

MELBOURN & DISTRICT PHOTOGRAPHIC CLUB

ADVICE ON THE SUBMISSION OF DIGITAL FILES FOR PROJECTED IMAGE COMPETITIONS

(Screenshots in the Guidance are from Photoshop Elements, Photoshop CS5 and Adobe Lightroom. Approaches in other software programs will be similar)

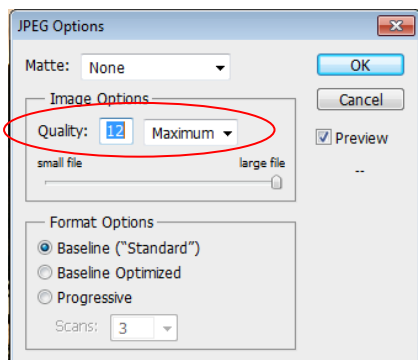
This document contains advice on:

- Naming your files
- File formats and sizes
- Resizing an Image
- Adding a Border
- Colour Space
- MetaData

General Advice

Images must be saved as JPG files for submission into any Club Projected Image Competition. File naming must be in the following format:

Your Name - Image title.jpg



When images are saved from formats other than JPG (for instance .CR2 raw files) into a JPG, it is highly recommended that a quality setting of 12 is used. Below a quality setting of 10, there can be a visible deterioration in image quality. When you go to "Save As", select ".jpg" and then press 'Save'. A dialogue box will open-it is suggested you always save with the highest quality setting of '12'.

File Size¹

The maximum image size for projected image competitions is 1400 x 1050 pixels [*Note-historically this has been 1024 x 768 pixels for the Club*]. Before resizing it is important to check the size of the original (cropped) image. This can be done by looking in the Metadata for the file (see later) or clicking Image>Resize>Image Size in Elements or Image>Image Size in Photoshop. It's important to know the size of the actual image (before resizing) because if an image has been heavily cropped for instance, the size may already be smaller than 1400 * 1050 pixels. In such a case, sizing to make the image larger will result in image quality deterioration.

When resizing an image, it's important to resize both vertical and horizontal scales proportionally such that the image is either 1400 pixels wide (and 1050 pixels or less if the image is a landscape format), or is 1050 pixels high (and 1400 pixels or less if the image is in portrait format).

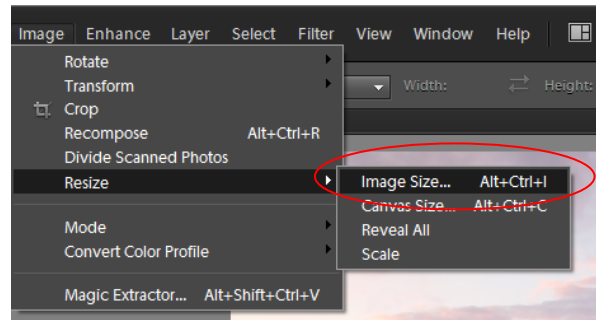
Images are projected against a plain black screen background. If your image is dark and does not fill the projected image space completely, you may wish to add a light coloured border (white) to it in order to separate it from the screen background. Any border must be contained within the maximum overall image size of 1400 x 1050 pixels.

¹ Before changing the File Size of an image, ensure you crop first

Resizing an Image

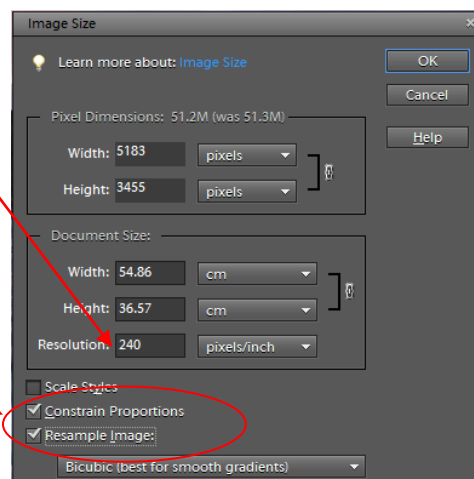
Guidance on resizing an image in Elements:

