

Use the picture, paperwork and JPEG exercises with G01–G04

English practice materials for the four foundation articles. Read the examples or make your own local notes. The supplied people, records and unsigned documents are fictional; keep your own originals unchanged.

For reading or paper notes: open the prepared practice guide PDF (you are reading it; a copy is also included in the ZIP). It includes the three companion explanations, practice steps and examples. You do not need to unpack a ZIP or use Numbers just to read them. The PDF is a reading and optional printing guide; its filenames and local-operation references are plain instructions, not download buttons. There is no need to use a print dialog to save this PDF.

For typing into tables, saving and reopening: unpack the practice ZIP and open this `index.html` in your browser. Its table links point to the actual TSV files. TSV means tab-separated values: plain text whose columns are separated by Tab characters. The tables are your own working notes, not an Adobe import CSV.

Choose the step you are working on

G01 or G02: you have chosen your cup-and-notebook photograph.

Read compare the saved JPEG with the finished original — in the extracted ZIP, open `index.html` and use its link to `companions/jpeg-color-export.en.html#color-start..` Keep the original and export a separate file. No new table is required.

G03: you need to know which release belongs to each person.

Read match the two people and their documents — in the extracted ZIP, open `index.html` and use its link to `companions/release-matching.en.html#release-goal.`, then use the release practice below — in the extracted ZIP, open `index.html` and use its link to `#release-practice..` The supplied documents are unsigned; matching does not make them submission-ready.

G01–G04: you have a finished photograph to check before submission.

Read open one finished JPEG — in the extracted ZIP, open `index.html` and use its link to `companions/submission-preflight.en.html#submit-goal.`, then use the preflight practice — in the extracted ZIP, open `index.html` and use its link to `#preflight-practice..` A picture without people does not need Mina's and Ren's fictional documents.

The separate member shoot-planning translation is not included in this free package. G01–G04's cup composition, invitation and location preparation can still be practised directly from those articles without downloading anything.

1. Check what is in the folder

Unpack the ZIP by opening it in Finder. Open `index.html` from the extracted folder. Before editing, duplicate the folder or copy a blank table into your own local practice folder, so you can start again.

`index.html`

Start here

FieldNotes_Foundation_Practice_en.pdf	
companions/	English G11, G15 and G16 instructions
tables/	Seven editable TSVs
documents/	Fictional participation-reading documents
images/	Four translated diagrams
SHA256.json	File integrity list

The real files `IMG_0042.JPG`, `C0042.MP4` and `IMG_0042-stock.jpg` are **not included**. Neither are real signatures, contact details or stock-ready release forms. No placeholder file pretends to be a real photograph. Use your own photograph optionally; do not send it to this site.

2. Read the participation record and the two practice documents

The fictional participation record — in the extracted ZIP, open `index.html` and use its link to `tables/participation-example.en.tsv`. connects the left-hand Mina and right-hand Ren with both their English and Japanese name spellings on 1 October 2026. Japanese names remain in the English materials because comparing their spelling is part of this example; a translation does not change a document's original name.

Example row 1

Shoot date

2026-10-01

Position in the photograph

Left

Participant name spellings

Mina Sato (佐藤みな)

Name on the document

佐藤 みな

Original document filename

Mina_Sato_20261001.jpg

Reference for comparing people

Left in two-person-scene.svg (fictional diagram)

Example row 2**Shoot date**

2026-10-01

Position in the photograph

Right

Participant name spellings

Ren Takahashi (高橋れん)

Name on the document

高橋 れん

Original document filename

Ren_T_20261001.jpg

Reference for comparing people

Right in two-person-scene.svg (fictional diagram)

Blank participation record — in the extracted ZIP, open `index.html` and use its link to `tables/participation-blank.en.tsv`. is available if you want to practise making a record. You do not have to fill it to do the matching exercise.

Find the same scene in the photograph and video

Fictional shoot: 1 October 2026

Left: Mina Sato**Right: Ren Takahashi**

Photo IMG_0042.JPG → video C0042.MP4 just after

Submission JPEG: IMG_0042-stock.jpg

A fictional diagram, not a real photograph of the two people.

Open Mina's practice document — in the extracted ZIP, open `index.html` and use its link to `documents/`

`Mina_Sato_20261001.jpg`. and Ren's practice document — in the extracted ZIP, open `index.html` and use its link to

`documents/Ren_T_20261001.jpg`. The names written on them are “佐藤 みな” and “高橋 れん.” Both dates say 1 October 2026; both signature fields are blank. The abbreviated Ren filename needs the participation record to connect it to the person on the right.

