

# Submission of Digital Projected Images for Nottingham Outlaws Photographic Society

To enable competition nights to run smoothly, please make sure that your images fit the specifications below.

Images for use in the projected image competitions should be submitted, either by email to the competition secretary with you titles, or before the competition or on the night of the competition on a USB drive.

It is requested that images are NOT supplied on CD's.

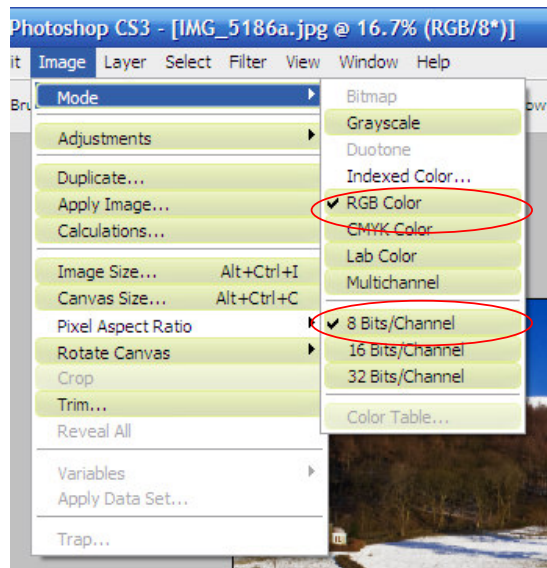
## Image Specification

- Files are to be submitted as JPEG files, the extension you see at the end of the file name can be either upper or lower case, can read jpg or jpeg or JPG or JPEG.
  - Images are NOT TIFF, RAW, PSD or any other file type, as they will be rejected.
- Image size is 1024x768 (*How to resize the image in Photoshop CS3 (PS) will follow*)
- Image resolution is to be set to 72 dpi
- Image quality level (*when saved in PS*) is to be 12
- Colour space is to be set to RGB (*How to change this in PS will follow*)
- Image file name is to TITLE (*Upper case*), the word 'by' and then photographers first & surname i.e. PORTRAIT by Joe Smith, LANDSCAPE by Joe Smith etc. NO OTHER CHARACTERS.

## Step by Step guide to setting your image specifications

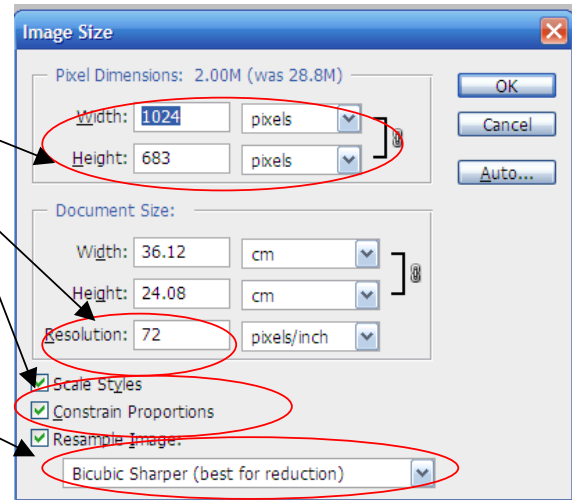
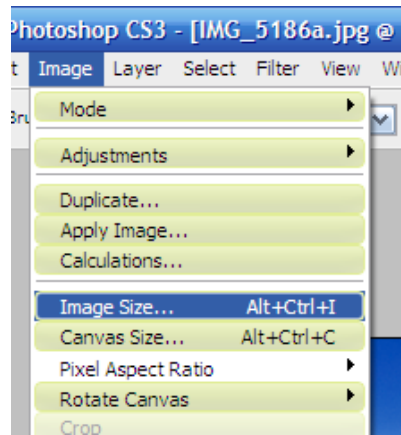
This guide applies to Photoshop CS3, this should would in other Photoshop versions, but the menus may be slightly different.

- Open your image (*don't forget to save the image you have modified with a different file name from the original*)
- To check that you are working in RGB mode and 8 Bits/Channel click on Image menu then Mode
- Carry out any work you wish to do on your image
- If you have used any layers within the modification of your image, flatten your image by going to the Layer menu and Flatten Image



