INSTRUCTIONS FOR PREPARING IMAGES FOR DIGITAL IMAGING COMPETITIONS

January 2023

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 entriesmpsinc@gmail.com **no later than the Friday night** prior to the monthly competition.

Entry Fees, for both print at $1 ea and digital at $2 ea, must be deposited to the MPS bank account by EFT or in bank branch deposit **no later than the Friday night** prior to the monthly competition. A copy of the MPS Competition Entry Fee Deposit Advice must also be emailed to the Treasurer at treasurermpsinc@gmail.com.

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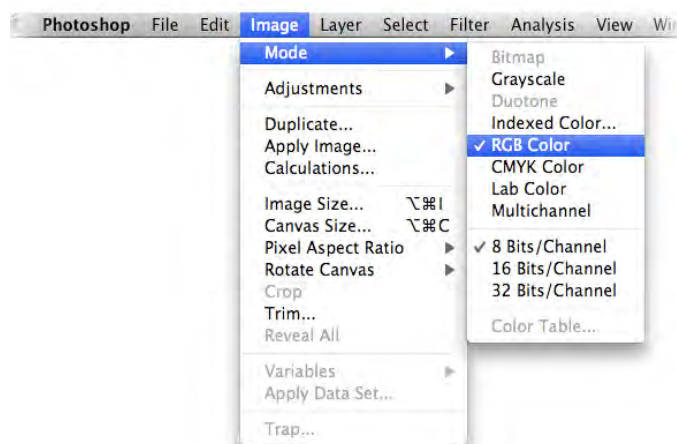
For terminology purposes any size ratio listed in the table will be referred to as 'standard' ratios and any image that does not fall into this table will be referred to as 'non-standard'.

Do not add any border padding around the image. Images that are completely black around all edges which may make it difficult to determine where the image ends, a 2 pixel white frame may be included. See instructions at the end of this document.

PHOTOSHOP METHOD

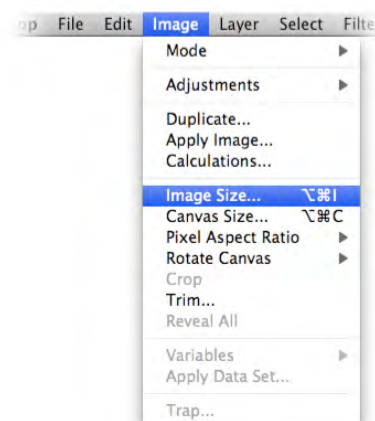## SET THE MODE

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 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
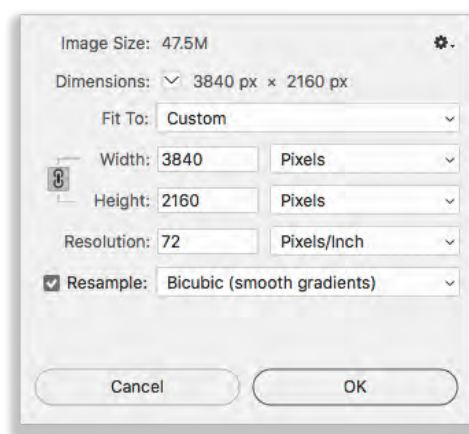   **1620** for 3:4 ratio

   (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**.

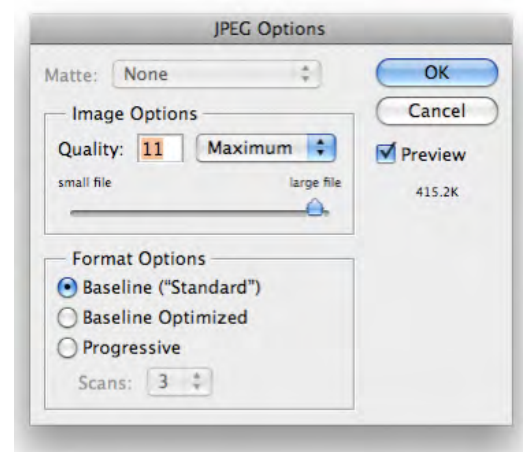## SAVE THE FILE

5. From the Menu Bar select:
   i. Select **File** and **Save As**, (select location to save image)

   for **File Name**: enter the letter of the category the image is being entered into (ie **C** for Colour, **M** for Monochrome or **P** for Photographic Challenge), underscore, Title (using capitals for each first letter – no spaces), underscore, your name (using capitals for the first letter of each name – no spaces) as per the following examples:

C_PerfectStorm_BenThomas.jpg

M_BuildingArchway_DavidJones.jpg

P_RedDragon_BettyWhite.jpg

    ii.   for **Format** select **JPEG** from list

    iii.   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**>.

