painting (framed or unframed) but it's signed**
    a. The easiest way to cover the signature on your painting is to get a sticky note or a small piece of paper – you can even use your pastels to colour it to match it to the area of your painting where the signature appears
    b. Then either lay it on the painting or stick it on the glass and take a photo

3. **If you only have a digital image of your painting, your painting is signed in your photo and you're confident using a MAC – how to digitally remove the signature from your photo using PREVIEW**
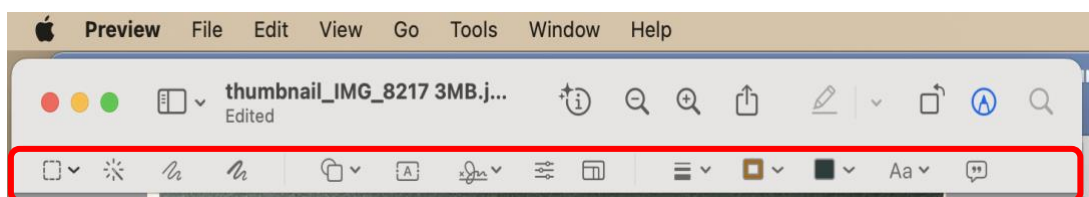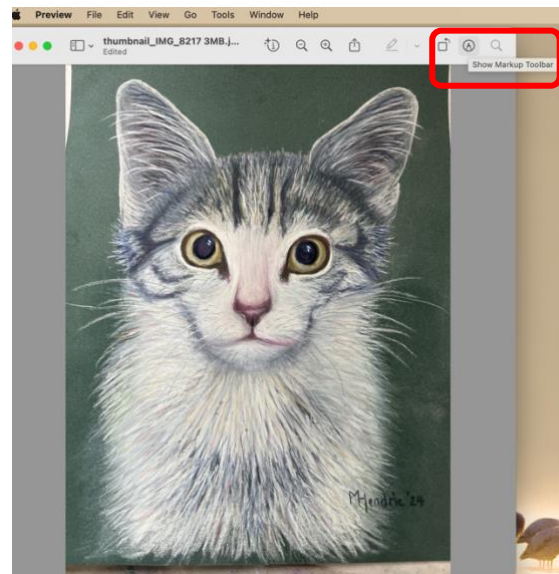   a. Open the file in PREVIEW

   b. Select the SHOW MARKUP TOOLBAR icon

   c. From the MARKUP TOOLBAR select SHAPES and then select RECTANGLE (or any other shape you like to use)
   d. A shape will appear on your painting.
   e. Reduce and move the shape as required to cover your signature
   f. With the shape still selected and still on the MARKUP TOOLBAR select FILL COLOUR
   g. Select a colour to fill the rectangle which does not clash with the painting – you can click SELECT COLOURS to more accurately match the colour
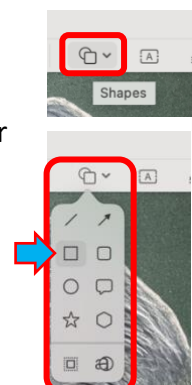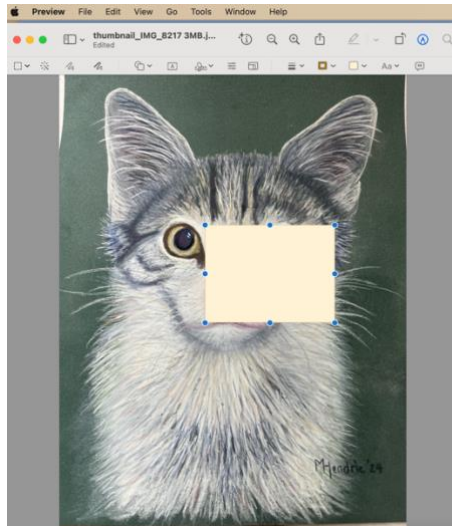   h. SAVE the file

