

## ***Print competitions and Digital Projected Competitions***

Monthly competitions at Nottingham Outlaws Photographic Society (NOPS) alternate on a monthly basis between a Print competition and a Digital Projected Image competition.

Please ask a committee member for information on how to prepare a print for competition. The digital file to accompany the print is identical to this booklet.

***It's a game of two halves.*** Each competition is divided into two halves: an open half where there are no restrictions on the subject of the photograph and a themed half where the subject of the photograph must conform to the set theme for that month.

### ***How many photographs can I enter?***

You may enter both the themed and the open section, or if you prefer you can just enter one section. For Digital Projected Image competitions you can enter up to two digital images into each section of the competition. For print competitions you can enter up to three prints per section, each entry should be accompanied by a digital jpg.

### **All entries must be:-**

- Entered by the due date
- Correctly sized
- Correctly titled
- Jpeg images

### **Further Help**

See below for how to make an image file that meets these criteria



## ***Entry Due Dates***

Entries must be submitted to the competition secretary by 10pm on the Thursday one week prior to the competition.

You can send jpg photograph files as an **attachment to** an email (i.e. NOT embedded within the email). The address is [competition@nops.org.uk](mailto:competition@nops.org.uk)

## ***Email Content***

The text of the email should make clear which entries are for the open section and which are for the themed section of the competition.

Each entry should be a separate attached file. The file name should be the entry title as prescribed below. Within the text of the email please list the titles of the entries in numbered order. This is important because the rules state that if the competition is over-subscribed (and this has never happened so far) then the last of each person's entries will be removed from the competition. Please ask about this last point if you are not sure.

## ***Setting an image to the correct size***

Entries need to be set to the correct image size. All adjustments, processing and cropping should be completed before re-sizing your image, it is well worth saving a copy of the image at full size as you may wish to use a full size image at a later date for further editing.

Our NOPS competition projector and our competition software uses a set size for projecting Images. Each entry must fit within this size, so entries should have a **maximum width** of 1600 pixels and a **maximum height** of 1200 pixels.

These width and height sizes apply to an image regardless of whether it is in landscape or portrait orientation. Clearly you will want your image to be presented in the largest size permitted. So an image with a portrait orientation might for example be the full 1200 pixels high, but only 600 pixels wide. The exact sizes will depend on the width to height ratio that you have cropped your image to.

An image with a landscape orientation might for example be the full width of 1600 pixels but only 800 pixels high. Once again, the exact sizes will depend on the width to height ratio that you have cropped your image to.

The latest version of our competition software automatically applies a black background to fill the unused part of the screen. We no longer have to add black backgrounds to our image files.

### ***Altering the Size of your Image using Adobe Photoshop.***

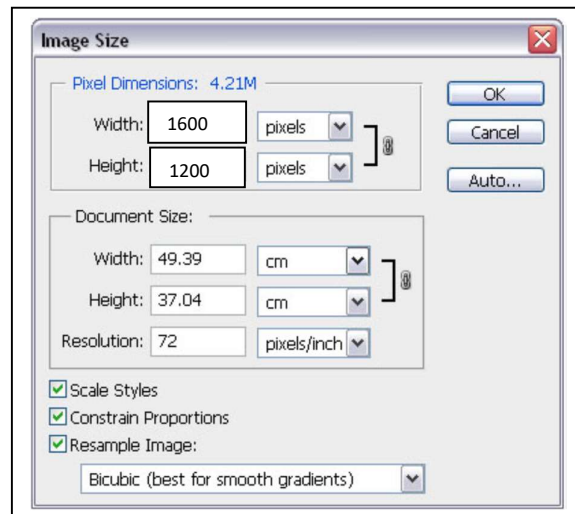
***Lightroom users can now skip to the section titled 'Giving the correct title to the image and file' See section below for how to alter the image size in Adobe Lightroom.***

Open the image in Photoshop and look for the image menu on the top bar across the screen. Click on the image menu.