## Set resolution / dimensions

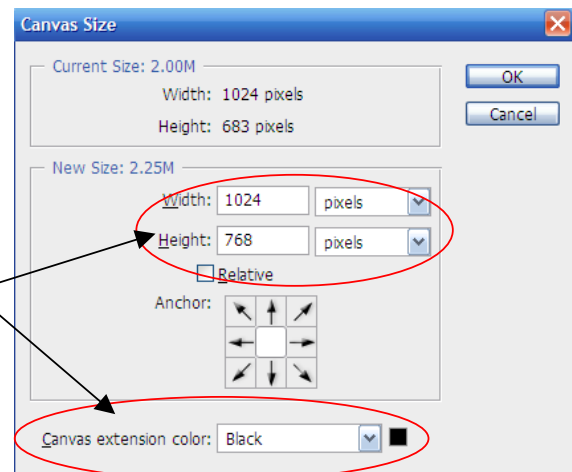
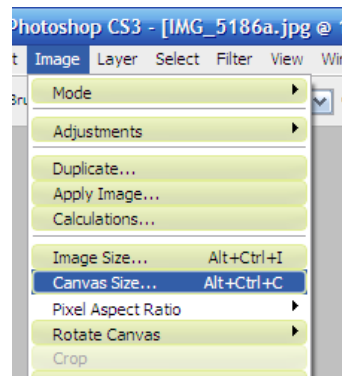
5. Go to the **Image Menu** and select **Image size (Alt+Ctrl+I)**
6. Make sure **Constrained Proportions** and **Resample Image** boxes are both ticked.
7. In the Document Size section change what ever number is in the **Resolution** box to **72**
8. In the Pixel Dimension section...
  - a. For landscape oriented images change the width to 1024 pixels (*the height will change automatically*)
  - b. For Portrait oriented images change the height to 768 pixels (*the width will change automatically*)
9. Make sure **Bicubic (Best for reducing image size)** is selected from the **Resample Image** Drop down box.
10. Click the **OK** button – the image will reduce in size on the screen – to see it larger on the screen double click the **Hand Tool**.



When the image was resized the height or width (*depending on the orientation of the image*) will now be shorter than 1024 or 768 pixels, this area need to be filled with black background by resizing the canvas

## Canvas Resize

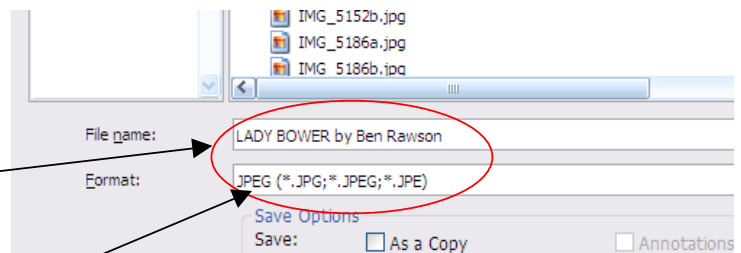
11. Go to the **Image Menu** and select **Canvas Resize**
12. In the drop down menu at the bottom of the window that has popped up make sure that the colour **Black** has been selected
13. Do not tick the Relative box, as you will have to work out how many pixels you need to add to make it the right size.
14. There are two boxes change these to read 1024 on the Width and 768 on the Height
15. Click OK



This has now extended the canvas to the correct projection size with a black area

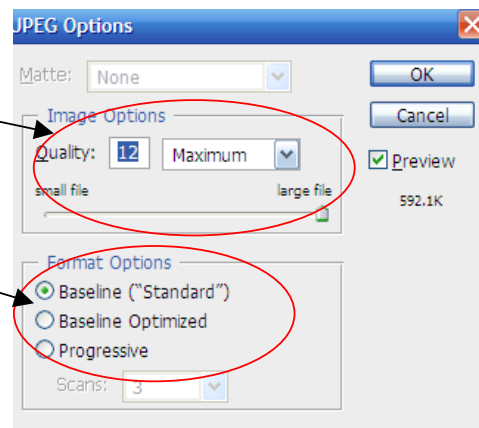
### Saving your Image

16. Click on the **File Menu** and select **Save As**
17. Change the file name to the correct format for submission (*i.e.* **LANDSCAPE by Ben Rawson**)
18. In the file type drop down box ensure **JPEG (\*.JPG; \*.JPEG; \*.JPE)** is selected.



Please Note: If you have not flattened the image, or are using a different colour space than RGB you will not get the option to select jpeg in the drop down, click cancel and flatten the image or change it to RGB colour space, then re-do steps 16-18

19. Click the **Save button**, the JPEG Option box appears, change the image quality number to between 10 and 12
20. Make sure the Format Option Baseline (“Standard”) is selected
21. **Click OK** – your image will now be saved.



22. Attach your images to an email and send to the Competition Secretary along with the titles in the text of the email or just email the titles and copy you images to your portable USB drive and bring on the night and give it to the Competition Secretary then.

Please note: If your images fall outside the above specification they will be rejected