

# Preparing Images for Projected Digital Image Competitions at Seaford Photographic Society

This instruction sheet has been written to explain more clearly how to prepare and send images to the projectionist for SPS projected digital image competitions. You can also use these instructions for preparing and sending images for display on the SPS web-site and for consideration at interclub and county selection meetings.

Please try to follow these instructions carefully – if you have any suggestions on where they can be improved, just email the Digital Image Secretary at

**pdi.seafordps@gmail.com**

I have used Photoshop Elements to illustrate some of the steps, but if you have PaintShopPro or Photoshop the displays may look slightly different. Lightroom users should speak to me if they need help automating the steps.

1. Find the image you wish to submit for competition, and edit it to how you want it to look. Use the **File->Save As...** menu to save the file as a “.TIF” or “.PSD” format file. This is your master copy, and the file can have any name you want to give it. You should now have two versions of the image: an original “**straight from the camera**” version, and a processed “**master**” version. The next steps prepare a **PDI competition** version of the image for email.

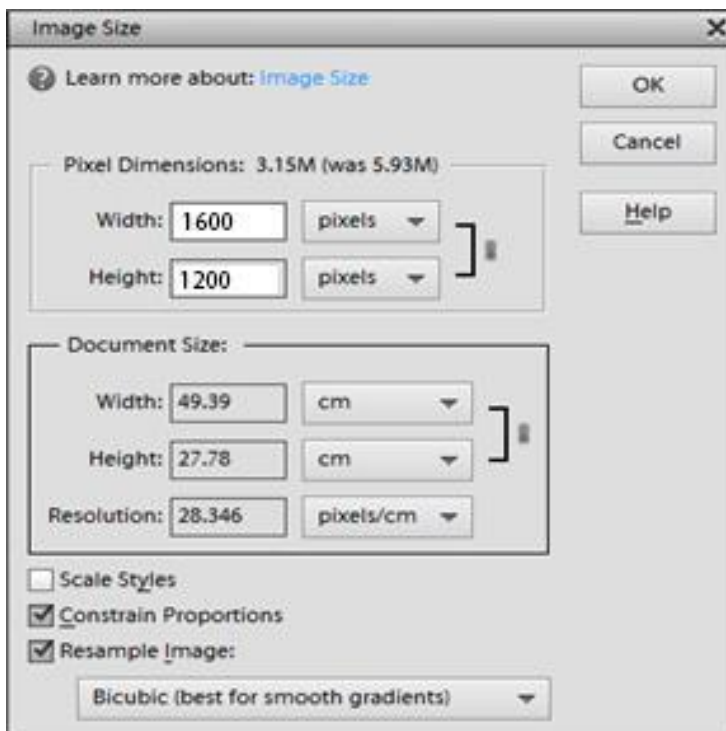
<sup>1</sup> I always like to save the file as a “.TIF” file at this stage. I do this because PCs (and Macs) can show the content of these files as “thumbnail” views when you use Explorer (or Finder).

2. First you should change the image’s colour profile to match that of the projector by using the menu “**Image|Convert Color Profile|Convert to sRGB Profile**”

In PaintShopPro or older versions of Elements or Photoshop, the menu may have different wording.

3. Next, resize the image so that it can be displayed by the projector. To do this use the menu **Image|Resize|Image Size...** and you will be presented with a form (see below). Make sure “**Constrain Proportions**” and “**Resample Image**” each have a tick in the box. If your image is “**landscape**” orientation, type **1600** in the **Width Pixel Dimensions box**. If your image is “**portrait**” orientation, type **1200** in the **Height Pixel Dimensions box**.

If your image is square, type **1200** in the **Width Pixel Dimensions box** and the **Height Pixel Dimensions box**. Click the down arrow below and to the right of “Resample Image” and choose “**Bicubic Sharper (best for reduction)**”. Click the “OK” button, and the image will be resized.



4. Finally, save the image as a “.jpg” format file for emailing to [pdi.seafordps@gmail.com](mailto:pdi.seafordps@gmail.com)

To do this use the **File | Save As...** menu and choose “.jpg” as the file type.

5. Use the format Title\_Your name, e.g. Cuckmere Haven\_Simon Rigby.jpg

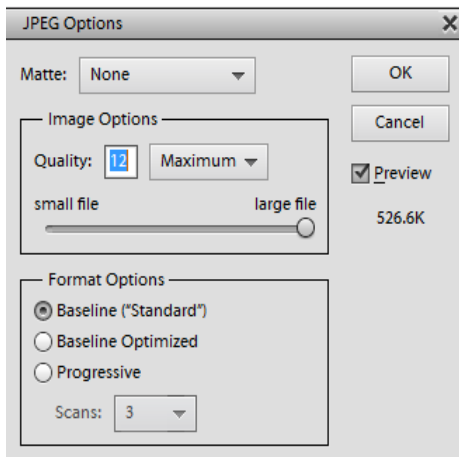
**VERY IMPORTANT:**

**Make sure you include your name as part of the file name in the “File name” box after underscore (\_). This is important because the projection software uses the underscore to work out who the image belongs to and what to display as the title. You must not leave either of these items blank. Please only use a single underscore or you will confuse the software, also please make sure you separate your forename and surname with a space.**

**It is also very important to make a note of where you save the file so that you can find it later!**

6. When you have given the file a suitable name, press the ‘Save’ button.

You will be presented with:



7. For the best possible quality when projected, type 12 in the Image Options Quality box. If you are using other photo editing software, you should choose whatever the maximum available is. This could be '10', '100' or 'Maximum'.
8. Open your email program, and type the name of the competition you want to enter in the new email's "Subject" box.

**Important: you must clearly state the competition you are entering in the subject line. If it's a league, please also include whether you are entering Standard or Advanced. e.g. "PDI League Round 3 Advanced". If it's a set subject, your subject must begin with "Set Subject", e.g. "Set Subject - Landscape".**

9. Attach the recently saved ".jpg" file using your email programme's "Add Attachment" or "Attach Document" feature. There are too many of these to document them all. If you don't know how, then ask me and I may be able to tell you. If not, find someone else who uses the same email program and ask him or her. Please send **both** attachments in the same email. This makes it much easier to reconcile the number of emails received and the number of images in the projection software.
10. Send the email to [pdi.seafordps@gmail.com](mailto:pdi.seafordps@gmail.com)

Please note that any other destination email addresses are not monitored, and so won't be accepted.

The deadline for entries is midnight on the Tuesday before the competition is due to take place.

11. When the image is received and downloaded to the projection computer, a reply will be sent to say that the image has been received. If you do not receive a reply immediately, please wait until 24 hours after the deadline before chasing it up.

If you require any further clarification or help, please speak to the PDI Secretary.