These are our own reading exercises, not Adobe's release template. You can also read the editable HTML examples — in the extracted ZIP, open `index.html` and use its link to `documents/document-reading-example.en.html`. and blank reading sheet — in the extracted ZIP, open `index.html` and use its link to `documents/document-reading-blank.en.html`. Do not add an invented signature or treat these as legally usable consent.

3. Open, save and reopen a local table in Numbers

1. In Numbers choose **File** → **Open** and select a working copy of a TSV. Before typing, check that each heading has its own column. Release and participation tables have six columns; preflight tables have five.
2. If all text appears in one column, select the table. In the Format sidebar choose Table → Adjust Import Settings → Delimited, and choose Tab as the separator. Use UTF-8 if the Japanese names are unreadable. Correct the import before editing.
3. Double-click a cell to type and use Tab to move right. Retain blanks for things not yet established; a blank matched-document field has meaning.
4. Choose **File** → **Save**. Type your own filename ending in `.numbers` and explicitly select a folder **on your Mac**, such as your extracted practice folder. Check the Where location; do not accept iCloud Drive as the default if you intend local-only practice.
5. Close the spreadsheet, then reopen the saved `.numbers` file from that local folder. Check the text and empty fields you meant to retain. Saving a Numbers document does not rewrite the original TSV example.

English menu names follow Apple's Numbers for Mac guide. The prior source exercise was operated with Japanese menu labels; English-interface operation on this machine is not claimed. A mobile reader can read the PDF or make paper notes; these desktop Numbers instructions are not an iPhone workflow.

4. Match the person without calling an unsigned release complete

This exercise uses three rows only so you can compare the change. In an actual working record, keep one row per person and update it. Keep Mina's row, Ren's initial candidate row and Ren's later matched row for this exercise.

1. Open `releases-blank.en.tsv` — in the extracted ZIP, open `index.html` and use its link to `tables/releases-blank.en.tsv`. It has two blank rows.
2. For Mina, read the participation record and document, then enter the matched filename. For Ren's first stage, enter `Ren_T_20261001.jpg` only in the candidate column and leave the matched column empty.
3. Read Ren's entry in the participation record. Select the last row's number, open its row menu and choose Add Row Below to make the third practice row. Record the later stage there: clear the candidate field and put the filename in the matched field.
4. In your next-action note, retain “Signature blank; person matched in the fictional record, but release incomplete.” Matching the person and completing consent paperwork are separate.

5. Save as `release-practice.numbers` locally, close and reopen. Explain why Ren's two stages have different filled/empty fields.

Example release notes — in the extracted ZIP, open `index.html` and use its link to `tables/releases-example.en.tsv`. show the two stages. Return to the matching explanation — in the extracted ZIP, open `index.html` and use its link to `companions/release-matching.en.html#release-match`. if the change is unclear.

5. Save what is still unconfirmed before submission

The fictional completed example — in the extracted ZIP, open `index.html` and use its link to `tables/preflight-example.en.tsv`. assumes a real photograph and fully checked releases. It is **not** the result of inspecting these supplied unsigned documents. For this package's exercise, use the practice result with unconfirmed items — in the extracted ZIP, open `index.html` and use its link to `tables/preflight-practice-result.en.tsv`.

1. Open `preflight-blank.en.tsv` — in the extracted ZIP, open `index.html` and use its link to `tables/preflight-blank.en.tsv`. and check its five headings.
2. Where a real JPEG is needed, write Not checked. Do not copy 24 MP or 12 MB as values you measured.
3. For the two practice documents, write Incomplete because the signature fields are blank. You can record the fictional person/document matches separately.
4. End with “Practice finished — do not submit; real photograph not checked; unsigned; not uploaded.” Save as `preflight-practice.numbers` in your local folder, close and reopen it.

Example row 1

What to check

Submission file

What you do

Read the package's file list and explanation

Values read or picture contents

The real `IMG_0042-stock.jpg` photograph is not supplied

Result

Not checked

Repair or next action

If you optionally choose your own submission JPEG, replace the example filename.

Example row 2

What to check

JPEG, pixels, file size and color

What you do

Only if you have your own JPEG, read Finder and Preview

Values read or picture contents

The article's 6000 × 4000 / 12 MB / sRGB are fictional values. No real file measured in this package exercise.

Result

Not checked

Repair or next action

Do not copy the example as measured data. Write the values actually displayed for your own file.

