

INSTRUCTIONS FOR PREPARING IMAGES FOR DIGITAL IMAGING COMPETITIONS

May 2021

A maximum of two (2) digital entries may be entered in each category in any monthly competition, with a maximum of (5) over all entries across the categories.

Digital images should be submitted by email to the Competition Secretary at competitionmpsinc@gmail.com **no later than the Friday 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 must be followed to prepare the images for competition in Adobe Photoshop and Lightroom. Other programs may set these parameters as well.

The following table will show the correct dimensions to display most images in common camera aspect ratios correctly on the current Samsung TV.

Format	Ratio	Pixels	Ratio	Pixels
TV	16:9	3840px x 2160px		
Landscape	3:2	3240px x 2160px	4:3	2880px x 2160px
Portrait	2:3	1440px x 2160px	3:4	1620px x 2160px
Square (& Round)	1:1	2160px x 2160px		

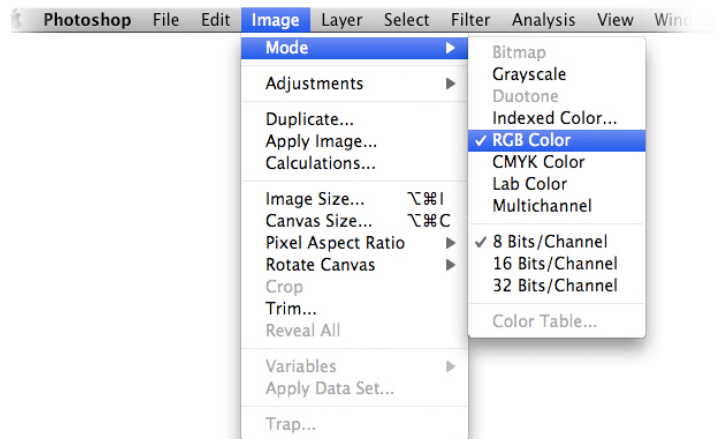
Panorama and other un-uniformly cropped images are the aspect ratios that causes some variants as there is no standard size for alternate crops. It will be explained how to do these images correctly as well.

For terminology purposes any size ratio listed in the table will be referred to as 'standard' ratios and any image that does not fall into this table will be referred to as 'non-standard'.

PHOTOSHOP METHOD

SET THE MODE

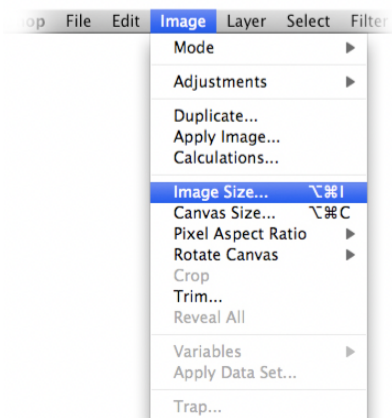
1. Open Photoshop
(if you are already working on the image save the image as your working file
i.e. PSD or TIF file before proceeding)
2. From the Menu Bar select:
 - 2a. If your image is in colour,
select **<Image>, <Mode>**
✓ (tick) **RGB Colour**
 - 2b. If your image is monochrome,
select **<Image>, <Mode>**,
✓ **Grayscale**
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) to fit in the TV space and the resolution needs to be a minimum of 72 pixels/inch for TV Screens. Increasing the pixels per inch won't increase the quality so long as your width and height pixels are correct.

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 **72** when set at **pixels/inch**

III. a. for 'standard' images enter **2160 pixels for Height**.

Width should automatically change for Landscape to;
3240 for 3:2 ratio
2880 for 4:3 ratio
2160 for 1:1 ratio

Or for Portrait to;
1440 for 2:3 ratio
1620 for 3:4 ratio

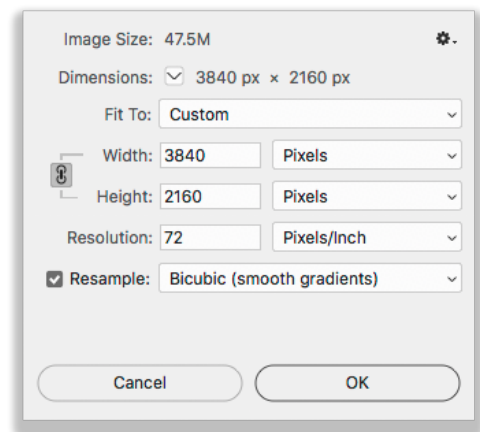
(dependant on the exact crop this could be out by a pixel or two which is OK)

or

b. for 'non-standard' images enter **2160 pixels for Height**

If the **Width** changes to **greater than 3840px** the image is too wide so **change the Width to 3840px** and the **Height** will become less than **2160px**.