1. From the drop down **image menu** click on **image size**. The Image Size dialog box is displayed

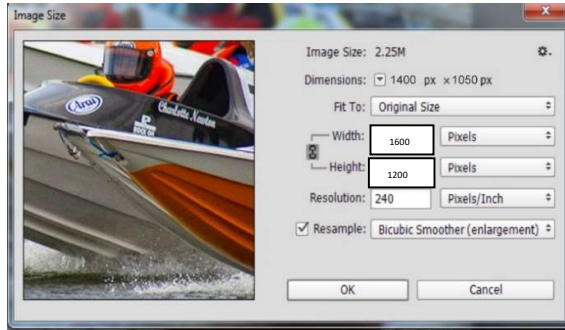
The **image size** dialog boxes in different versions of Photoshop have varied slightly.

You may have a version that has a **Constrain Proportions** tick box similar to this version



**OR**

you may have an **image size** box similar to the one below which has a chain symbol icon linking the width and height boxes



Assuming that you want to retain your current width to height ratio for your image:-

If you have a Photoshop version that has a **Constrain Proportions** tick box make sure this box is ticked

If you have a Photoshop version that is similar to the second example above, click on the chain icon until the lines linking the width and height boxes are shown, as in the diagram above.

**2.** Make sure the units to the right of the width and height boxes have been set as **pixels** (use the drop arrow to change the selection if required)

**3.** If you are using an image with a landscape orientation then it is easier to enter the width dimension first. However, if you are using an image with a portrait orientation then it is easier to enter the height dimension first.

So for example if you are using an image with a landscape orientation enter 1600 into the **width** box.

However, if you are using an image with a portrait orientation enter 1200 into the **height** box.

If you enter a **width dimension** then the height will adjust automatically providing you have the **Constrain Proportions** box ticked or the **link icon selected** (whichever is appropriate for your version of Photoshop).

Likewise, if you enter a **height dimension** then the width will adjust automatically providing you have the **Constrain Proportions** box ticked or the **link icon selected** (whichever is appropriate for your version of Photoshop).

**4.** Now, check both the dimensions, if either is above the maximum allowed value (1600 for width and 1200 for height), then you need to reduce the incorrect value, this will automatically reduce the other value to maintain the width to height ratio of your image

**5.** Finally, Click **OK**. Your image will be re-sized. This may make the image appear to be very small on your monitor. Press the Control key and the number zero key to zoom the image view to fill the current image window.

**Tip:** many people will talk about "file size" or "dpi" - none of this is relevant to image sizing for competition entry, you are measuring image size in pixels only. If you feel your image resolution is too low, you can increase the resolution here, but keep the pixel image size set within the 1600X1200 limits.

## ***Giving the correct title to the image and the file***

The correct title for entering your image and the file name of the image should be the same and be of the following format.

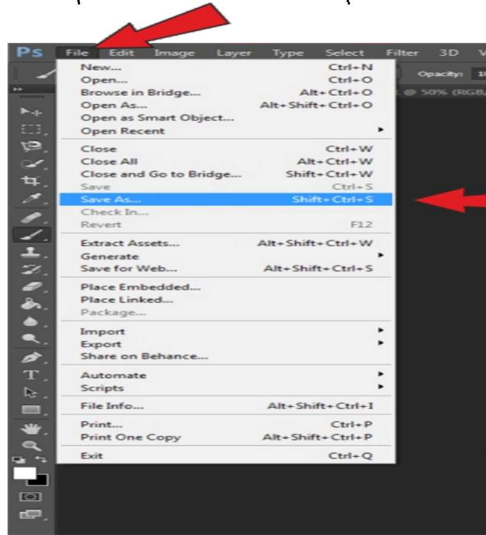
IMAGE TITLE by Fred Bloggs

The title of the image is in upper case letters, followed by the word 'by' in lowercase letters, followed by your name in lower case letters but with the initial letter in upper case. This is for both the title of the photograph and the name of the file containing the photograph. It is vital that the filename is in this format because the competition software that NOPS uses automatically loads the image and can then automatically separate the title of the photograph and the name of the photographer to produce the score sheet. **PLEASE NOTE** in the title you can use alphabetic characters, numbers and spaces. Other characters might disrupt the automatic features of the competition software that we use. If you feel it is absolutely necessary to use other characters in your title, the competition secretary will see if the club's software accepts the title. If it does not then the competition secretary will change your title to a similar one that the software will accept.