Example row 3

What to check

Quality and picture contents

What you do

Only with a real photograph, enlarge faces, hands, desk and corners

Values read or picture contents

A diagram cannot establish real focus, blur or objects in a photograph

Result

Not checked

Repair or next action

If you use your own picture, inspect what actually appears in it.

Example row 4

What to check

Releases for two people

What you do

Read names, shoot dates and signature fields on the practice documents

Values read or picture contents

Mina_Sato_20261001.jpg / Ren_T_20261001.jpg. Both signature fields are blank.

Result

Incomplete

Repair or next action

The fictional person/document matches are understood, but these are unsigned documents. Do not submit them as releases.

Example row 5

What to check

Title and keyword draft

What you do

Compare the fictional diagram with the example wording

Values read or picture contents

Two people checking papers at a desk / two people, papers, desk, checking, indoors

Result

Fictional draft example

Repair or next action

If choosing your own photograph, replace these words with what it actually shows.

Example row 6

What to check

End of this exercise

What you do

Keep the unconfirmed and incomplete rows; save and reopen

Values read or picture contents

Document matching practised. Real photograph not checked; no signatures; not uploaded or submitted.

Result

Practice finished — do not submit

Repair or next action

Do not call actual submission preparation complete until real-image checks, agreement and required fields are finished.

Return to the actual-JPEG checks — in the extracted ZIP, open index.html and use its link to companions/submission-preflight.en.html#submit-prepare. when using your own file. Inspect what is really in that photograph. A cup-and-notebook picture without people does not inherit the example's two-person release requirements.

6. Finish the exercise and keep a way to start again

You should be able to reopen your two saved notes, find the fictional documents again, explain why Ren moved from candidate to matched, and explain why an unsigned release and an uninspected photograph remain incomplete. Downloading the package alone does not finish that practice.

To start over, use another copy of a blank TSV. Keep examples unchanged, and keep your real originals if you optionally practise with your own exported JPEG. Actual photographs, consent, image quality and destination review still need their own checks.

Return to the article you were using

These are the existing live English articles; opening them needs an internet connection. Choose the article you came from to continue working.

- [G01: your first photograph through to submission](#)
- [G02: after the cup-and-notebook exercise](#)
- [G03: finding the two people's releases](#)
- [G04: the first frame and the next step](#)

Sources for the translated operations

Checked on 20 October 2026: [Numbers text imports](#), [adding a row](#), [opening a spreadsheet](#), [Preview information](#), and the Adobe sources linked in the three companions. Source Japanese practice instructions and their existing operation evidence are retained. The folder contains fictional data only.

Compare the finished photograph with the JPEG you saved

You save a finished photograph as a JPEG, but the red cup looks paler. Before increasing saturation, check which file and application you are looking at. Compare the same picture under the same conditions first; then you can choose what to investigate next.

1. Choose one photograph and one color to watch

This fictional example uses `IMG_0101.JPG`: a plain red cup and a notebook with blank pages. Look at the strength of the red and the brightness of the white paper. The diagram shows a comparison sequence, not a real photograph or a color reference. Use an area that concerns you in your own photograph.

The steps assume you have already imported and finished the photograph in **Lightroom Classic**. The cloud-based Lightroom application has different screens and storage behavior. You do not need to buy or change software for this exercise. If you use another editor, keep the same comparison method and check that editor's export instructions.

Leave the original photograph and its adjustments in place. Make a folder on your computer called `Color check`. During the comparison, keep exposure, white balance and saturation unchanged, and use the same monitor and room lighting. Do not change screen brightness or switch a night-time color feature on or off halfway through.

This is an ordinary SDR photograph: an image intended for a standard display brightness range. It does not cover HDR finishing or print matching. It also does not permit editing a Mission submission whose brief prohibits editing.

2. Read the settings and export one sRGB JPEG

sRGB is a standard for representing color. An ICC profile tells an application how to interpret the color numbers in a file. Without the right interpretation, the same numbers can look different. [Adobe's color-management explanation](#) provides background.

Select the photograph in Lightroom Classic and choose **File** → **Export**. Even if you start with a saved preset, read where this export will go and what it will contain.

1. Choose the `Color check` folder as the export location. Give the output a separate name, such as `color-check-srgb.jpg`. If that name already exists, choose a new name instead of replacing the earlier file.
2. In **File Settings**, choose JPEG for the image format and sRGB for the color space. Do not enable HDR Output for this comparison. Keep one of your usual submission-quality settings throughout; do not change quality between comparisons.
3. For the first comparison, do not resize the long edge in Image Sizing or add a watermark. Do not introduce a new crop or output-sharpening change halfway through.