4. **If you only have a digital image of your painting, your painting is signed in your photo and you need additional directions – how to digitally remove the signature from your photo using PREVIEW**

   a. PREVIEW is an inbuilt program in your Mac which allows you to view your photo
   b. If you double click on the file in which contains your photo in FINDER, it should automatically open in a new PREVIEW window and your painting will be displayed
   c. Open the file in PREVIEW
   d. From the PREVIEW menu select the SHOW MARKUP TOOLBAR icon (second from right, next to the magnifying glass)
   e. This will bring up a new MARKUP toolbar immediately below the PREVIEW toolbar

   f. *The next bit is a bit complicated so bear with me*
   g. What you will need to do from here is create a shape on your photo which will digitally cover up the signature
   h. From the MARKUP toolbar select the SHAPES icon

   i. Select the shape from the drop down menu that you want to cover your signature with – in this example we will use a rectangle
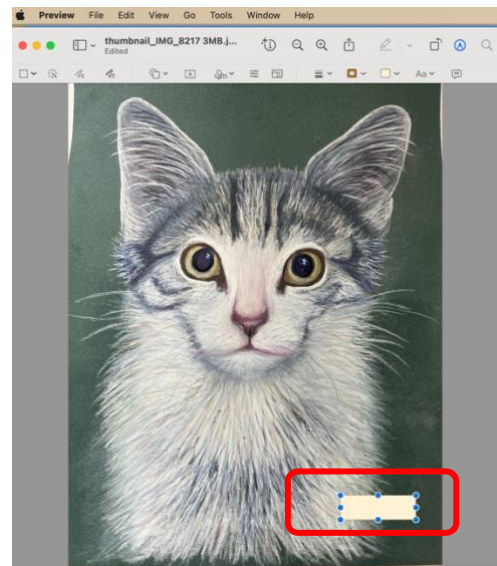
   j. A large rectangle will appear over your painting

k. Click on the large rectangle to select it, reduce its size and move it over your signature

l. You may want to change the colour of your rectangle so that it's less intrusive on your painting – *if not then select SAVE from the PREVIEW FILE menu and you're finished*

m. To change the colour of the shape you've chosen, make sure the shape is selected, then from the MARKUP toolbar select the FILL COLOUR icon. A colour chart will appear
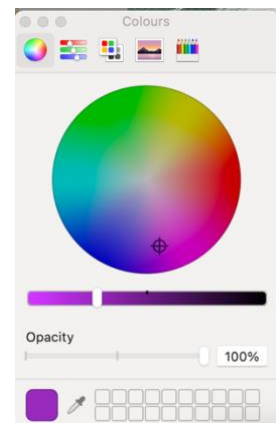

n. Click on the fill colour you think best matches your painting and the fill colour of the shape will change

o. Continue to do this until you are happy with the fill colour of the shape

p. For advanced colour options, click on SHOW COLOURS at the bottom of the FILL COLOUR. A new colour selection box will appear

q. Click anywhere in the circle, the target will move to the new colour you've selected and the FILL COLOUR of the shape will change.
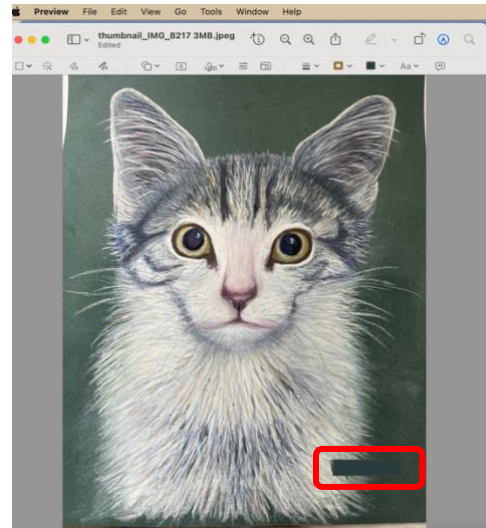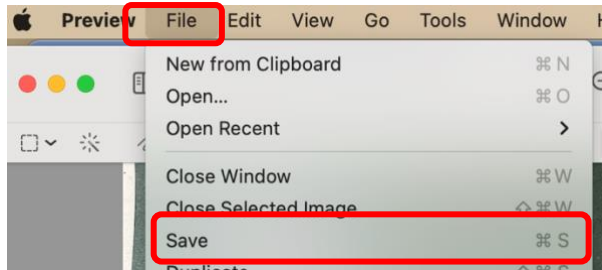

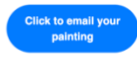r. You can also click on the colour bar to select lighter or darker options of the colour you've chosen

s. Continue to change the colour until you have a colour which you're happy with

t. When you are happy with the COLOUR FILL colour, select SAVE from the PREVIEW FILE menu and you're finished.

5. Send the file containing your painting
   a. Either click on the link in the email:

   Submit your painting via email

   b. Or email directly to MEA@VicPastel.com.au

6. If you need further help
   a. Email directly to the MEA Coordinator at MEA@VicPastel.com.au
   b. We'd rather you ask for help than not enter ☺