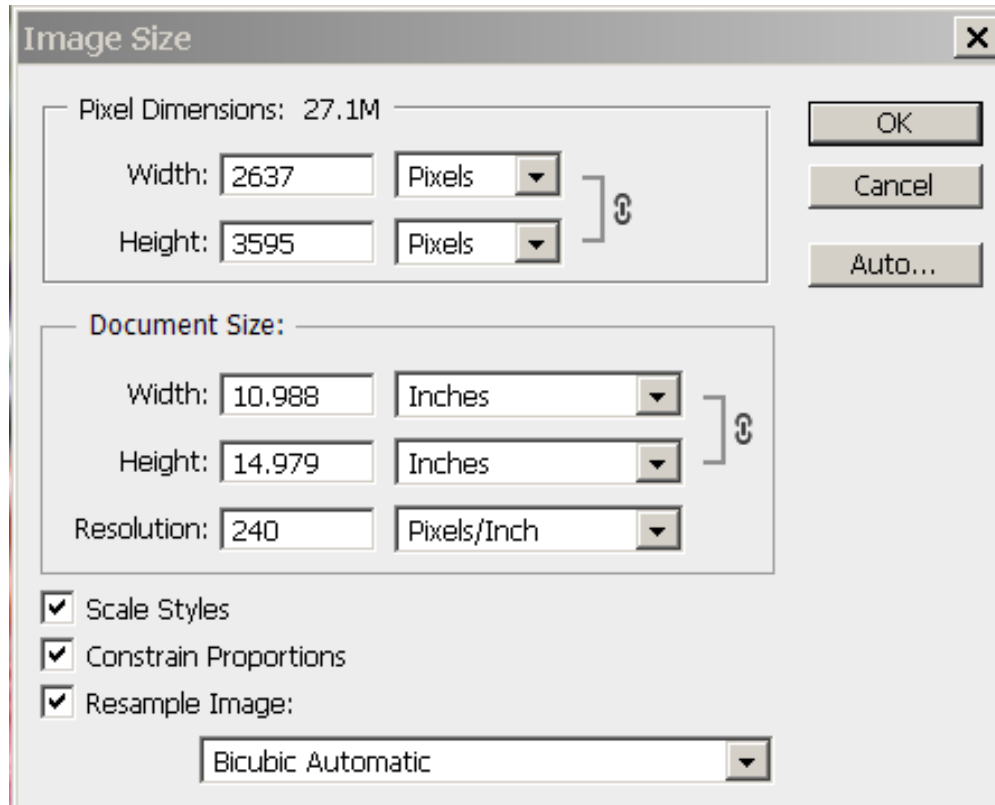# How to prepare your digital images for club competitions
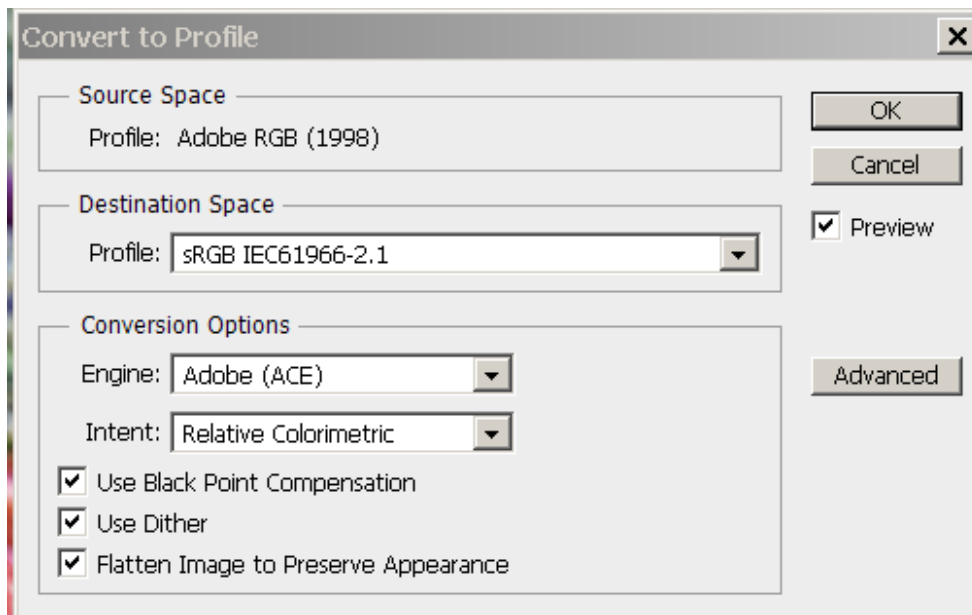## By Don Gagnon

If you are using any of the past few versions of Photoshop, this is what you need to do to prepare your images for the digital competition (Photoshop CC looks somewhat different, but the key parts are there). For other editing programs (Photoshop Elements, Corel Paintshop, etc), the basic idea will be the same, but the specific instructions will likely be different. Note that these screen captures were done on a Windows PC, and they <u>will</u> look different on a MAC.