4. Choose Export. Open `Color check` in Finder or File Explorer, read the saved JPEG's name, and open that file.

Ordinary Adobe Stock photographs have [JPEG and sRGB requirements](#). An sRGB export alone does not establish acceptable picture quality or rights. This step is a color comparison of one photograph.

3. Compare in the same application on the same screen first

To compare inside Lightroom Classic, import the exported JPEG as a separate file. In Library, choose Import, select the `Color check` folder and select the one JPEG. Use **Add** when you want to leave the existing file in its current location; do not move or copy it unnecessarily. Set the Develop Settings applied during import to None, and do not synchronize adjustments to the original. See [Adobe's import instructions](#).

Immediately after import, the list may show only the imported JPEG. In Library's left panel, choose **Catalog** → **All Photographs** so that both `IMG_0101.JPG` and `color-check-srgb.jpg` can appear. If a filter hides one, choose Filters Off on the Library Filter bar. This changes the visible selection; it does not require moving files or synchronizing edits.

Select the finished original and the imported JPEG in Library. Hold Command on Mac or Ctrl on Windows to select the second file. Open [Compare view](#), also available through **View** → **Compare**. Read the names to make sure the two views really are the original and the export.

At the same viewing size, compare the cup's red and the notebook's white. Describe what you see in a short sentence: "The red is slightly paler, but the white is close," or "Both areas look brighter." Starting with an editing view on one computer and a small thumbnail on another device changes the file, application and screen at once.

Change one comparison condition at a time

Fictional red cup and blank notebook; this is not a photographic color reference.

- 1 **Lightroom Classic on the same monitor**
Compare the finished original with `color-check-srgb.jpg`
- 2 **Another application on the same monitor**
Open the same `color-check-srgb.jpg`
- 3 **A viewing application on another device**
Consider the changed screen and application separately

A comparison sequence, not a real color sample. Different screens may still show the same file differently.

4. Choose one next step from where the difference appears

The JPEG looks different even in the same application. Reopen the filename and export settings. Check whether sRGB was selected or whether a different preset or adjustment was introduced. sRGB does not contain every color available in a wider editing color space, so not every vivid color can remain identical. This comparison also does not prove that your monitor is accurate.

The same JPEG changes when opened in another application. Before making another export, find out how that application handles profiles or HDR. Opening the same `color-check-srgb.jpg` keeps one condition fixed.

It looks close on your computer but different on another device. Check that device's screen settings and viewing application first. Changing the original's saturation to match one phone can make it look unnatural elsewhere. Record the application, screen and area where the difference appeared.

Assigning a profile is different from converting an image to a color space. In [Adobe's explanation](#), assigning changes the interpretation without changing the color numbers; converting changes the color values for a destination space. Do not treat “assign sRGB” as a general repair for an appearance you dislike. If the original profile is unknown, trace the application and saving steps first.

Keep the original adjustments and make a new export if needed

If you find a setting to change, change that one setting and export `color-check-srgb-v2.jpg` from the original and its retained adjustments. Avoid repeatedly editing and resaving the previous JPEG. JPEG compression and color conversion can affect image data; the exported file is not identical to the original.

No visible difference is also a result. Continue with opening the actual saved JPEG before submission — in the extracted ZIP, open `index.html` and use its link to `companions/submission-preflight.en.html#submit-prepare..` If you also need to remove GPS information, the separate [GPS and keyword guide remains in Japanese](#); GPS removal is outside this draft's scope.

Translated from the existing Japanese G11, with its example and scope retained. English menu wording was checked against Adobe documentation on 20 October 2026; a new English-interface Lightroom session and real-photo color comparison have not been performed for this English version.

Which person's release belongs with this photograph?

A model release records the photographed person's consent to use of their image under agreed conditions. Being photographed and consenting to stock use are separate matters. Ordinary Adobe Stock submissions require releases for recognizable people, including people identifiable by distinctive features rather than only a face. Here, you will open one photograph, find the paperwork for each of the two people in it, and leave a record that lets you explain why those documents belong together. You are not identifying someone from their face or making a release valid merely by renaming a file.