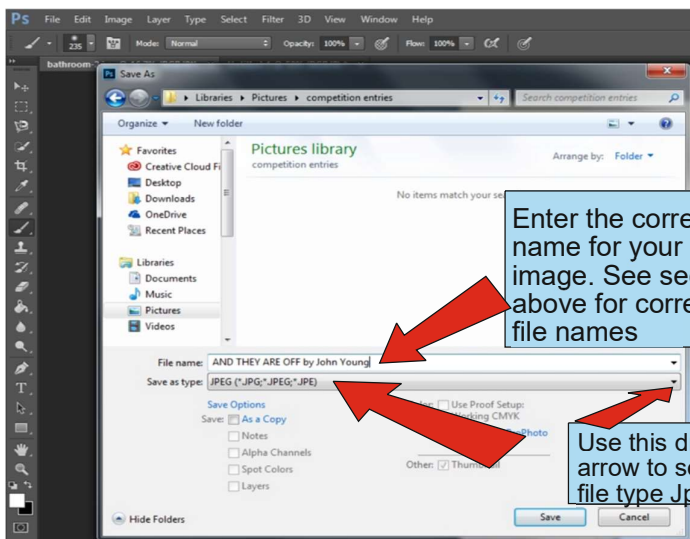
## ***Saving the image as a Jpeg using Photoshop***

**Adobe Lightroom users can now skip to the section titled 'Altering the size of your image and saving it using Adobe Lightroom' on page 11.**

Once your image has been re-sized it can be saved as a Jpeg. In Photoshop click on the **file** menu on the top bar. The file menu drop down will appear.

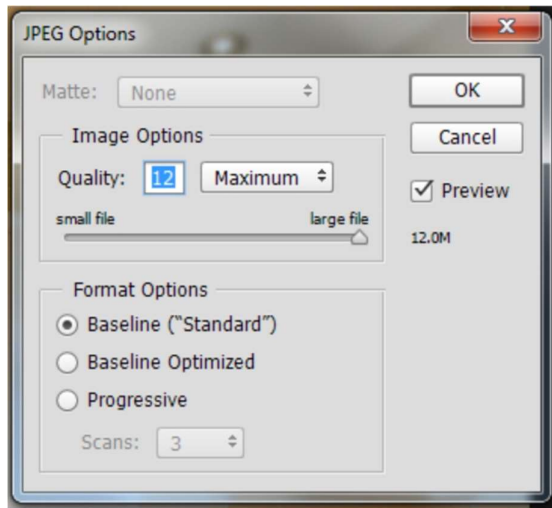


Click on the **Save As** option (see diagram to the left) to open the **Save As** box shown below.



Now use the left side of the **Save As** box to navigate to the folder where you want to save your competition entry. Then set the file type to Jpeg and enter the correct file name.

Once you selected file type Jpeg and entered the correct file name click on the **Save** icon at the bottom of the box. The JPEG options box should open.

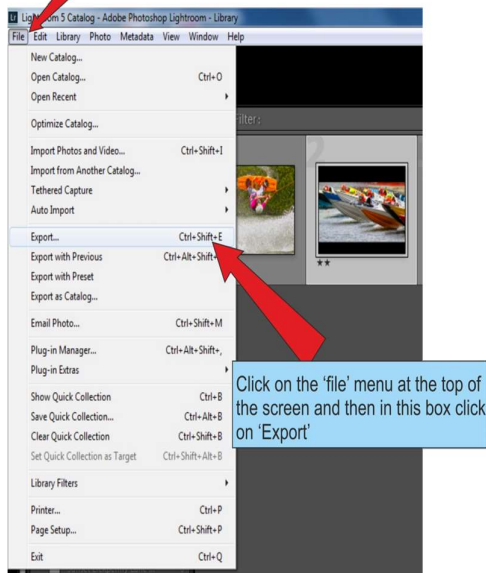


Check the image quality settings are as shown here.

Then click **OK** to save your file.

