



Welcome to the Competition Platform. This guide will help you understand how to create anonymous JPG and PNG files.



If you require assistance for other formats required for the Competition, check to see if there is a specific guide, or contact your IT team.



If you have difficulty understanding how to carry out the operations described in this guide, we suggest you contact your regular IT team.



Did you know that the JPG or PNG files you create could contain information about who created them? It is important to cancel this information to avoid being excluded from the Competition.



This information can be inherited from software or computer settings, meaning that it could be there without you knowing about it.



Right click with your mouse on a file and select "properties" and then "details" to verify this information.



This guide will help you eliminate any personal information from JPG or PNG files.



ATTENTION!!! This procedure will not modify the content of files, but only the information about the file. All editable content remains under your supervision.



If you have doubts, it is always better to seek help from an expert, extraneous to the Competition procedures.



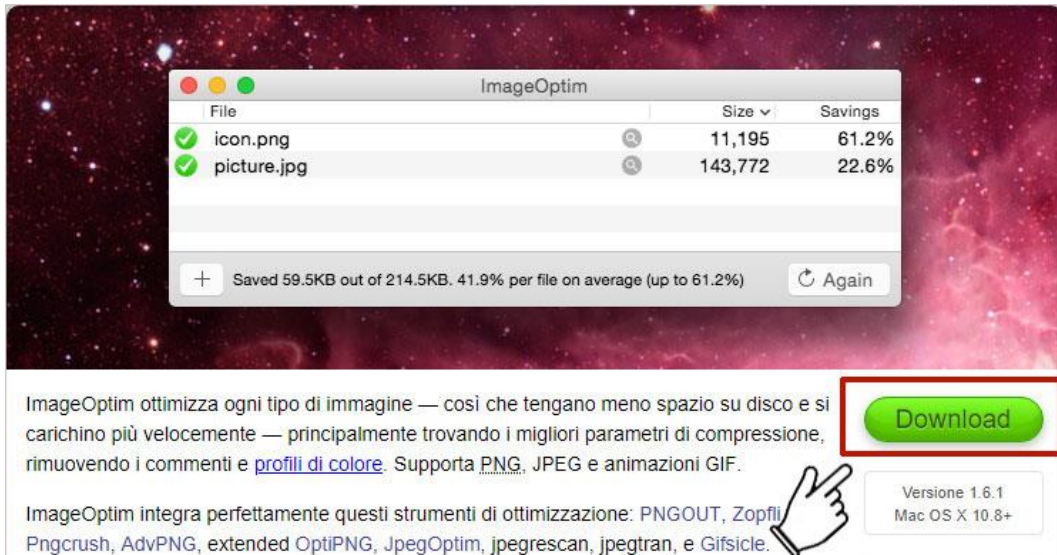
To delete personal information we recommend using the **ImageOptim** program. This guide is for Mac computers running High Sierra Version 10.13.



Good luck from the technical assistance team!

Downloading and Installing ImageOptim

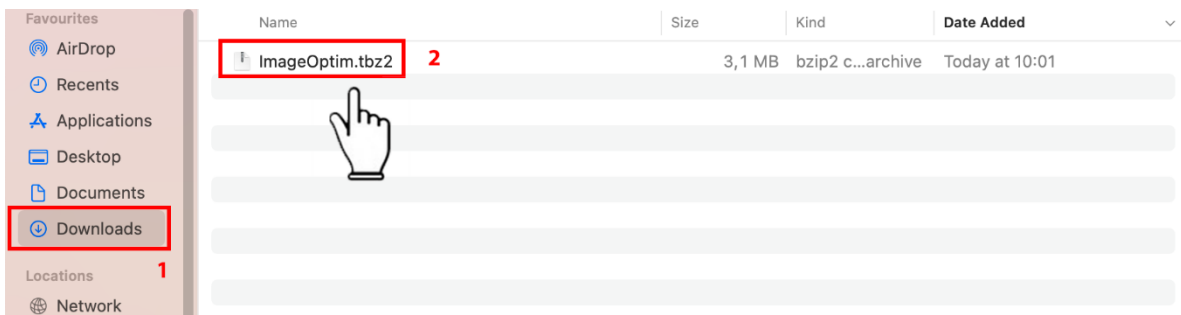
Go to the website <https://imageoptim.com/it.html>. Download ImageOptim by clicking on **DOWNLOAD** button and wait for the file to finish downloading.



