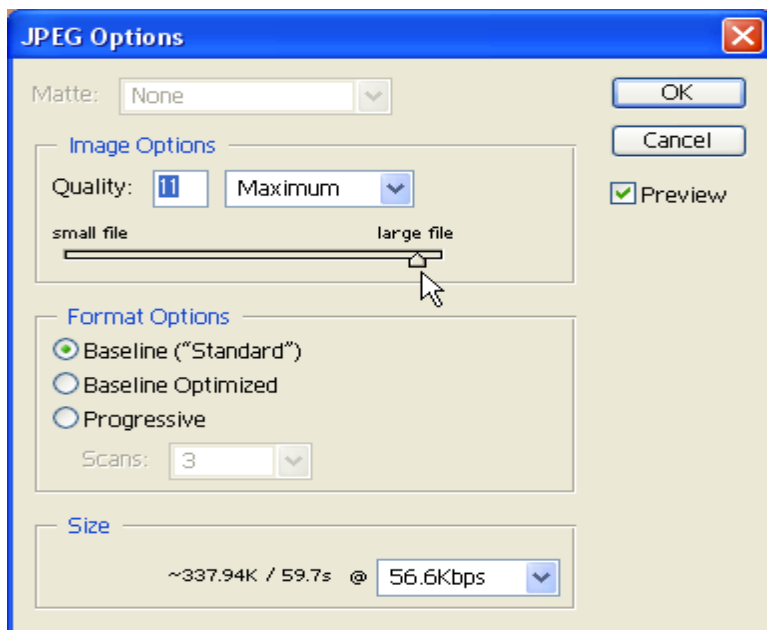


## Saving the Image

**Always use Save As and never save over the original**

1. To save a file as a JPEG file, from the **File** menu, choose **Save As**. The Save As dialogue is then displayed.
2. Select the folder you want to save to. Type in the correct **File name** (remember, it must show the file title followed by your name and category. You can use spaces, or replace spaces with under-score if you want to). Next make sure the **Format** field is set to **JPEG**.
3. Click the **Save** button, you'll then see the **JPEG Options** dialogue box.
4. Set the amount of compression to apply to the image. You can set the Quality to 10 or 11 and that's fine. This will ensure the final file size is not too large but will retain the quality of the image. Make sure the **Format Options** is set to **Baseline ("Standard")**.
5. Click **OK**.



### PLEASE NOTE:

**By following these notes you will go a long way to ensuring that your images will be displayed as you intend them to be.**



# DIGITAL IMAGE PREPARATION

## CLUB RULES

### SINGLE IMAGE COMPETITIONS

- MODE:** RGB Colour 8 bits only or Greyscale 8 bits only
- COLOUR SPACE:** sRGB
- IMAGE SIZE:** Maximum of 1024 pixels wide x 768 pixels tall
- FORMAT:** JPEG
- FILE NAME:** Title in capitals – author's name in lower case – category/competition. jpg  
For example:-  
THE HAYWAIN - J. Constable - landscape.jpg
- SUBMISSION:** Entries to the digital secretary at least one week before the competition.  
**Images must be in a folder and filed in the order the author wishes them projected.**

Our current digital projector has a native resolution of 1024x768 pixels. As projectors evolve this resolution will probably increase in future, but the same principles will apply when preparing images. Any change to this size will be announced at club meetings.

For best results you should resize your image so that it fits into the native resolution without having to be shrunk down for projection. When resizing, make sure that you preserve the *aspect ratio* of your image so that it does not appear to be stretched out of proportion.