The fictional example continues the two adults from G03: Mina Sato (佐藤みな) on the left and Ren Takahashi (高橋れん) on the right, looking at papers at a desk on 1 October 2026. The submission copy is `IMG_0042-stock.jpg`; the original is `IMG_0042.JPG`. The same-scene video `C0042.MP4` is a separate file. No real photograph, signed release or private contact details are supplied.

1. Open the photograph, the participation record and the paperwork

1. Open your submission photograph in Preview. Look at everyone in the picture, not just the person whose name you remember.
2. Open the record made for that shoot. In this fictional example, it contains a reference picture, Japanese and English name spellings, and the shoot date together. Clothing and position help you follow this day's record; they do not identify a person on another day by themselves.
3. Open the folder containing the releases and retain each document's original filename. The examples are `Mina_Sato_20261001.jpg` and `Ren_T_20261001.jpg`. Write down which file you actually read before changing a name.

Original document filename means the filename of the release image—not the photograph's filename and not the name written on the form. Mina's practice document says “佐藤 みな”; Ren's says “高橋 れん.” Keep the person's name and the file's name separate.

Actual releases can contain signatures and contact information. Keep photographs, paperwork and working notes on your own device; you do not need to send them to this site. The supplied practice documents are unsigned fictional reading exercises, not Adobe release forms.

Find the same scene in the photograph and video

Fictional shoot: 1 October 2026

Left: Mina Sato

Right: Ren Takahashi



Photo IMG_0042.JPG → video C0042.MP4 just after

Submission JPEG: IMG_0042-stock.jpg

The reference is a diagram, not a real photograph. The participation record links each position to both name spellings for this fictional shoot.

2. Check one person at a time

Mina on the left: read the record and the document

Find the person on the left in the participation record's reference picture. The same entry gives “Mina Sato / 佐藤みな” and the date. Open `Mina_Sato_20261001.jpg` in Preview, and read “佐藤 みな” and the date. In this fictional record, that establishes which person's document it is. Put its filename in **Matched original document filename**. Required release fields still need a separate check.

Ren on the right: put the abbreviated filename in the candidate column first

`Ren_T_20261001.jpg` is not enough by itself to establish that it belongs to Ren Takahashi. Open it and read “高橋 れん.” Until you connect that name with the person on the right, put the filename only in **Candidate document** — **not yet matched**. Leave the matched-document column empty.

Now read the participation record for the same shoot. Its right-hand reference gives “Ren Takahashi / 高橋 れん” and 1 October 2026. Compare that with the document's name and date. In this invented example they match, so clear the candidate column and move `Ren_T_20261001.jpg` to the matched-document column. Record what you read to reach that conclusion.

If you have no reliable record connecting the person and the document, leave it as a candidate. If you need to ask the participant, identify the one photograph/document combination you need to confirm. Giving similar names a number is not a substitute for checking.

Two people in IMG_0042-stock.jpg

Left: Mina Sato / 佐藤みな

Matched document: Mina_Sato_20261001.jpg

Right: Ren Takahashi / 高橋れん

Candidate: Ren_T_20261001.jpg | Matched: blank



Read the reference picture, name, shoot date and document

After matching: clear Candidate; fill Matched

Matched document: Ren_T_20261001.jpg

Matching a document to a person does not establish that its signature and other required fields are complete.

Example row 1

Stage checked

When looking for documents

Photo filename

IMG_0042-stock.jpg

Person in the photograph

Left: Mina Sato (佐藤みな)

Candidate document — not yet matched

Not applicable

Matched original document filename

Mina_Sato_20261001.jpg

Record used and next action

Read the participation record's reference picture, name and shoot date and the document's 佐藤 みな.
Required release fields need a separate check.

Example row 2**Stage checked**

When looking for documents

Photo filename

IMG_0042-stock.jpg

Person in the photograph

Right: Ren Takahashi (高橋れん)

Candidate document — not yet matched

Ren_T_20261001.jpg (the document says 高橋 れん)

Matched original document filename

(blank)

Record used and next action

A similar name is not enough. Read the participation record's reference picture, name and shoot date.

Example row 3**Stage checked**

After reading the participation record

Photo filename

IMG_0042-stock.jpg

Person in the photograph

Right: Ren Takahashi (高橋れん)

Candidate document — not yet matched

(blank)

Matched original document filename

Ren_T_20261001.jpg

Record used and next action

The same shoot's reference picture and both name spellings match. Clear the candidate column and move the filename to the matched column. Required release fields need a separate check.