Open the **FINDER**.



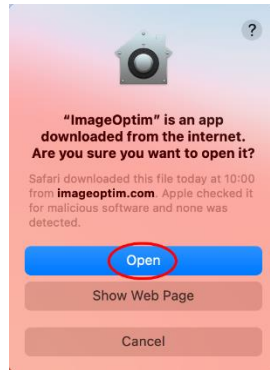
Click on **DOWNLOAD** (1) and successively double click on the **recently downloaded file** (2).



Left click on **ImageOptim** (1) and drag it, on the right, above the **APPLICATIONS** folder (2).



ATTENTION: ImageOptim cannot be downloaded from the App Store, so you will need to authorise your Mac to run the program. Click **OK**



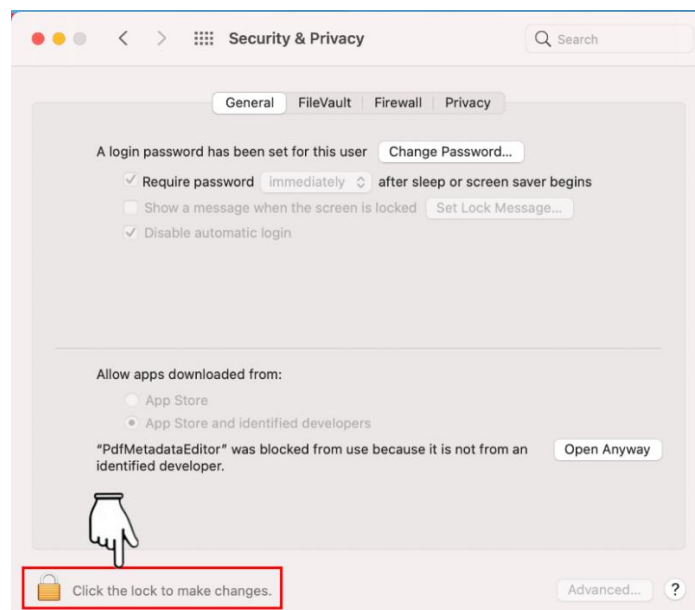
Open **SYSTEM PREFERENCES**.



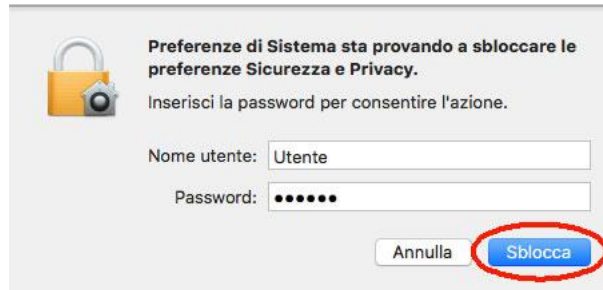
Click on **SAFETY AND PRIVACY**.



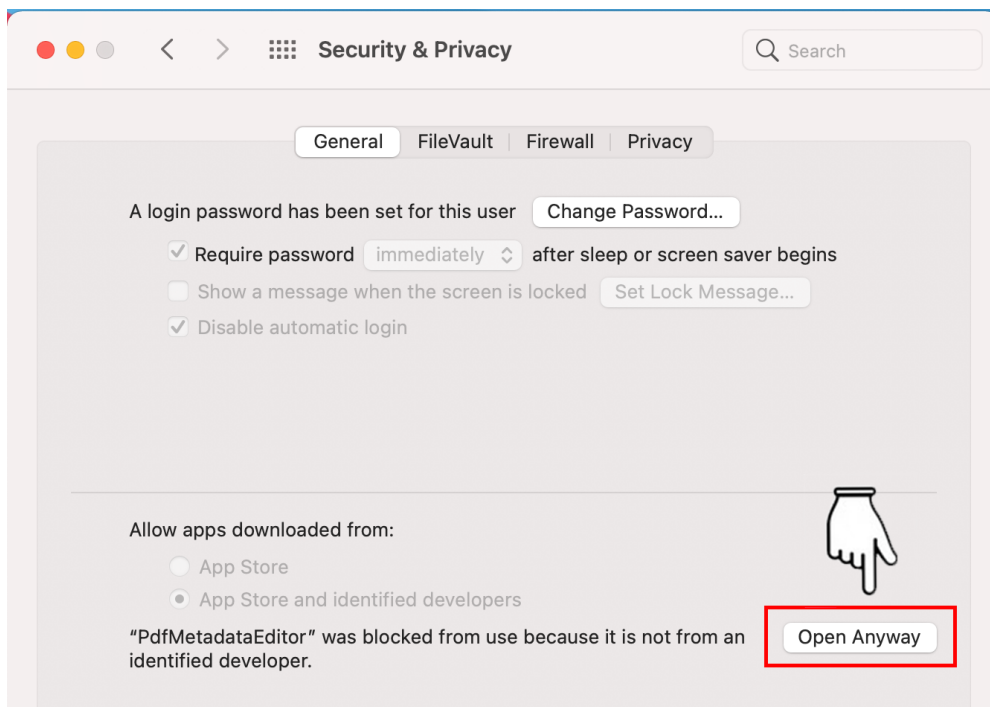
Click on the **lock icon** to allow changes.



