Preparing and Sizing Digital Image Files for Club PDI & Print Competitions

Season 2018/ 2019

Changes to the previous year's document are shown with a paragraph outline like this one.

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 2018

Digital images for PDI competitions must be a **maximum of 1600px wide by 1200px tall *** including any digital borders or frames and be titled as described below. Note this is a change from last year's maximum of 1400px wide by 1050px tall. If you submit at the old, smaller, size don't be surprised if your image appears small on the screen!

> * N.B. px is short for pixel

All images must be formatted in the sRGB colour space.

All images must be uploaded to the club's competition entry system located in the members' area on the website.

The title of the image must be in the format specified in this season's Competition Subject document. Please note that this is a slightly different format from last year.

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 evening. The image title format is specifically designed to be computer read so as to ease this process and ensure your entry is validated when you upload it. The competition Secretaries 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 two 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 1600. If it does, reduce to 1600, then check that the vertical dimension does not exceed 1200. If 1200 px is exceeded, reduce the vertical to 1200px. *The horizontal dimension will also be reduced to fewer than 1600px (because the aspect ratio has been maintained).*

5. FOR A PORTRAIT FORMAT: check that the vertical pixel dimension does not exceed 1200px. If it does, reduce to 1200px. (Note: in portrait format the horizontal dimension will by definition be less than the vertical, so cannot exceed 1200px).

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#main-pars_heading_0

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 1600px wide if a landscape or 1200px tall if a portrait, to ensure the images will fill the screen when projected.

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

1 Ensure you are in the Library module

2 Select the image to be exported on the filmstrip section at the bottom of the screen

3 Click the Export button to bring up the export dialogue screen.

4 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 1600px x 1200px, for example, produces a 781px x 1200px portrait photo or a 1600px x 933px landscape photo, depending on the crop ratios chosen in develop.

1600 x 1200 -> 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

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

File Naming section of the export dialogue screen (Note screen 2)

Rename to -> Edit – this will bring up the Filename Template Editor

Delete any existing contents in the "example" dialogue box

Go to the last entry at the end "Custom" which has in it Custom Text. Click on the button to insert custom text in the "Example" dialogue box at the top of the Filename template editor

Enter the filename details as per the BRCC guidelines in the Rules.

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 Fin=le 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.

After submitting your image

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.

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Approved by committee on…