Resizing Your Image (instructions how to do it in Photoshop Elements)

All digital images will be judged at a resolution of 1400 px wide by 1050 px high. (*px is pixels*). Because we are projecting them, all images are landscape format. If your image is a portrait, it can only be 1050 high x somewhere around 700 wide.

Firstly, resize your image to fit within the pixel area.

Normally you will want to maintain the proportions of your image, so you may choose to add a background colour to fill the remaining space (see **B**).

1. On the top bar, choose the "Image" menu, then "Resize" then "Image Size".

2. There are three check boxes at the bottom. You normally want all three of them checked. "Constrain Proportions" keeps the aspect ratio the same as your starting image. "Resample image" is necessary to change the number of pixels.

3. In the section at the top, the units you select should be pixels on both rows.

4. Enter the width you want, i.e. 1400.

5. If the height is greater than 1050, it doesn't fit in the allowed dimensions, so you have to do it the other way round. Enter the height you want, i.e. 1050. The width will adjust automatically to something less than 1400.

6. Click OK.

7. Note: It used to be the case that you have to fill any blank space around your image with a colour (generally black). You don't have to do this manually, as the competition software fills it in black automatically.

Tip: many people will talk about 'file size' or 'dpi' - none of this is relevant here, you are measuring <u>*pixels only*</u>.

Competition winners

1. When we put the competition winners on the web site, these fit within a square box 800 x 800, so the image needs to be sized to 800 px maximum side. This can either be 800 wide for a landscape or 800 high for a portrait.

2. You only need to send these in for a Print competition. For a DPI (projected) competition, the webmaster will do the resizing from the submitted images.

Colour Space

1. Our projection is set for a standard way of displaying colours. To get the right quality, you need to set your image to the same standard. To do this:

2. On the top bar, choose the "Image" menu, then "Colour Profile". When you select this, three options appear. You want to select sRGB.

3. If sRGB is greyed out (you can't select it), that means that your image is already in sRGB. If it is black then click on it.

Saving the Image & filename standards for competitions

1. To save a file as a JPEG file, from the File Menu, choose Save As. The Save As dialog is displayed.

2. Select the folder you want to save to and type in the correct title which should be no longer than 30 characters including spaces. Make sure the Format field is set to JPEG.

3. Click the Save button, you will then see the JPEG Options dialog box. Set the amount of compression to apply to the image. For club competitions, you can set the quality to 12. This will ensure the final file size is not too large while retaining the quality of the image. Make sure the Format Options is set to Baseline ('Standard'). Click OK.