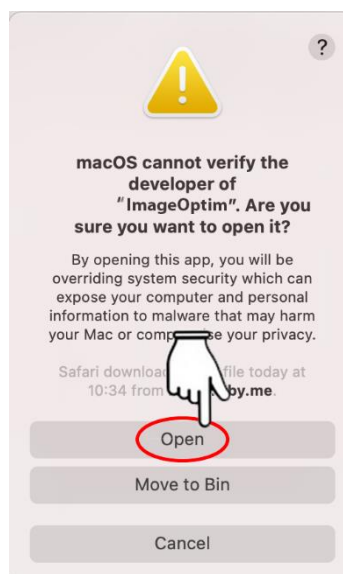
Insert your **user password** and then click on **UNLOCK**.



Click **OPEN ANYWAY** to authorise the running of the program.

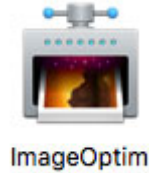


The system will ask you to confirm this. Click **OPEN**.



How to create anonymous JPEG, JPG and PNG files

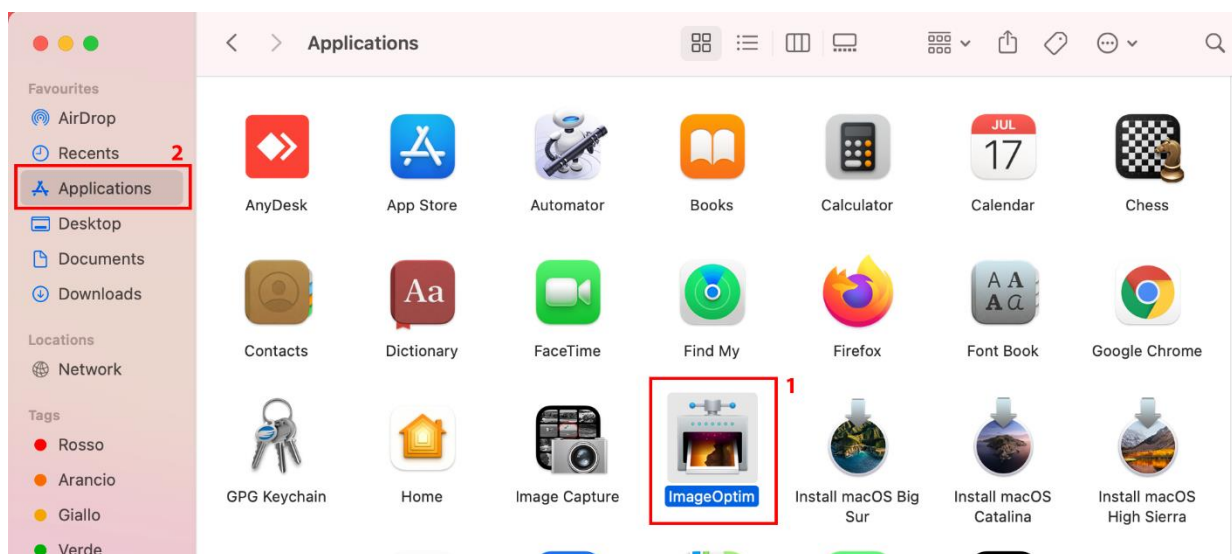
Run **ImageOptim**.