**All competition entries are required to meet the above criteria**

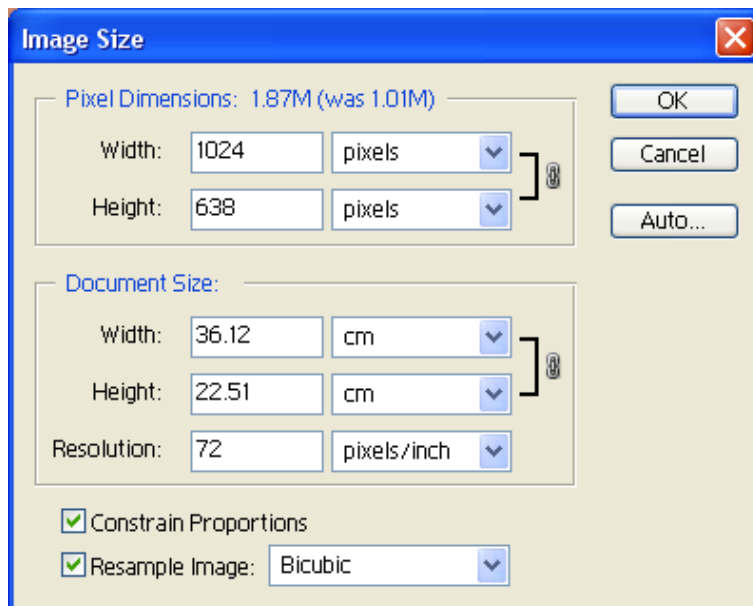
## Resizing your image

***It's good practice to always work on an image copy and not the original.***

The following process is using any version of Adobe Photoshop or Elements.

All digital images will be judged at a resolution of 1024 x 768 pixels. The 1024 is the width across, making the image a landscape format. Firstly, you should resize your image to fit within that pixel area. You will probably want to maintain the proportions of your image, so you should add a black background to fill any remaining space.

1. From the **Image** menu, choose **Image Size**, the Image Size dialogue box is displayed. Select **Resolution** of 72 pixels per inch.
2. Make sure the units you have selected are **pixels** (top centre of the box).
3. Enter the width you want, for example 1024. The height will adjust automatically providing you have the **Constrain Proportions** box ticked.
4. Finally, check the height, if the height is more than 768, then you need to enter 768 in the height – this will reduce the width to less than 1024 pixels. Click **OK**.



**Remember:** Select **Resolution** of 72 pixels per inch **first**.

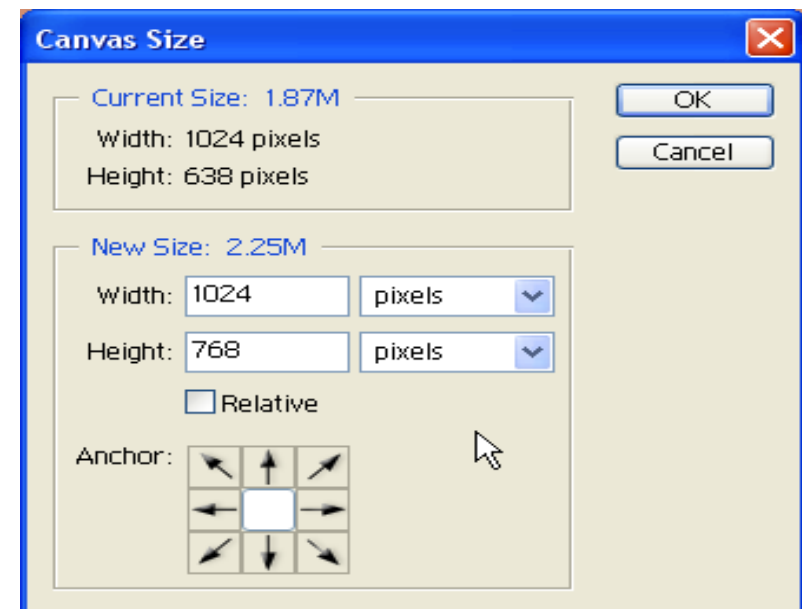
**Tip:** Many people will talk about "file size" or "dpi". None of that is relevant in this instance - you are measuring in pixels, for viewing on a monitor or for digital image projection only.

***Resizing images for prints is a different issue.***

## Adding a background to your image

If your image is not exactly 1024 x 768 then it will be judged with a black background filling the remaining space. With the resized image from the previous steps 1 to 4 completed:

1. Set the background colour on the colour palette to black.
2. From the **Image** menu, choose **Canvas Size**. The Canvas Size dialogue box is shown.
3. Make sure the units are set to pixels. Type in 1024 for the width and 768 for the height.
4. Click **OK**. Your image canvas is now enlarged to show the picture and the spare margins around the outside.



**Do not** tick the Relative box.