

PREPARING AND SIZING DIGITAL IMAGE FILES FOR CLUB COMPETITION

1. Open the image file in Photoshop.
2. Save as a JPG (if already a JPG save “as a copy”) **N.B. NOT JPEG**
3. When prompted set the quality to 10 or 12 maximum and move slider to “large file”. Click OK.
4. Image>Resize>Image size
5. The Image Size dialog window will need changing for digital projection to comply with the native resolution of our projector and the dimensions represent the maximum the software will display
 - a) Ensure “Resample Image” box is ticked
 - b) Ensure “Constrain Proportions ” box is ticked
 - c) Tick “Scale Styles” box if you have it
 - d) Change “Resolution” to 96 pixels/inch
6. For a LANDSCAPE image
 - a) change the pixel width box to 1400 max pixels
 - b) if this makes the pixel height greater than 1050 pixels, adjust the pixel height to read 1050 pixels. The pixel width will then be constrained/reduced in proportion.
 - c) Click OK
7. For a PORTRAIT image
 - a) set the pixel height to 1050 max and the width will be constrained in proportion automatically
 - b) Click OK
8. Assign a title in the following manner:
Alongside the “File Name” box highlight the file name and format as follows
e.g.

 BEACH SCENE by John Smith.jpg

Where “BEACH SCENE” is in upper case [space], “by” is in lower case [space], and “John Smith.jpg” is as shown
9. Save for projection to an accessible file of your choice and copy to CD for submission to Digital Image Secretary. CDs must be marked with member’s name and will be returned to member.