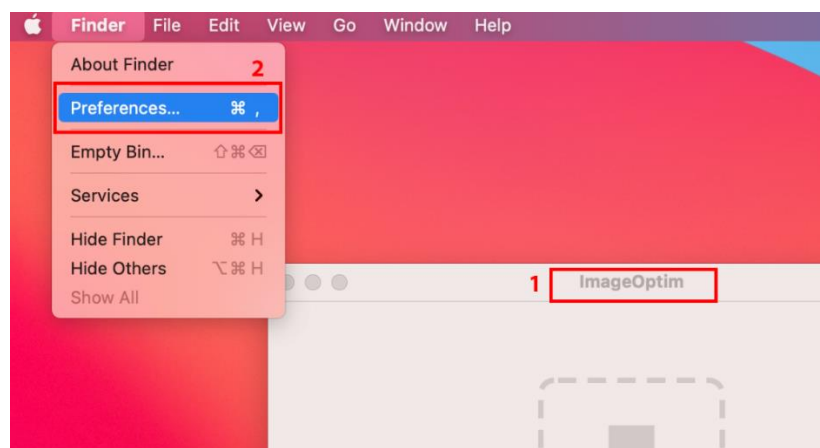
Open the **FINDER**.



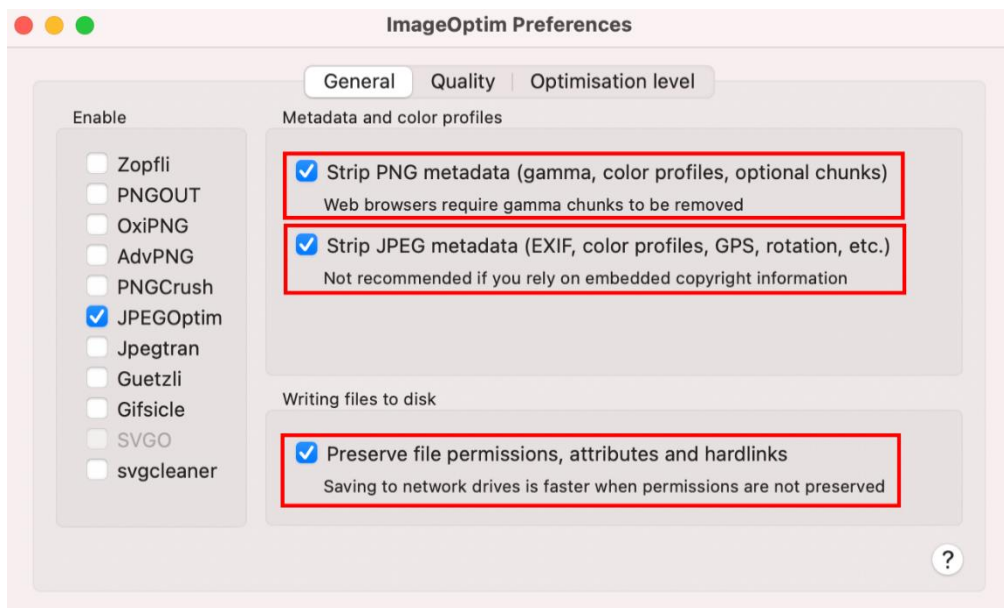
Click on **APPLICATIONS** (1) and successively on **ImageOptim** (2) to open the program.