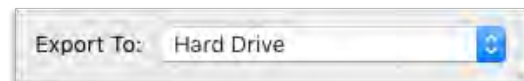   iv.   Make sure you keep your original full-size file
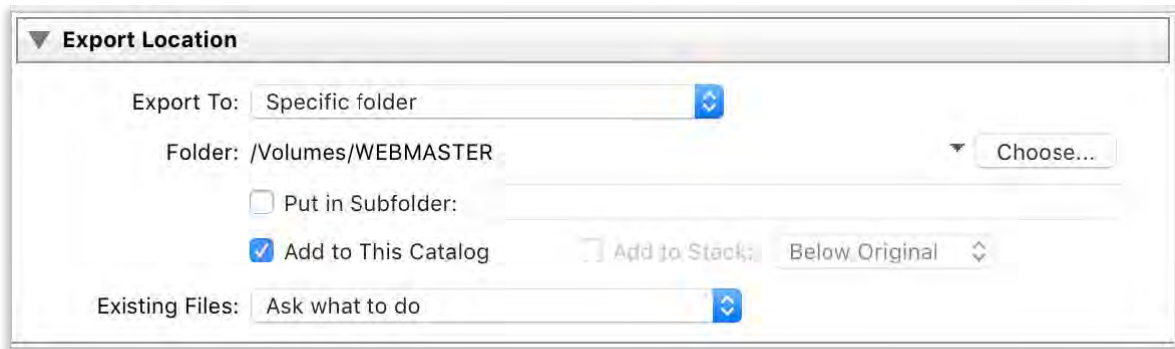
LIGHTROOM METHOD

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:

> Enter the letter of the category the image is being entered into (ie **C** for Colour,
> **M** for Monochrome or **P** for Photographic Challenge), underscore, Title (using
> capitals for each first letter – no spaces), underscore, your name (using capitals
> for the first letter of each name – no spaces) as per the following examples:

C_PerfectStorm_BenThomas.jpg
M_BuildingArchway_DavidJones.jpg
P_RedDragon_BettyWhite.jpg
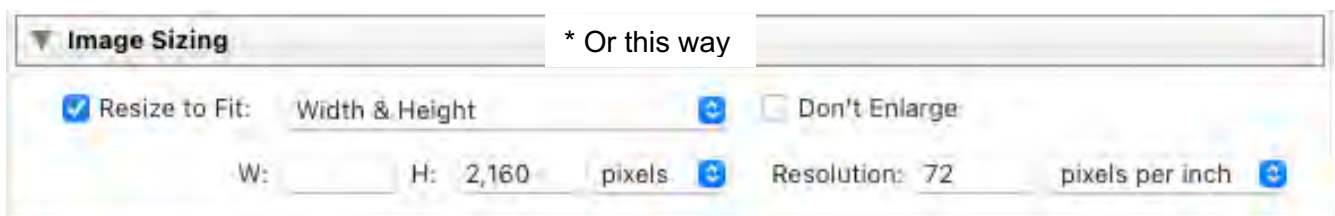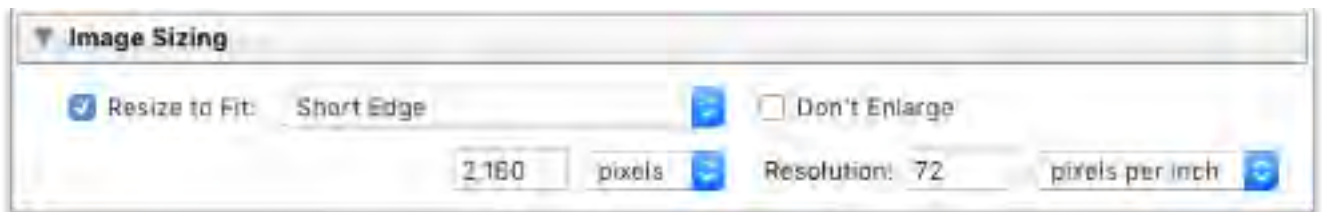