Go to Image>Resize>Image Size



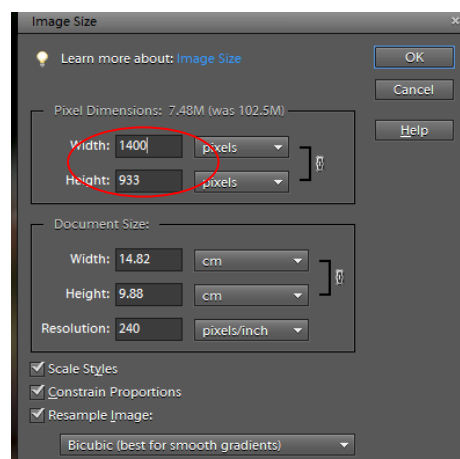
Ensure Resolution is in the range 240 - 300 pixels/inch

Tick the Resample and Constrain proportions boxes



For a landscape, this is how the dialogue box may look:

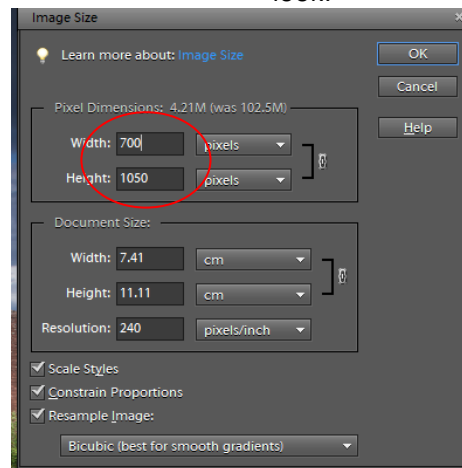
Adjust image size so that image is sized no larger than 1400 pixels wide or 1050 pixels high by entering 1400 pixels as the width and checking height is no more than 1050 pixels. If it is, you should enter 1050 pixels as the height and the width will be less than 1400 pixels which is OK.



For landscape, width is 1400 pixels but height may well be less than 1050 pixels dependent on how it has been cropped

Note - if a white or black pencil border is to be added, say 2 pixels wide, image should be sized at this stage to 1398 pixels wide or 1048 pixels high (or 1400 minus border width for width and 1050 minus border width for height)

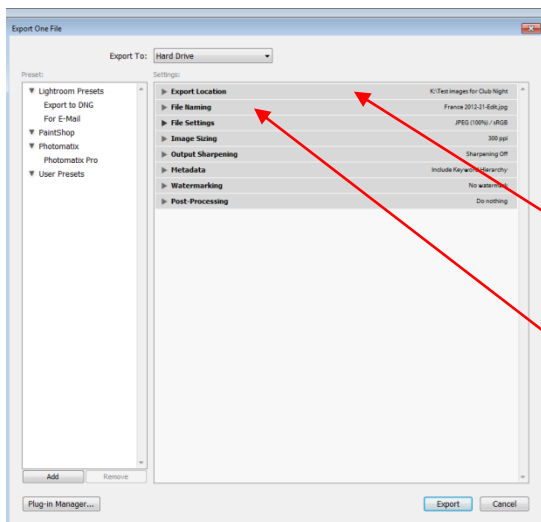
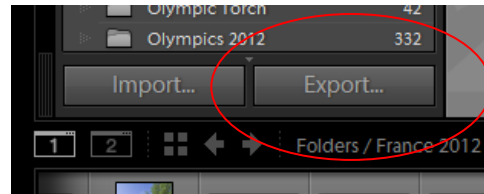
For a portrait, this is how the dialogue box may look:



Guidance on resizing an image in Lightroom:

Go to Library Module and select the image you wish to resize.

Click Export to open 'Export one file Dialogue Box'. [Note-multiple files can be sized in one go by selecting more than 1 file]



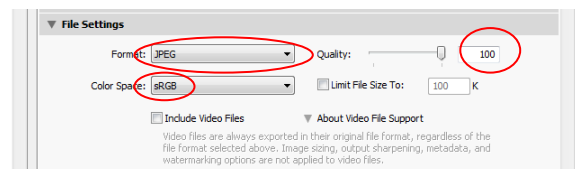
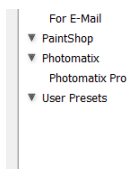
In the Export File dialogue box there are multiple tabs each of which can be opened. Only those tabs where something needs to be done in resizing will be discussed in this Guidance

First of all, choose where you want to export your file to on your hard drive.

