

# Bognor Regis Camera Club

## PREPARING AND SIZING DIGITAL IMAGE FILES FOR CLUB PDI COMPETITIONS

The club's Competition Rules describe the essential parameters for your PDI entries. Please refer to the website for the latest version. This document does not form part of the rules but provides some guidance as to how you may be able to comply with them and get the best quality from your prepared images.

### Requirements taken from the Competition Rules revised 04/09/2017

Digital images for PDI competitions must be a maximum of 1400px wide by 1050px tall including any digital borders or frames and be titled as described below. All images must be formatted in the sRGB colour space. The images should be provided as files by submission through the on-line form on the club's website members' area.

The title of the image must be in the following format:

***Competition Subject Category; [space] IMAGE TITLE (in Capitals ); [space] Entrant's name.jpg***

The Competition Subject Category must be taken from the list of Subject Categories being judged that evening (see the current programme for this list or download the complete list with definitions from the website

[http://bognorregiscameraclub.org/downloads/BRCC Competition Subject definitions 170911.pdf](http://bognorregiscameraclub.org/downloads/BRCC%20Competition%20Subject%20definitions%20170911.pdf)

Incorrectly formatted files may be rejected by the PDI Competition Secretary.

### Titling your images - IMPORTANT

Please note the format specified. The Competition Secretary may have to prepare up to a hundred images for a competition. The format is designed to be computer read so as to ease this process. They do not have time to correct mistakes in individual image title preparation, and indeed must not be relied upon to spot and correct errors.

### How to prepare an image

Precise instructions vary according to the software you use and the version number. Here are three of the most common to guide you.

#### Photoshop Elements (Version 12)

##### Preparing your image size

In Photoshop Elements you must size your image before you save it. It is better to process all your adjustment to your image before final sizing so as to retain the highest quality in your Master image. Save it before final sizing.

1. Go to Image>> Resize>> Image Size (Shift+Ctrl+I)

2. Check 'Constrain Proportions' (unless you want your image to be reshaped).
3. Check 'Resample image' and select the method you prefer. See link below to Adobe's guidance.
4. FOR A LANDSCAPE FORMAT: check that the horizontal pixel dimension does not exceed 1400. If it does, reduce to 1400, then check that the vertical dimension does not exceed 1050. If 1050 pixels is exceeded, reduce the vertical to 1050. The horizontal dimension will also be reduced to fewer than 1400 pixels (because the aspect ratio has been maintained).
5. FOR A PORTRAIT FORMAT: check that the vertical pixel dimension does not exceed 1050. If it does, reduce to 1050. (Note: in portrait format the horizontal dimension will by definition be less than the vertical, so cannot exceed 1050).
6. Now Save your image with a new name to retain the high quality of your Master.

See: <https://helpx.adobe.com/photoshop-elements/using/resizing.html>

### Saving your image

1. Open the image file in Photoshop.
2. Save As (Shift+Ctrl+S), select Format = JPEG (\*.JPG, \*.JPEG, \*.JPE) N.B. If already is a JPG save "as a copy" to keep your master untouched
3. Type in your competition File Name which must be compliant with the Club competition requirements - see above.
4. Check that the Color: box is checked for sRGB
5. Click 'Save' and the 'Options box appears
6. In 'Image Options' set Quality to 10 or 12 (Maximum) or move the slider to "large file"
7. Leave 'Format Options as 'Baseline', the default
8. Click OK.

### LightRoom (Versions 5, 6 & CC)

In Lightroom, your image is sized as part of the final export process that created the Jpeg image. Your master image is not affected by this process. Before you start the export process please ensure that the image to be used has enough pixels by checking the Cropped item in the Metadata information panel of the Library Tab. It must be at least 1400 pixels wide if a landscape or 1050 tall if a portrait, to ensure the images can be successfully projected.

To Export your image (export = save your image as).

- 1 Select the image to be exported on the filmstrip section at the bottom of the screen (in the Library module)
- 2 Click the export button to bring up the export dialogue screen
- 3 In this export screen set the following parameters:

#### Export Location

- Export to -> Choose Folder Later
- Add to catalogue ticked (ie add to this catalogue)
- Existing files -> Ask what to do

## File Settings

Image Format -> JPEG, Quality = 100

Color Space -> sRGB

Limit file size not ticked (ie no limit to file size)

## Image Sizing

Resize to fit -> Width & Height Don't enlarge not ticked – This will resize the photo to fit within the specified width and height, retaining the original aspect ratio. Specifying 1400 x 1050, for example, produces a 781 x 1050 portrait photo or a 1400 x 933 landscape photo, depending on the crop ratios chosen in develop.

1400 x 1050 -> pixels, Resolution (N/A – has no effect if pixels)

Output sharpening -> Sharpen for -> Screen-> Amount -> Low

Metadata -> Include -> Copyright only

Watermarking -> No watermarking

Post processing -> as you wish

4 Change the name of the image to meet the BRCC guidelines as follows:

1. File Naming section of the export dialogue screen
2. Rename to -> Edit – this will bring up the Filename Template Editor
3. Delete any existing contents in the “example” dialogue box
4. Enter the filename details as per the BRCC guidelines in the box as per the example
5. When this is completed, click the “Done” button at the bottom of the Filename Template Editor.

This should take you back to the Export dialogue box with the new filename in the File Naming section where it will now say Rename to Custom settings and the Custom Text (of your new file name) will appear beneath.

Click on the Export button at the bottom to complete the action. Note that the process will ask you where you want to save the file. So, navigate to the folder where you store your competition images and click on Open to complete the action.

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1. As a precaution, make a copy of your chosen image so that an unedited original remains available

2. First run your cursor over the image selected to ensure that it does not already comply with the 1400(horizontal) x 1050 (vertical) maximum
3. If adjustments are needed, right click on the image and select "EDIT" option: this should open the image in "PAINT"
4. Click "HOME" tab at top of page and in the second tool box in from left select "RESIZE" option
5. On the " Re-size and Skew" dialogue box, select the button "Resize by – pixels" (i.e. not by percentage)
6. Make sure "Maintain aspect ratio" box is ticked, then proceed as follows:

FOR A LANDSCAPE FORMAT: check that the horizontal pixel dimension does not exceed 1400. If it does, reduce to 1400, then check that the vertical dimension does not exceed 1050. If 1050 pixels is exceeded, reduce the vertical to 1050. The horizontal dimension will also be reduced to fewer than 1400 pixels (because the aspect ratio has been maintained).

FOR A PORTRAIT FORMAT: check that the vertical pixel dimension does not exceed 1050. If it does, reduce to 1050. (Note: in portrait format the horizontal dimension will by definition be less than the vertical, so cannot exceed 1050).

7. Click OK; this will SAVE the image in its original file location

RE-NAME the image: right click on image, then select "Re-name" option and assign a title in the following format:

***Competition Subject Category; [space] IMAGE TITLE (in Capitals); [space] Entrant's name.jpg***

***For instance: Architecture; TOWER BRIDGE; Richard Lionheart***

## Submitting your image

For submission of your prepared image to the PDI Competition Secretary, the images must be provided as files by submission through the on-line form on the club's website members' area.

The images must be provided as files using the naming convention defined in the competition rules and repeated at the beginning of this document.

A list of all submitted competition entries is posted on the Club notice board one week before the competition date. Members should consult this list to ensure that their entries have been included.

RC 04/09/17

Amended PC 25/09/17