

Digital Images



INSTRUCTIONS FOR PREPARING IMAGES FOR DIGITAL IMAGING COMPETITIONS (January 2020)

A maximum of two (2) digital entries may be entered in each monthly competition.

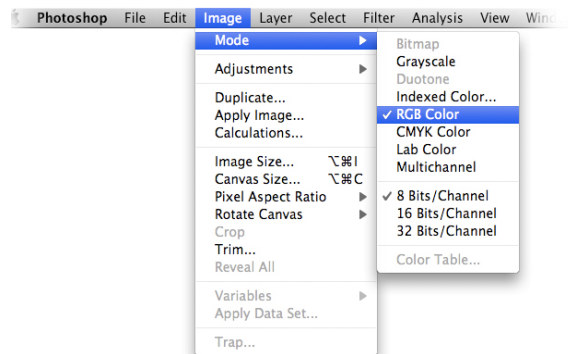
Images should be submitted by email to the Competition Secretary at competitionmpsinc@gmail.com **no later than the Sunday night** prior to the monthly competition.

Non-compliant files will not be accepted for entry so to submit images in the correct format for projection the following procedures explain how to prepare the images for competition in Adobe Photoshop and Lightroom. Other programs may set these parameters as well.

PHOTOSHOP METHOD

SET THE MODE

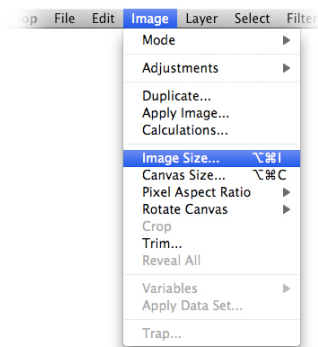
1. Open Photoshop
2. From the Menu Bar select:
 - 2a. If your image is in colour select **<Image>**, **<Mode>**,
✓ (i.e. tick) **RGB Colour**
 - 2b. If your image is monochrome, select **<Image>**, **<Mode>**,
✓ **Greyscale**
3. If not already, select:
<Image>, **<Mode>**, ✓ **8 Bits/Channel**



SET THE SIZE

The size of the image must be set to a maximum size. The image must be a maximum **3840 pixels (wide) x 2160 pixels (high)** at a suggested resolution of **300 pixels/inch**.

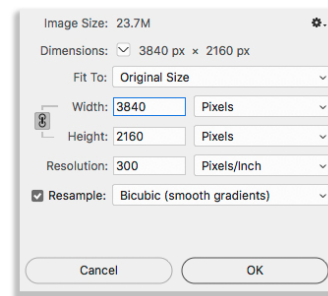
4. From the **Menu Bar** select:
Image and then **Image Size**.



A window called **Image Size** pops up:

- i. ✓ **Constrain Proportions**, then
- ii. for **Resolution** enter **300** when set at **pixels/inch**
- iii. a. enter **3840 pixels** for **Width** for landscape orientated images

or
b. enter **2160 pixels** for **Height** for portrait or square orientated images.
- iv. click **OK**.



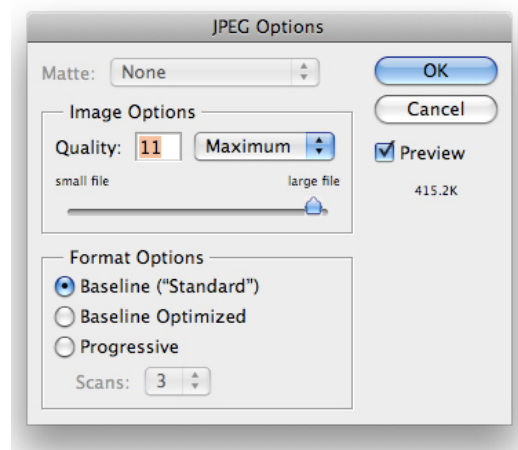
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SAVE THE FILE

5. From the Menu Bar select:
 - i. Select **File** and **Save As**, (select location to save image)
 - ii. for **File Name**: enter **2JoeBloggs_ScenicView.jpg** (which stands for; entry number 1 or 2 followed by your Name (note capitals for first letter of each name), underscore then the Title (note capital letter for each first letter of each word))
 - iii. for **Format** select **JPEG** from list
 - iv. click **Save**.

6. A window called **JPEG Options** will open
 - i. ✓ **Baseline (Standard)**
 - ii. Move fulcrum on the slider and keep it as far to the right as possible (highest quality) while keeping the **Size** on the right below **4MB**
 - iii. Click **<OK>**.



LIGHTROOM METHOD

EXPORT THE FILE

In the **Library** or **Develop** Mode with the desired image selected choose **File** from the Menu Bar and choose **Export**. The **Export One File** window will appear.

1. A In the **Export Location** field, under the **Export To:** field
 - i. select **Specific folder**
 - ii. click the **Choose** button to locate the where you want to save the file to.



▼ **Export Location**

Export To:

Folder: /Volumes/WEBMASTER

Put in Subfolder:

Add to This Catalog Add to Stack:

Existing Files:

2. In the **File Naming** field;
 - i. under the **Rename To:** field, ✓ the box
 - ii. select **Custom Name**. In the **Custom Text:** field, enter the file name following the set naming protocol as per the example:

2JoeBloggs_ScenicView.jpg,

which stands for; entry number 1 or 2 followed by your Name (note capitals for first letter of each name), underscore then the Title (note capital letter for each first letter of each word).

▼ **File Naming**

Rename To:

Custom Text: Start Number:

Example: 2JoeBloggs_ScenicView.jpg Extensions:

3. In the **File Settings** field;
 - i. under the **Image Format** field select **JPEG**
 - ii. In the **Color Space** field select **sRGB**
 - iii. ✓ The **Limit File Size To:** box and enter **4000** as the **k** value (to limit the file to 4MB).

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▼ **File Settings**

Image Format: Quality:

Color Space: Limit File Size To: K

4. In the **Image Sizing** field,
 - i. ✓ The **Resize To Fit** box and select the **Long Edge** choice
 - ii. set the **Resolution** to **300** pixels per inch
 - iii. a. enter **<3840 pixels>** for **landscape** orientated images
or
b. enter **<2160 pixels>** for **portrait** or **square** orientated images.

▼ **Image Sizing**

Resize to Fit: Don't Enlarge

Resolution:

5. If you haven't previously added any sharpening,
 - i. tick **Sharpen For:**
 - ii. select **Screen** from the drop down menu.

▼ **Output Sharpening**

Sharpen For: Amount:

6. Click **Export**.