

# Preparing an asset for use

## Step 1: open your assets table

If you don't fill this in as you go you'll forget

OCR Level 1/Level 2 Cambridge National in Creative Media

### Asset Table



Asset Table				Author:
Asset	Properties	Source	Legal issues	Use

You can download an assets table from [this page on my website](#)

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## Step 2: source the asset

- use the [list of copyright free sources](#) if possible ([sound/video list](#))
- make sure the asset you use is big enough and high quality enough
- **save it** and move it out of downloads
- **rename** it (F2 key) to something sensible

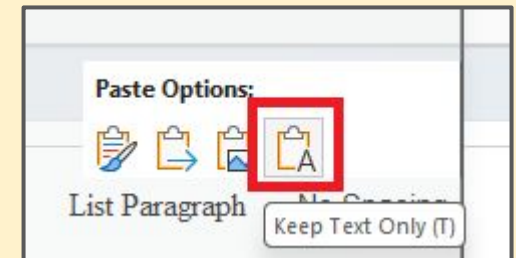
Name	Status	Date	Type	Size	Tag
 trees og		03/12/2025 14:13	JPG File	4,138 KB	

# Preparing an asset for use

## Step 3: add the source

Add the source to your assets table

- **paste as text** and then press **enter** to turn the url into a link



### Asset Table

Asset Table				Author:
Asset	Properties	Source	Legal issues	Use
Trees image		<a href="https://unsplash.com/photos/green-grass-field-with-trees-SDP7QQjHWNI">https://unsplash.com/photos/green-grass-field-with-trees-SDP7QQjHWNI</a>		

# Preparing an asset for use

## Step 4: record the legal issues

Work out what the copyright status of your asset is and record it in your assets table

- use some detail here ([see examples](#))
- but you can copy and paste when similar

	Source	Legal issues	
	<a href="https://unsplash.com/photos/green-grass-field-with-trees-SDP7QQjHWNI">https://unsplash.com/photos/green-grass-field-with-trees-SDP7QQjHWNI</a>	Open source image that can be used for any purpose, including for commercial products	

# Preparing an asset for use

## Step 5: add the asset properties to the table

- **right click** on the file > **Properties**
- get the **file type** and **size**
- click **Details** at the top
- get the **width and height in pixels** and **resolution in dpi** (dots per inch)

	Properties	
	Before editing: JPG image 4.04MB 4032 x 2268 pixels  72 <del>dots</del> <b>ppi</b>	<a href="https://unseen-grass.sdp7qq">https://unseen-grass.sdp7qq</a>

[See this guide with screenshots](#)



# Preparing an asset for use

## Step 6: crop and edit the image

I crop and edit in PhotoPaint or Corel Draw

- crop to remove areas you don't need ([guide](#))
- edit to add text ([guide](#)), effects, layers, etc...
- **screenshot** evidence now ([see example](#))

Then save the file as a PhotoPaint (or whatever) file so that you can continue to edit ([guide](#))




Name	Status	Date	Type	Size	Tags
 trees editing	✓	03/12/2025 14:58	Corel PHOTO-PAI...	12,848 KB	
 trees og	✓	03/12/2025 14:13	JPG File	4,138 KB	

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## Step 7: resize

Resize the image to about the size you want to use it as

- in PhotoPaint: **Image > Resample** ([see guide](#))
- **export** as a JPG – **flatten** image ([see guide](#))

Name	Status	Date	Type	Size	Tag
 trees editing	✓	03/12/2025 14:58	Corel PHOTO-PAI...	12,848 KB	
 trees final	✓	03/12/2025 15:02	JPG File	56 KB	
 trees og	✓	03/12/2025 14:13	JPG File	4,138 KB	

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## Step 8: record new properties

Record the properties after editing (see step 5)

Asset	Properties	Source	Legal issues	Use
Trees image	Before editing: JPG image 4.04MB 4032 x 2268 pixels 72 <u>ppi</u>  After editing JPG 56KB 425 x 425 72 <u>ppi</u>	<a href="https://unsplash.com/photos/green-grass-field-with-trees-SDP7QQjHWNl">https://unsplash.com/photos/green-grass-field-with-trees-SDP7QQjHWNl</a>	<u>Open source</u> image that can be used for any purpose, including for commercial products	



# Preparing an asset for use

## Step 8: summarise the editing

In the **Use column**, summarise what you did to edit the asset

	Use
be	Cropped to remove areas I didn't need Square cropped to make suitable to use as an album cover Added Hue/Saturation layer and changed both Added and styled text Resampled to an appropriate size

You'll also need to add where you used the asset in your product to this column

# Preparing an asset for use

## Step 9: screenshots

Make sure you've evidenced your editing:

- cropping
- resizing/resampling
- changing resolution (ppi/dpi)
- adding layers
- removing backgrounds
- adding/styling text

Examples of anything like this need evidencing