Decide whether you wish to rename the file

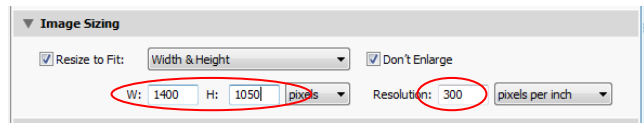
In the File Settings box, ensure

- You are exporting to a JPEG
- Quality setting is always 100
- Colour Space is sRGB



In image sizing box

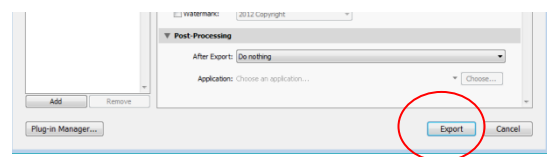
- tick 'resize to fit'
- add 1400 pixels as the width and 1050 pixels as height
- ensure resolution is in the range 240-300 pixels/inch



For the other tabs on the Export One File Dialogue Box:

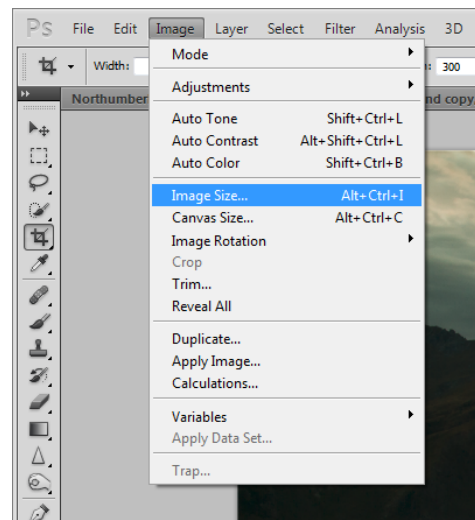
- Decide whether you want to do anymore sharpening-see what works
- Metadata-no need to worry about this
- Watermarking-only add something here if you want to add a Copyright onto your image (for Club Submissions this should never be added)
- In Post Processing, ensure 'Do Nothing' is selected

Click the Export button



Guidance on resizing an image in Photoshop:

Go to Image>Image Size to open up image resizing dialogue box

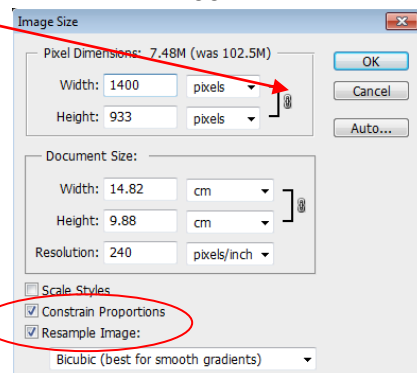


Keeping the Relative Pixel Dimensions locked, Adjust image size so that image is sized no larger than 1400 pixels across or 1050 pixels high.

For landscape, type in width as 1400 pixels and height may well be less than 1050 pixels dependent on how it has been cropped

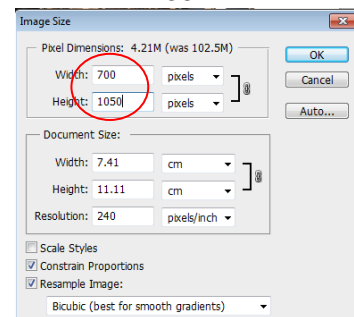
Tick the Resample and Constrain proportions boxes

For a landscape, this is how the dialogue box may look:



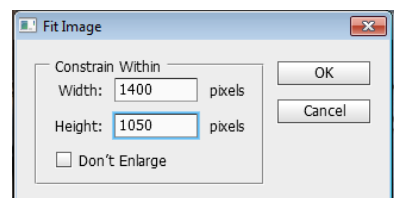
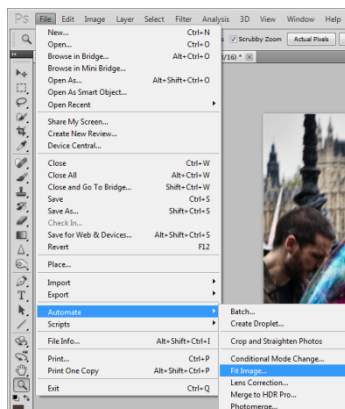
For a portrait, height is input to 1050 pixels and width may well then be less than 1400 pixels