The example has three rows to show a change over time: Mina, Ren before matching, and Ren after reading the participation record. **This exercise uses three rows only so you can compare the change. In an actual working record, keep one row per person and update it.** These rows do not mean submitting the photograph twice. If you later use C0042.MP4, play the whole clip and check whether anyone else appears.

Save a record for the two people in Numbers

1. Choose **File** → **Open** in Numbers and open `releases-blank.en.tsv`. It should have six columns and two empty rows.
2. Enter the photo filename and each person. Put unverified document names in the candidate column; leave the matched column empty. Double-click a cell to type, and press Tab to move to the next column.
3. For this practice only, keep Ren's first stage and add a third row for the later stage. Select the last row's number, open its row menu and choose Add Row Below. In a real record, update Ren's existing row instead.
4. After reading the photo, record and document, move the name to the matched column and describe the evidence. These practice documents have blank signature fields: write "Person matched in the fictional record; unsigned and not usable for submission."
5. Choose **File** → **Save**. Name your copy `release-practice.numbers` and explicitly choose a local practice folder on your Mac. Close it, reopen it from that folder, and check that the candidate and matched columns stayed distinct.

If all the text appears in one column, adjust the import before editing: select the table, then Format sidebar → Table → Adjust Import Settings → Delimited; choose Tab as the separator and UTF-8 if the Japanese names are garbled. The practice entry — in the extracted ZIP, open `index.html` and use its link to `index.html#numbers`. gives the shared opening/saving steps. These TSV files are personal working notes, not Adobe's release forms or an upload CSV.

3. Once you know whose document it is, inspect the actual required fields

Adobe Stock requires an individual release for each recognizable person. Do not combine the two people on one release or join several releases into one edited image. For this example, open Mina's and Ren's documents separately.

1. Read [Adobe's model-release requirements](#) for the form you use, names, dates, signatures, photographer and any witness requirement. Minor participants and signing through another person have additional conditions.
2. Open each actual document in Preview and enlarge it enough to read the fields and see omissions.
3. Write the specific missing field or next check in your notes. Do not edit names or signatures on signed paperwork merely to make a table consistent.

Matching names and establishing the necessary consent are separate tasks. This table does not automatically assess a signature or predict review acceptance.

4. Finish when you can explain the photograph and its two documents

After a real check you should be able to explain which document belongs to each person, what record established that, and whether the required fields are complete. If a person is still unconfirmed, leave a clear next action. With the supplied unsigned documents, this practice ends with both fictional people matched but both releases incomplete. It does not end with permission to submit.

Continue with the same photograph's pre-submission checks — in the extracted ZIP, open `index.html` and use its link to `companions/submission-preflight.en.html#submit-goal.`, or return to G03 or G04 — in the extracted ZIP, open `index.html` and use its link to `index.html#return-articles.` The separate member shoot-planning guide is not included in this free practice package.

Translated from existing Japanese G15 and its practice instructions. Adobe requirements and English Numbers wording checked on 20 October 2026. Prior Japanese-interface operation evidence is retained; this draft does not claim a new English-interface or real signed-document acceptance.

Open one finished JPEG before submitting it

Open the JPEG you intend to submit, then check its dimensions, color, picture contents, releases and description. The aim is to be able to explain what you actually checked—not to fill every box with “done.”

The main fictional example is `IMG_0042-stock.jpg`, with Mina Sato (佐藤みな) on the left and Ren Takahashi (高橋れん) on the right, looking at papers at a desk. The original is `IMG_0042.JPG`. This example does not submit the same-scene video `C0042.MP4`.

Use Finder and Preview on Mac to open the saved JPEG, and Numbers to retain the result. **This is a manual sequence. You perform each numeric, visual and document check yourself.** The package contains no automatic validator.

With your own real files, a completed check leaves a submission JPEG, the necessary releases, a title/keyword draft and your notes. Uploading and submitting are later actions. No real submission photograph or signed releases are included here.

1. Open the actual JPEG you will submit

1. In Finder, open your practice folder and its submission folder. Select `IMG_0042-stock.jpg`, or replace that example with your own exported JPEG. Use the finished file, not the source still displayed in an editor.
2. Control-click the file, choose **Open With** → **Preview**, and check its name in the window's title bar.
3. Select that same file in Finder and choose **File** → **Get Info** (Command-I). Read Kind and Size. Changing a filename's extension to `.jpg` does not convert its contents into a JPEG.

If color or quality needs work, return to the original and export a new, separately named JPEG. Keep the original. Repeat the checks below for the new export. The color-comparison guide — in the extracted ZIP, open `index.html` and use its link to `companions/jpeg-color-export.en.html#color-export`. explains checking an sRGB export.