IV. click **OK**.

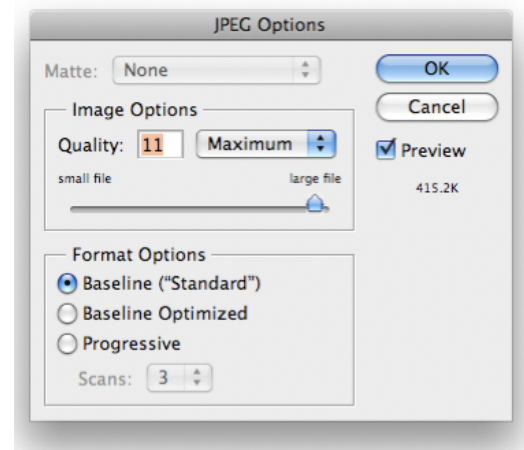


SAVE THE FILE

5. From the Menu Bar select:

- i. Select **File** and **Save As**, (select location to save image)
- ii. for **File Name**: enter **2_JoeBloggs_Colour_ScenicView.jpg**
(which stands for; entry number of category 1 or 2, underscore, your Name underscore, category name, underscore, Image Title (note capital letter for each first letter of each word))
- iii. for **Format** select **JPEG** from list
- iv. click **Save**.

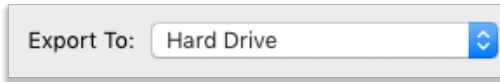
6. A window called **JPEG Options** will open
 - i. ✓ **Baseline (Standard)**
 - ii. Move fulcrum on the slider and keep it as far to the right as possible (highest quality) while keeping the **Size** on the right below **4MB**
 - iii. Click **<OK>**.
 - iv. Make sure you keep your original full-size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

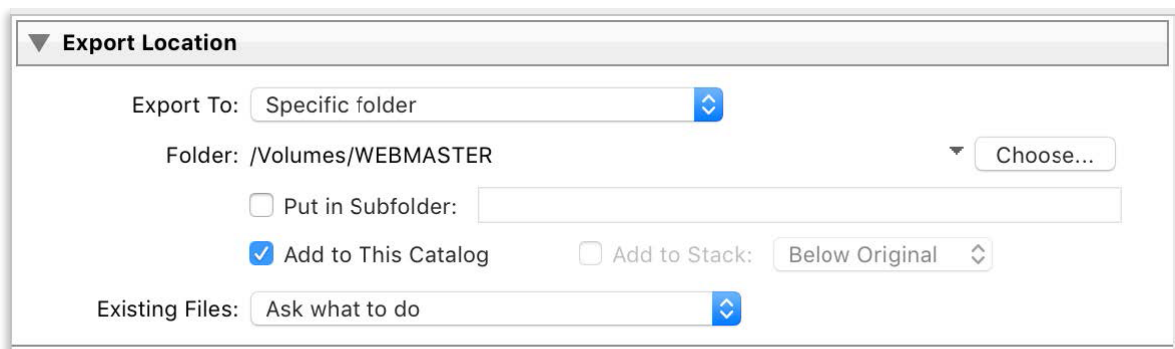


LIGHTROOM METHOD

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.

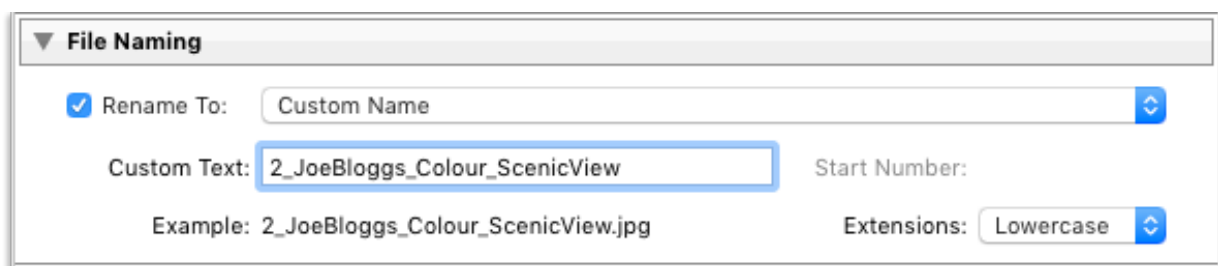
1. In the top left corner make sure Export To: Hard Drive is selected 
2. In the **Export Location** field, under the **Export To:** field (this is the second Export To: field)
 - i. select **Specific folder**
 - ii. click the **Choose** button to locate the where you want to save the file to.