4. In the **File Settings** field;
    i.   under the **Image Format** field select **JPEG**
    ii.   In the **Color Space** field select **sRGB**
    iii.   ✓ The **Limit File Size To:** box and enter **4000** as the k value (to limit
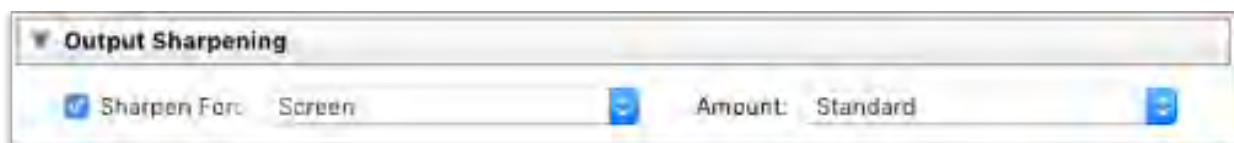   the file to 4MB).

File Settings

Image Format: JPEG   Quality:

Color Space: sRGB   ☑ Limit File Size To: 4,000 K

5. In the **Image Sizing** field,
   a. ✓ The **Resize To Fit** box and select the **Short Edge** choice
   (* or you can select **Width & Height** and make sure **W:** is blank and set H: to **2,160 pixels**)
   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**)