2. Read dimensions and color, then enlarge the picture

Check the ordinary Adobe Stock photo requirements

The example values—24 MP and 12 MB—are invented. They are not target values you must copy.

1. In Preview choose **Tools** → **Show Inspector** (Command-I), then view General information.
2. Read the width and height in pixels. The fictional example is $6,000 \times 4,000 = 24,000,000$ pixels, or 24 MP. MP means one million pixels; it is different from the dpi value used for printing.
3. Read the color-profile name. A profile describes how the file's color values are interpreted. The previous Japanese-interface operation fixture displayed `sRGB built-in`; that is an observed fixture label, not proof about your JPEG. If your file has no profile listed or a different one, leave the check open and return to export settings.
4. Compare those readings and Finder's file size with [Adobe's ordinary photo requirements](#): JPEG with

sRGB, 4–100 MP, at most 45 MB, checked on 20 October 2026. The fictional JPEG / 24 MP / 12 MB / sRGB example meets these four numeric/format conditions.

Reading “sRGB” does not establish good-looking color or picture quality. Do not try to repair color by merely assigning a different profile name; return to the original and export with the appropriate color conversion when necessary.

Start with one finished submission JPEG

1 Open the submission JPEG
IMG_0042-stock.jpg

2 Read dimensions and color
Example: 24 MP / 12 MB / sRGB

3 Look at faces, hands, background
At actual size; scroll through it

4 Read both releases
One each: Mina left / Ren right

5 Compare the title with the image
Describe only what the image supports

6 Save the result
Checks finished; not submitted

A manual sequence, not an automatic check or acceptance result.

A manual checking order. The 24 MP / 12 MB values are fictional examples, not measured properties of a supplied photograph.

Look at faces, hands, the desk and all four corners at actual size

1. Choose **View** → **Actual Size** in Preview. The whole image may no longer fit; scroll through it.
2. Inspect Mina's face, Ren's face, then hands and papers. Look for missed focus, movement blur or unnatural editing that the small whole-image view concealed.
3. Move through the desk, clothing, background and corners. Look for logos, other people's artwork, readable addresses or phone numbers, and private document contents.

Write the place and problem, such as “blur in the right person's eyes” or “phone number on the paper.” Numeric requirements do not replace looking at the image. What appears in your photograph can also require permissions beyond releases for people.

3. Read the two releases and the words describing the picture

Use the matched-document rows to open the actual paperwork

Open `Mina_Sato_20261001.jpg` and `Ren_T_20261001.jpg` from the matched-document rows of the release notes. Check the link to each person and required names, signatures and dates. Do not treat Ren's earlier candidate row as a completed check.

The completed-example table below assumes two real releases have been fully checked. The supplied practice documents are different: both are unsigned. For this package's exercise, keep their status incomplete. Return to the document requirements — in the extracted ZIP, open index.html and use its link to companions/release-matching.en.html#release-requirements. when needed.

Draft a title and keywords for what is actually visible

An optional title for this fictional scene is “**Two people checking papers at a desk.**” Starting keywords might be two people, papers, desk, checking and indoors. These are not required wording or a fixed five-keyword formula. Keep the picture open and compare every term with what you can see. Do not invent jobs, a relationship, a company or a location.

Replace the example with words that describe your own photograph, and read [Adobe's title and keyword guidance](#) for ordering relevant terms.

Example row 1

What to check

Submission file

What you do

Open the submission JPEG in Preview and read its title-bar filename

Values read or picture contents

Shoot practice/Submission/IMG_0042-stock.jpg

Result

Checked — fictional completed example

Repair or next action

Keep it distinct from the original IMG_0042.JPG.

Example row 2

What to check

JPEG, pixels, file size and color

What you do

Read Kind and Size in Finder Get Info; read width, height and color profile in Preview General information

Values read or picture contents

JPEG / 6000 × 4000 = 24 MP / 12 MB / sRGB

Result

Checked — fictional completed example

Repair or next action

Compare with ordinary-photo requirements: JPEG with sRGB, 4–100 MP, at most 45 MB.

Example row 3

What to check

Quality and picture contents

What you do

Use Actual Size in Preview; inspect faces, hands, desk and corners

Values read or picture contents

Two people checking papers at a desk. No focus, hand or background problem found; no logos or readable private information.

Result

Checked — fictional completed example

Repair or next action

If a problem exists, export a new copy from the original and repeat the size and color checks.