For a portrait, this is how the dialogue box may look:



Yet another approach to resizing in Photoshop is to go to File>Automate>Fit Image

This dialogue box will open:



Type in 1400 pixels as the width and 1050 pixels as the height and press OK. Image will then be sized to be no greater than 1400 pixels wide and no greater than 1050 pixels high

Ensure the screen resolution is either 240dpi or 300dpi to maintain image quality

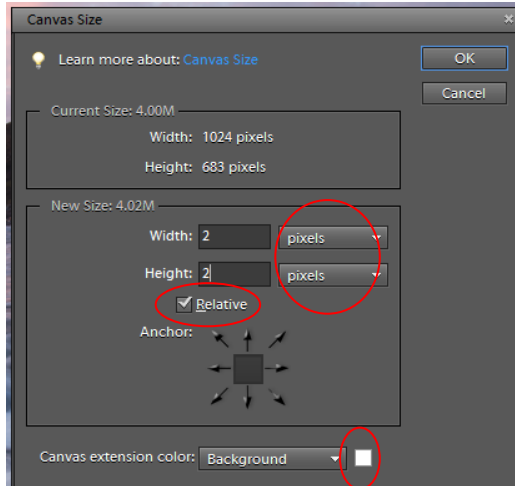
Note - Best practice suggests that any sharpening of an image should be done after resizing and not before.

Adding A Border

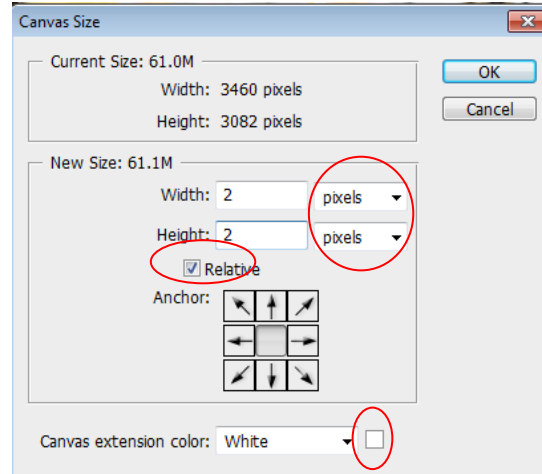
Borders can easily be added in Elements and Photoshop. Note, image must be resized before adding a Border.

This approach works equally in both Elements and Photoshop:

Go to Image>Resize>Canvas Size in Elements to open up this dialogue box



Go to Image>Canvas Size in Photoshop to open up this dialogue box



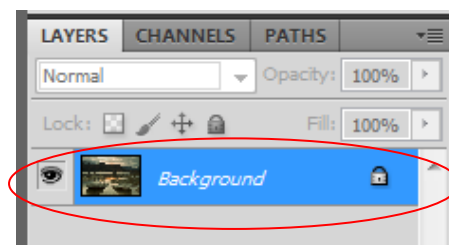
Click "Relative" box and then ensure "Pixels" are set and then add desired border width (1 or 2 pixels) and desired colour.

Note - if a 2 pixel border is being added this way to width and height, image should have previously been resized to 1398 pixels wide or 1048 pixels high

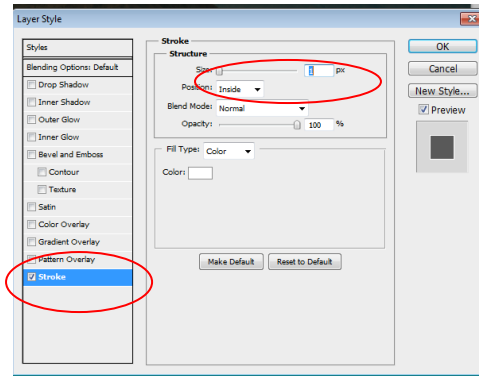
An alternate and simpler approach in Photoshop and Elements is as follows (*Note, unlike the previous approach, using this method the image should not be sized to less than 1400 x 1050 pixels to allow for the border as this method adds a border inside the existing size of the image*) but note, in Elements, adding the Border inside the Image will crop the image by whatever border width you have chosen so this approach for Elements is not recommended but works very well in Photoshop:

Double-click Background Layer to unlock it. Once double-clicked a Dialogue Box will open asking you to give the layer a new name, for instance Layer 0.