Image Sizing

☑ Resize to Fit: Short Edge   ☐ Don't Enlarge

2,160 pixels   Resolution: 72 pixels per inch

Image Sizing   * Or this way

☑ Resize to Fit: Width & Height   ☐ Don't Enlarge

W: H: 2,160 pixels   Resolution: 72 pixels per inch

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

Output Sharpening

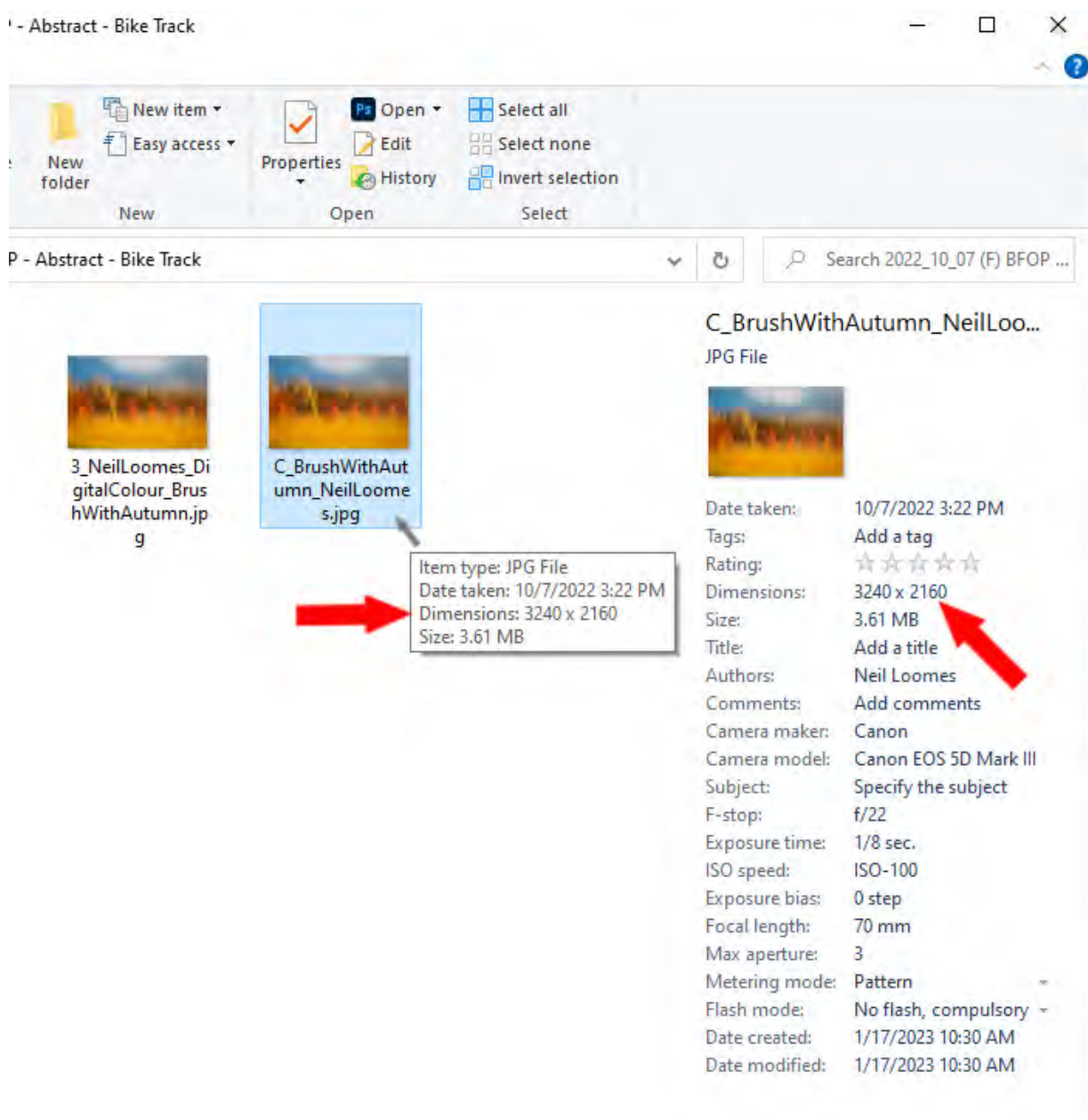☑ Sharpen For: Screen   Amount: Standard

7. Click **Export.**

** To check the final dimensions for 'non-standard' (or even 'standard') images after exporting:
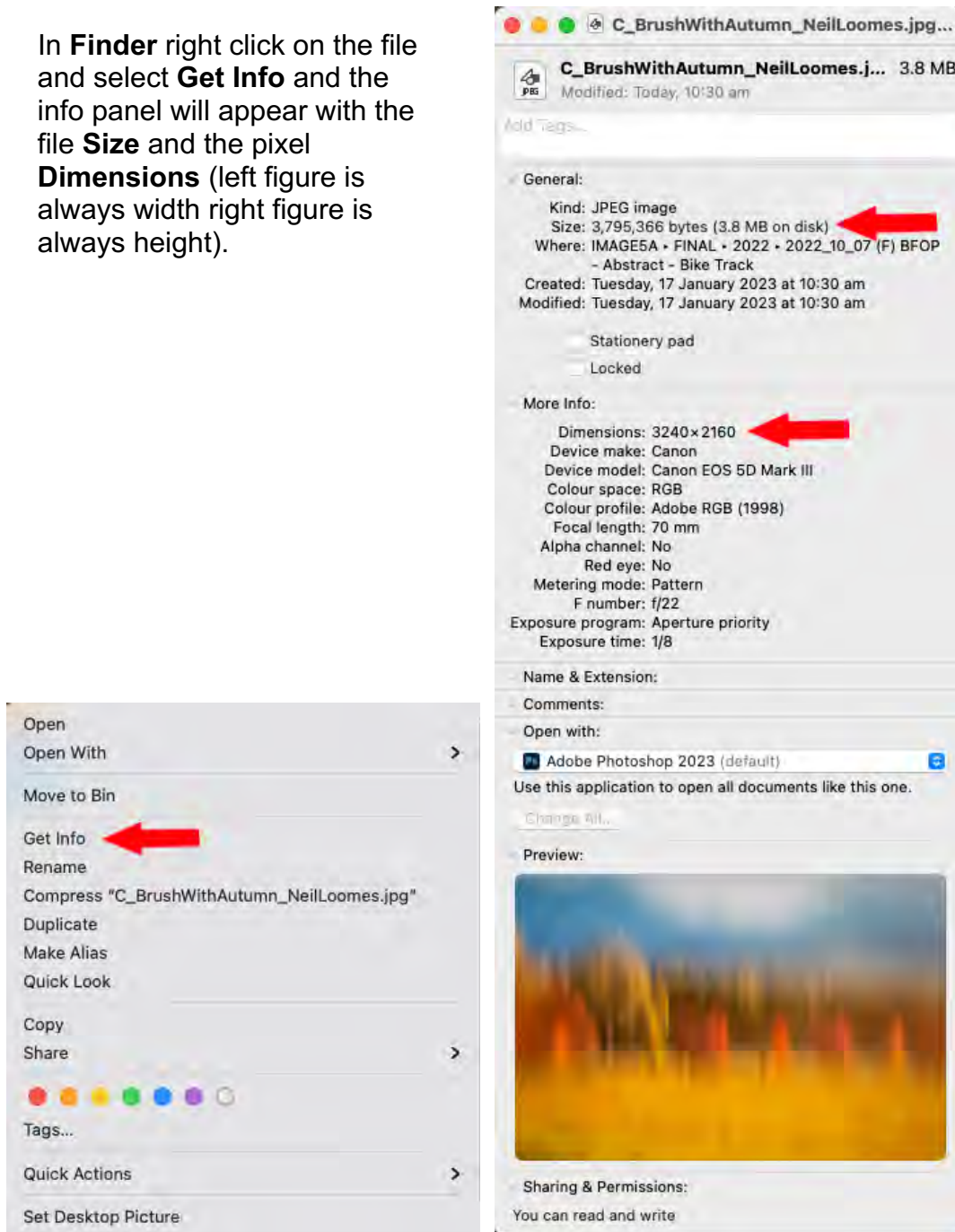
On Windows