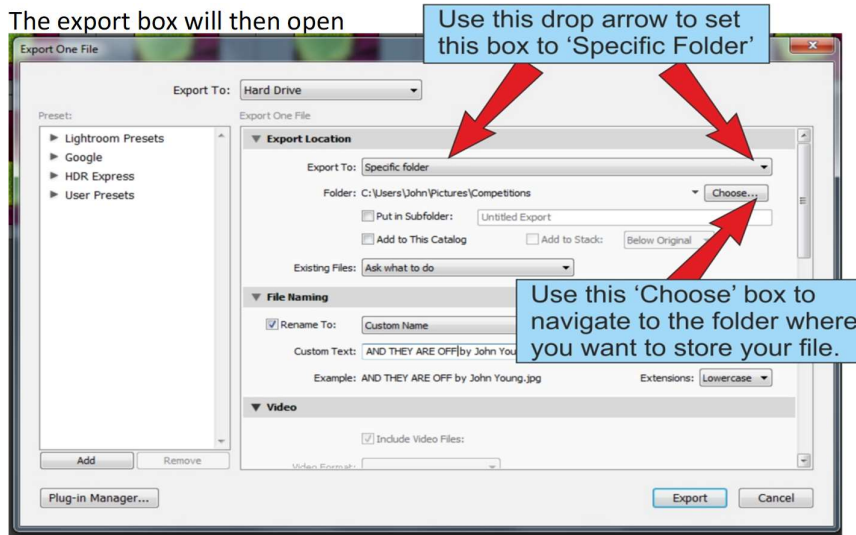
You should now have a file ready to be sent to the competition secretary. You can email it to [competition@nops.org.uk](mailto:competition@nops.org.uk) Full details for entering by email are given at the beginning of this pamphlet under the section 'Entry Due Dates'.

## ***Altering the size of your image and saving it as a Jpeg using Adobe Lightroom***



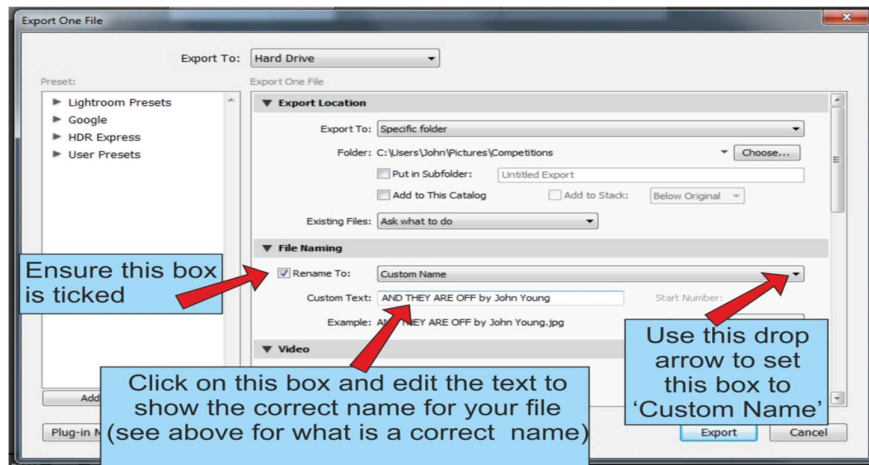
Both re-sizing and saving are carried out in the export window. First you must ensure that the image you wish to resize and save is the selected image in Lightroom. Click on its thumbnail to do this. Then click on the 'File' menu at the top of your Lightroom window and from the drop down menu select 'Export'.