Note- a similar approach to unlocking can be done in Elements and then got to Edit>Stroke Outline and define width and colour of stroke.



Once Layer has been unlocked and renamed (for instance to Layer 0), Double Click new Layer 0 (or whatever you called that Layer) and a Layer Styles box will open. 'Tick' and Select the Stroke Option and select the thickness of the border required (normally 1 or 2 pixels will be appropriate). Choose the colour of the border and also ensure you are positioning the border 'inside' the image. Press OK and border will appear.



The best practice is to ensure that your images are projected precisely as you intend, and that either the width of the image is precisely 1400 pixels or the height of the image is precisely 1050 pixels. You should not adjust the size of your image to precisely 1400 x 1050 pixels and filling the unused areas with solid black: this has no effect during the judge's presentation and may have a negative effect on the images' appearance.

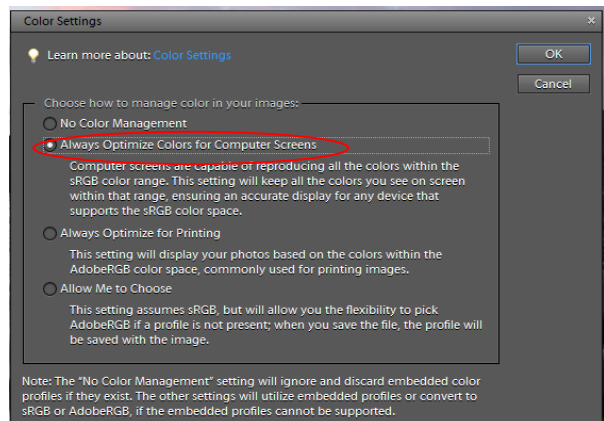
Colour Space

Images will be displayed by the Club in the **sRGB** colour space so you need to make sure the colour space of your saved image is the same. (Note- your normal working Colour Space may already be sRGB but if it is not, before saving your file, you need to change your Colour Settings and ensure you save as sRGB for club submissions). If the colour space definition embedded in your image file does not match the colour space that the projector is using to display it, your image will not look as good as it could. In this section, we will show you how to change the image space embedded in your image using common image editing programs.

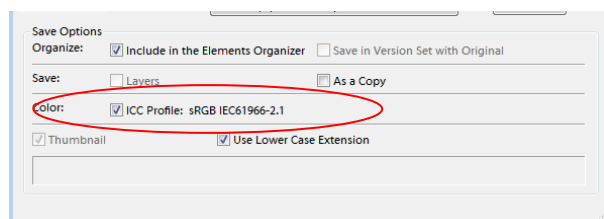
In Photoshop Elements:

Go to Edit>Colour Settings to open this dialogue box

Check 'Always Optimize Colours for Computer Screen'



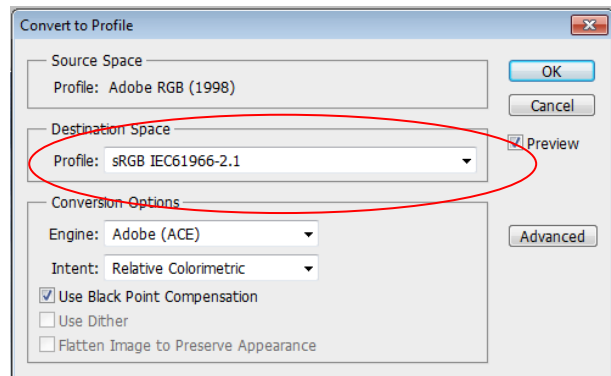
When you save the file, you will see that the sRGB Space has been selected



In Photoshop:

Go to Edit>Convert to Profile and if sRGB isn't your normal working Colour Space ensure the destination profile is set to sRGB from the pull down dialogue box. When you save the file you will see that the sRGB profile has been selected