Click the **File Explorer** tab and locate your image place your curser over the file icon and the details box will appear or **left click once** on the icon and the right column detail box will appear with the **pixel dimensions** (left figure is always width right figure is always height) and the **file size**.

On Mac

In **Finder** right click on the file and select **Get Info** and the info panel will appear with the file **Size** and the pixel **Dimensions** (left figure is always width right figure is always height).

Alternatively, you can check the dimensions in Photoshop under the Menu Tab select **Image** and then **Image Size**.
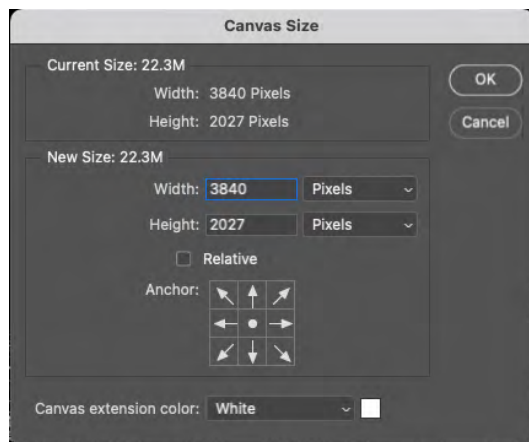
Adding White Frame to Black Edged Images

In the rare instance that you have an image with full black edges on all sides and it is difficult to tell the ratio of an image when projected on a black screen TV, you may (but not compulsory) add a fine white border to define the edges. This can be easily done in Photoshop or Lightroom in a couple of steps with the Photoshop way being the easiest.
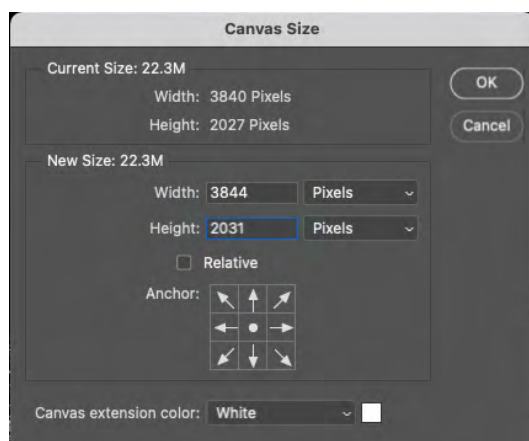
PHOTOSHOP METHOD

Once you have completed your image and sized it to competition sizing add a 2pixel (2px) boarder to each side
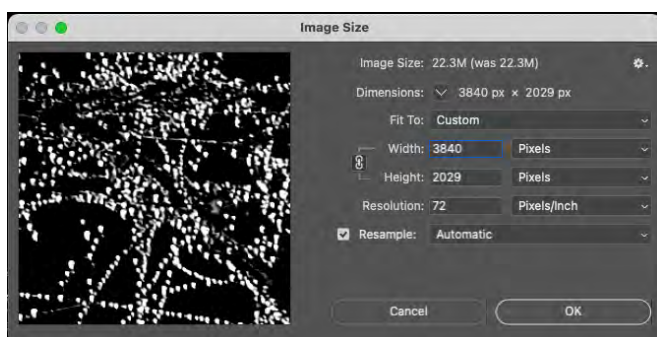
1. Under the **Image** tab select **Canvas Size**
2. Under **Canvas Extension Color** select **White**

