

PREPARATION OF DIGITAL IMAGES FOR SPS MONTHLY AND ANNUAL COMPETITIONS

RESIZING AND NAMING IMAGES

Most digital image files need to be downsized before being handed in to the Competitions Secretary. No loss of quality will be visible on screen when this is done.

- **Landscape images** should be resized to a **maximum of 1600 pixels wide x maximum 1200 pixels high** and
- **Portrait images to maximum 1200 pixels high**
- Resolution may be entered as 96 dpi (although this is of no practical significance) but images should be **saved in JPEG format at Maximum Quality (12)**.

Each image submitted must also be given a special **FILENAME** consisting of the image number, the author's (3) initials and the title eg., **1DAJHeadstillabovejust.jpg** and **2DAJGtBritainTeam.jpg**

Being images 1 and 2 from David A Jarvis saved in the JPEG format

HOW TO DO THIS

In **My Documents** set up a new **Folder** (e.g. CompEntry)

Copy your competition entry images into this folder

In Adobe Elements 3 or later version (in Edit and Enhance Photos)

First check the image quality, especially **Levels and Colour Balance**. Remember that projected images tend to appear lighter than when viewed on a PC screen.

Then for each image:

Image > Resize > Image Size

In the Image Size dialogue box:

- Start with the Resample box not ticked and set the Resolution to 96dpi if you wish then:-
- **Tick Resample box** and enter **Bicubic Sharper**
- Tick boxes for **Scale Styles** and **Constrain Proportions**
- **Set Width to 1600** if image in landscape format (but **Height must not exceed 1200**)
- **Set Height to 1200** if image in portrait format
- **>OK**

Next go to **File > Save as** and in the dialogue box:-

- **Save in** e.g. CompEntry
- **File Name** e.g. 1DAJGtBritainTeam (the jpg extension will be added by the programme automatically)
- **Format** must be **JPEG** (not JPEG2000)
- **>Save**
- When the JPEG dialogue box comes up set Quality 12 Maximum
- **>OK**

SUBMISSION

Copy the processed competition images onto a **USB Key/Flash Drive/Memory Stick** or a **Re-writable CD** and bring this in on the competition entry night. It will probably be necessary for the Competitions Secretary to keep your CDs/Flash Drives until the following week. Please therefore, ensure an identifier is attached to each one.

OR

E.mail as attachments to jfbturner@gmail.com