The export box will then open

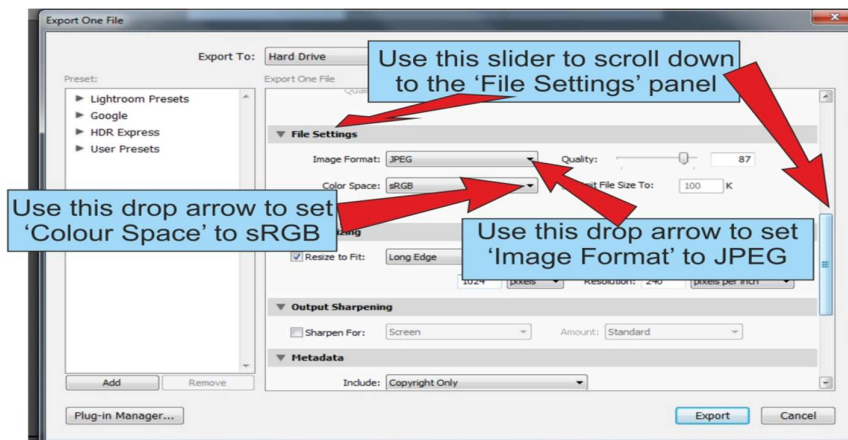


The top section of the 'Export' box sets the folder where you wish to save your file. In the 'Export To' entry use the drop arrow to set the entry to 'Specific folder'. Then click on the 'Choose' box and navigate to the folder where you wish to save your file and click on 'Select Folder'.

Now you enter the correct file name as below. (see above for correct titles)

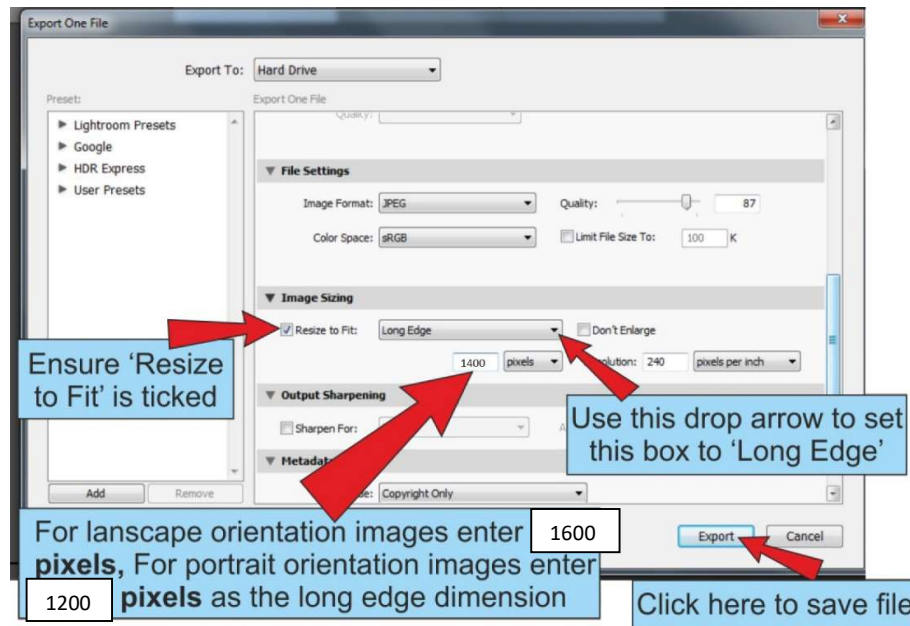


Now we set the file type as a Jpeg with sRGB colour space.



## Setting Image size in Lightroom

Now we tell Lightroom to set the correct image size. Remember the maximum width for an image is 1400 pixels and the maximum height is 1050 pixels. Scroll down to the **'Image Sizing'** panel that is below the **'File Settings'** panel that you have just used.



Once you have completed the **'Image Sizing'** you can click on the **'Export'** Button at the bottom right of the box. This will save your file to your chosen location.

## Now check your image size.

Use **Windows Explorer** to navigate to your file.

Right click on the file and then select **'properties'** at the bottom of the drop down box

The properties box should open. Select the **'Details'** tab at the top of the properties box.

Under dimensions check that the width of the image does not exceed 1600 pixels and the height does not exceed 1200 pixels. If either dimension is exceeded you can go back to Lightroom and return to the **'Export'** menu and repeat the above procedure adjusting the **'Image sizing'** and re-export your image. Remember Lightroom allows you to adjust the image size for the long edge or the short edge of an image.

You should now have a file ready to be sent to the competition secretary. You can bring the file on a stick to the club on the due date or you can email it to [competition@nops.org.uk](mailto:competition@nops.org.uk) Full details for entering by email are given at the beginning of this pamphlet under the section **'Entry Due Dates'**.