3. Under **New Size** select **Pixels** and the dimension measurement for both **Width** and **Height**
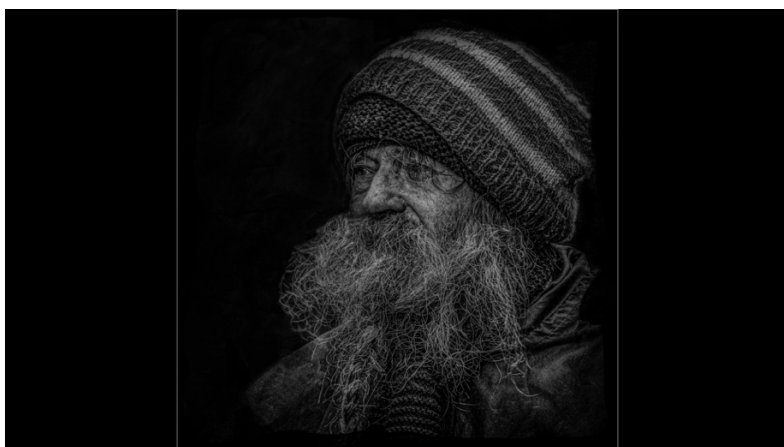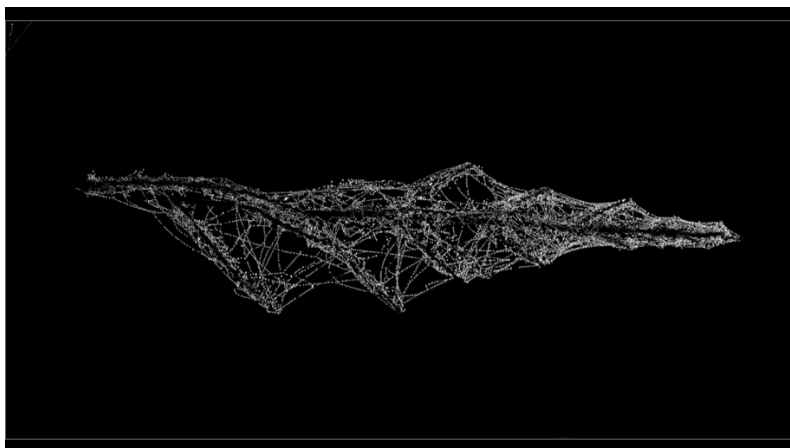4. Add 4px to the amount of current pixels in both **Width** and **Height**

5. Make sure the **Anchor** is pointing outwards in all directions
6. Click **OK**
7. Under the **Image** tab select **Image Size**
8. Change the pixel side back to the original full size (either 2160 high for standard images or 3840 for panorama images)
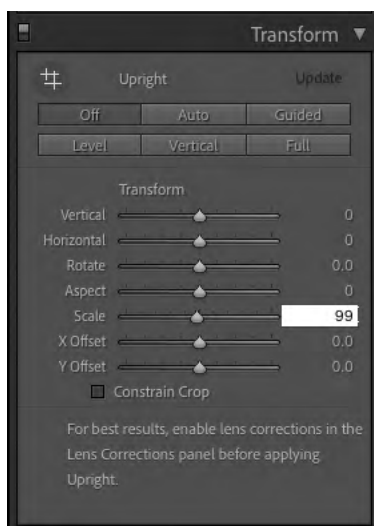

9. Click **OK**

The image will now appear on the TV screen as

LIGHTROOM METHOD

Before you resize your original image down to competition size.

1. If your image is the original in camera size and has not been cropped

    i. In the **Develop Module** under the **Transform** tab, set **Scale** to 99. then export to the correct dimensions and name as stated in the Lightroom Method above.

2. If your image has been cropped

    ii.   **Export** the image and save it as a different name.
    iii. Re **Import** the newly saved image.
    iv.   In the **Develop Module** under the **Transform** tab, set **Scale** to 99. then export to the correct dimensions and name as stated in the Lightroom Method above.

    The image will now appear on the TV screen as