Example row 4

What to check

Releases for two people

What you do

Open the photo, matched-document notes and actual required fields on each release

Values read or picture contents

Left: Mina_Sato_20261001.jpg / right: Ren_T_20261001.jpg. Names, signatures, dates and other required fields checked.

Result

Checked — fictional completed example

Repair or next action

This completed example assumes two adults and fully checked releases. The supplied practice documents are unsigned. For minors or other signing conditions, read the official requirements.

Example row 5

What to check

Title and keyword draft

What you do

Compare the draft for the submission screen with the open picture

Values read or picture contents

Optional example title: Two people checking papers at a desk. Starting keywords: two people, papers, desk, checking, indoors.

Result

Checked — fictional completed example

Repair or next action

Use words for your own picture. These are not Adobe-required wording or five mandatory keywords. Check entered text again after upload.

Example row 6

What to check

End of this check

What you do

Reread each row for blanks or missing checks, then save

Values read or picture contents

Submission JPEG, two releases, title/keyword draft and checking notes ready. Not uploaded or submitted to Adobe.

Result

Checks finished — not uploaded — not submitted

Repair or next action

Check the saved file and notes before proceeding to ordinary-photo submission. Review has not happened.

Save the result in Numbers

1. Open `preflight-blank.en.tsv` through File → Open. It has five columns. Describe your own check for each item. The completed example is available separately as `preflight-example.en.tsv`.
2. Write Checked only for what you actually inspected. Use Not checked for something you have not seen, or Fix and check again where work remains. The table makes no automatic decision.
3. Save as `preflight-practice.numbers` in the local practice folder you explicitly select. Close and reopen it. Check that the filenames and outstanding work are still readable.

Both example and blank TSVs are personal working notes. Neither is an Adobe upload CSV. The shared Numbers instructions — in the extracted ZIP, open `index.html` and use its link to `index.html#numbers`. explain opening them. For the supplied unsigned/no-photo exercise, use `preflight-practice-result.en.tsv`, which leaves real-image checks open.

4. State what is ready, and record that it has not been uploaded

In the fictional completed example, the finished JPEG's format, dimensions, color and contents have been checked, the two releases have been read, and a title/keyword draft is ready. Retain the JPEG, the two documents, the draft and the notes. Record "Checks finished; not uploaded; not submitted." If your own table still has a missing check or repair, return to that row first.

For an eventual real submission, review the chosen photograph, title, keywords and attached releases in Adobe Stock's submission screen too. Finishing this exercise does not guarantee acceptance. Return to [the existing selection-to-submission article](#) for the larger workflow.

Keep video and individual Missions separate

If you later submit C0042.MP4 as ordinary video, do not apply a photograph's 4–100 MP condition. Read [the video requirements](#) for duration, frame rate, audio and other conditions. The existing [audio-removal guide is Japanese-only](#) and outside this package.

Adobe Missions use individual briefs. Read the [official Mission FAQ](#) and that Mission's brief. If the brief prohibits editing, the ordinary-photo color-export or retouching instructions are not permission to edit its submission. This ordinary-photo table does not establish Mission compliance.

Translated from existing Japanese G16 and its practice result. Official photo conditions checked on 20 October 2026. Earlier Mac operation evidence is retained; no real photograph, signed release, upload or submission was accepted through this English version.

Read a fictional practice document

Fictional practice only · unsigned · not a legal release · do not submit

Mina Sato

Original document filename

Mina_Sato_20261001.jpg

Name written on the document

佐藤 みな

Shoot date

1 October 2026

Photographer

Fictional practice photographer

Signature field

_____ (left blank for practice)

Status

Unsigned and incomplete. Not usable as a submission release.

This exercise does not replace agreement, required form fields or a signature. Use the participation record to follow a person's name and notice what is missing.

Read a fictional practice document

Fictional practice only · unsigned · not a legal release · do not submit

Ren Takahashi

Original document filename

Ren_T_20261001.jpg

Name written on the document

高橋 れん

Shoot date

1 October 2026

Photographer

Fictional practice photographer

Signature field

_____ (left blank for practice)

Status

Unsigned and incomplete. Not usable as a submission release.

This exercise does not replace agreement, required form fields or a signature. Use the participation record to follow a person's name and notice what is missing.

Document-reading sheet — blank

Fictional practice only · not a legal release · no signatures supplied

Whose document?

Name written on the document

Shoot date

Photographer

What is in the signature field?

Which person in the participation record?

What needs checking next?