3. 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:

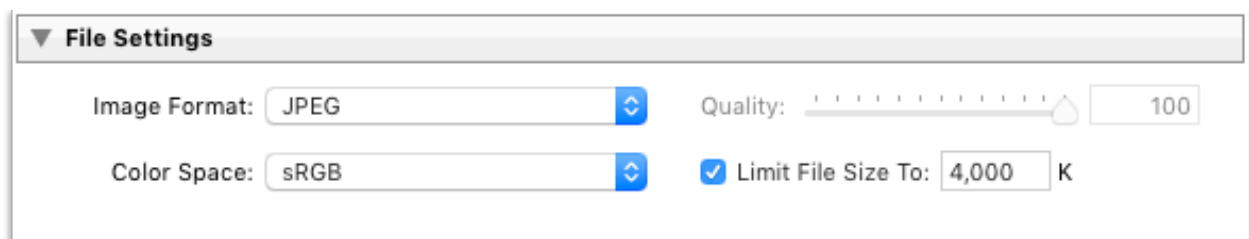
2_JoeBloggs_Colour_ScenicView.jpg

(which stands for; entry number of category 1 or 2, underscore, your Name underscore, category name, underscore, Image Title (note capital letter for each first letter of each word))



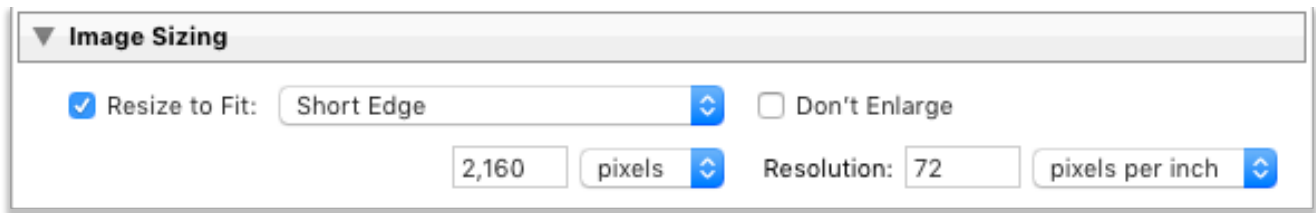
The screenshot shows the 'File Naming' panel with the following settings: 'Rename To:' is checked and set to 'Custom Name'; 'Custom Text:' is '2_JoeBloggs_Colour_ScenicView'; 'Start Number:' is empty; 'Example:' is '2_JoeBloggs_Colour_ScenicView.jpg'; and 'Extensions:' is set to 'Lowercase'.

4. 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).

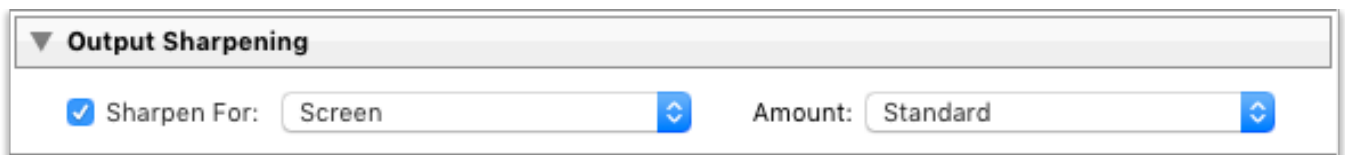


The screenshot shows the 'File Settings' panel with the following settings: 'Image Format:' is 'JPEG'; 'Quality:' is a slider set to 100; 'Color Space:' is 'sRGB'; and 'Limit File Size To:' is checked and set to '4,000 K'.

5. In the **Image Sizing** field,
 - a. ✓ The **Resize To Fit** box and select the **Short Edge** choice
 - b. set the **Resolution to 72 pixels** per inch
 - c. i. enter **2160 pixels** for 'standard' images
 - or
 - ii. enter **2160 pixels** for 'non-standard' images.
(* You will need to check the final dimensions [see below] and if it is more than 3840px wide you will need to re-do the export again and set it at **3840 pixels** on the **Long Edge**)



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



7. Click **Export**.

* To check the final dimensions for 'non-standard' (or even 'standard') images after exporting in Lightroom you can re-import the new image from its new location and open the **Library Module** and in the right-hand panel under the **Metadata** tab the **Dimensions** and the **Cropped** is shown. If the width (first dimension) is greater than 3840px go back to the original image and re-export and set the **Resize to Fit: Long Edge** to **3840 pixels**. Note Lightroom will not easily confirm what pixels per inch an image is set at once exported.

Alternatively, you can check the dimensions in Photoshop under the Menu Tab select **Image** and then **Image Size**.