NB: Make sure you use the Convert to profile... menu item, not the Assign profile



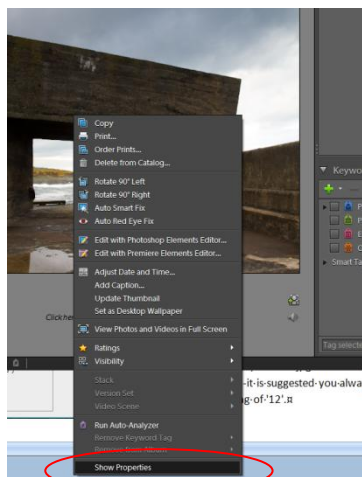
Ensure that your images are correctly orientated before they are sent to the Competition Organiser. Images will be projected in the format and orientation supplied. Inverted or reflected images will not be corrected.

Authors, Titles and other image metadata

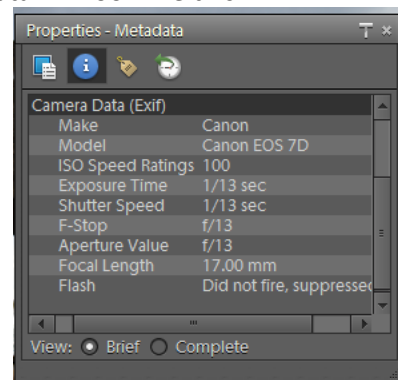
Metadata is information about the authorship and date the image was taken and can be obtained directly from the metadata stored within the image file as can the various settings used when the file was captured (such as *f* number, speed and ISO) and therefore it is highly recommended that MetaaData within a file are not erased.

Where to find Metadata in Elements:

Open Image in Elements Organiser and then right mouse-click whilst hovering over the image to open up dialogue box below. Click "Show Properties"

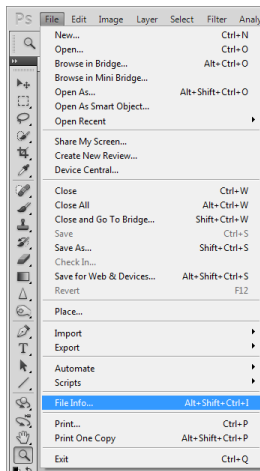


Metadata will look like this:

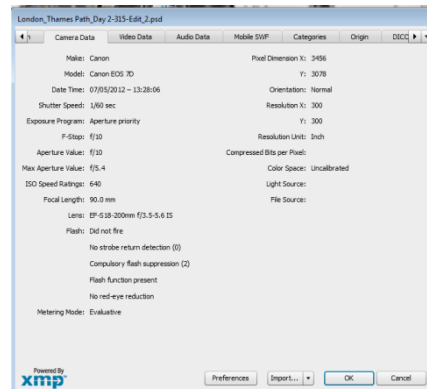


Where to find Metadata in Photoshop:

Open image in Photoshop and go to File>File Info

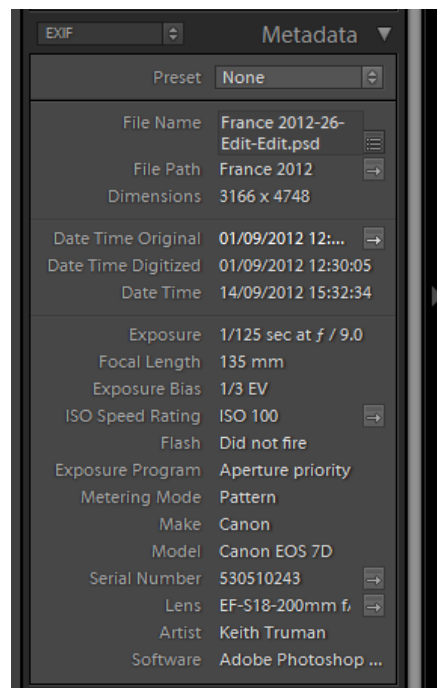


Metadata will look like this:



Where to find Metadata in Lightroom:

In Library Module open up the Metadata tab



And finally...

If you still have questions after having read this document, please feel free to contact us directly. Your best option is to get in touch with Keith Truman. His telephone number is 01763 230680 and his e-mail is keith.truman@ntlworld.com