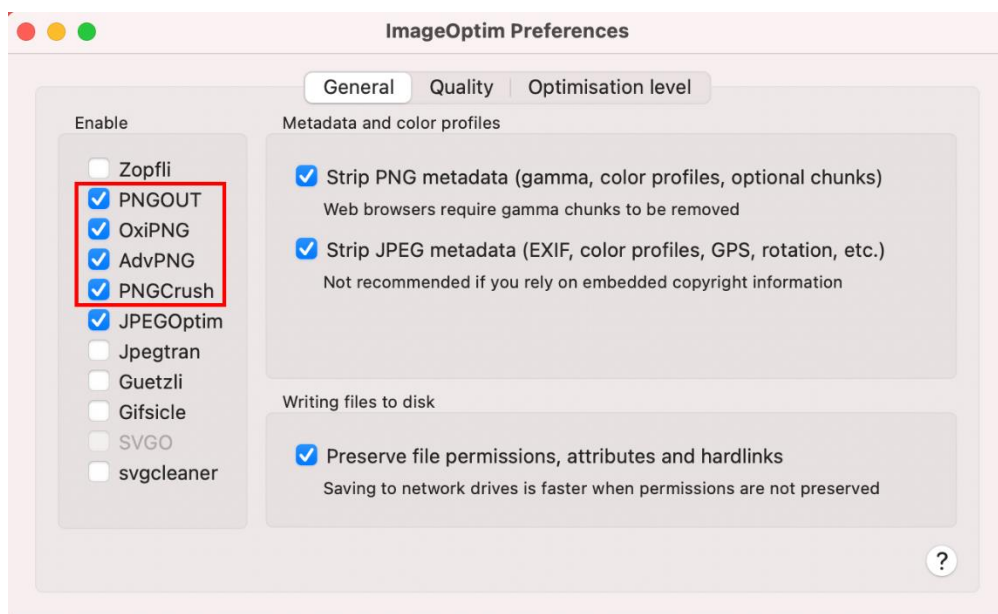
Click on **ImageOptim** (1) in the upper menu, then select **PREFERENCES** (2).



Make sure all of the following items are flagged as shown the image: "PNG: Remove all optional chunks", "JPEG: Remove EXIF markers and file comments" and "Conserve permissions, attributes and hard links in files". If not, be sure to select them.



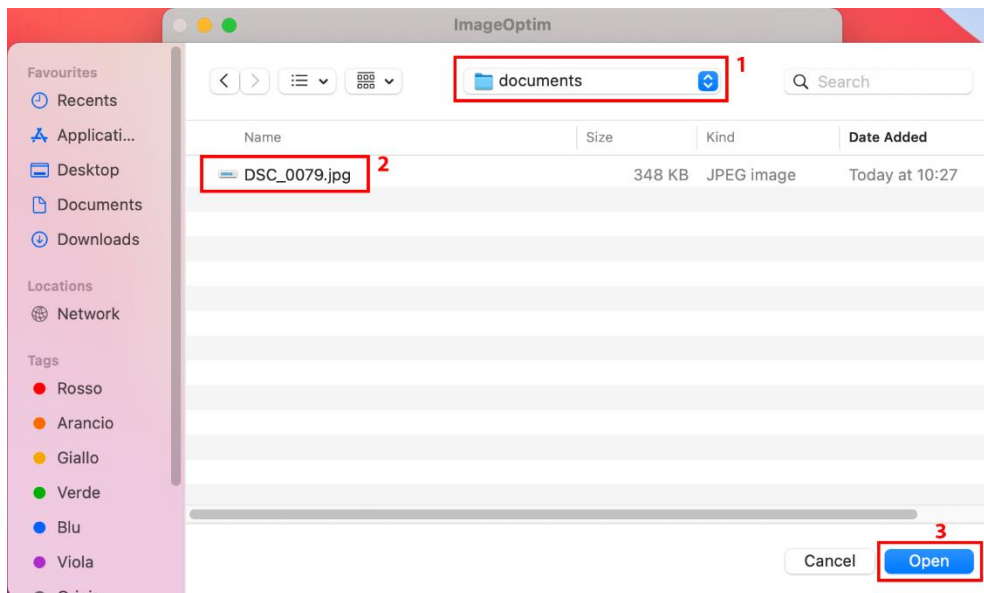
FOR .PNG FILES: make sure the following items are flagged as shown in the image: "PNGOUT", "OptiPNG", "AdvPNG", "PNGCrush". If not, be sure to select them.



Click the + shaped icon to select the files you wish to remove metadata from.



Select **the folder** in which the files are saved (1). In the example, this folder is named Documents_competition. **Select the files**, in JPEG, JPG or PNG format, from which you want to remove metadata (2). In the example the file is named DSC_0079-JPG. Click **OPEN** (3).



The **green checkmark** indicates the successful removal of all metadata and the saving of the file.