1. With your image open, at the tool bar at the top of the screen, select IMAGE then IMAGE SIZE and a window should open that looks something like this:
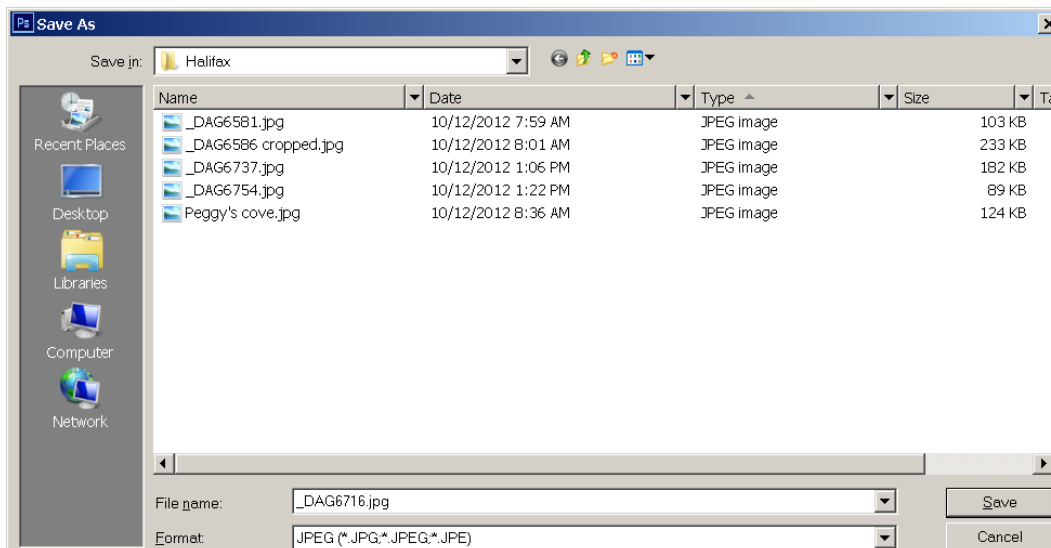

2. In Photoshop CC, it may only show you the document size in inches, and you will have to click the dropdown selection by INCHES and change it to Pixels.

3. Confirm that the RESAMPLE IMAGE box and the Constrain Proportions boxes are checked (Photoshop CC will only have the RESAMPLE check box)

4. In the PIXEL DIMENSION box at the top determine which is larger (width or height – in this example it is the height, but it will often be the width), click in that box and change the number to 1600 (so here, you would change 3595 to 1600).

5. Click on OK and the window will close.

6. Back at the tool bar at the top, click on EDIT then CONVERT TO PROFILE and you'll get this window:

Convert to Profile dialog box

Source Space
Profile: Adobe RGB (1998)

Destination Space
Profile: sRGB IEC61966-2.1

Conversion Options
Engine: Adobe (ACE)
Intent: Relative Colorimetric
☑ Use Black Point Compensation
☑ Use Dither
☑ Flatten Image to Preserve Appearance

OK
Cancel
☑ Preview
Advanced

7. **If the SOURCE SPACE - PROFILE is sRGB, then just click on cancel and go to step 8, but if it is <u>not</u> sRGB, then in the DESTINATION SPACE PROFILE box, select sRGB (if it's not already there - it doesn't matter what the letters & numbers are after the sRGB). There <u>may</u> be a slight color shift in some colors when you change from Adobe RGB to sRGB, but our projectors output is in sRGB, so this will allow you to see exactly what the projector will be showing, and you can adjust your colors if you don't like how it changed your image. Normally the change will be hardly perceptible.**

   Note that this assumes you have a calibrated monitor. If you do not have a calibrated monitor, then there is no guarantee that what you see on your monitor will be what the projector shows.
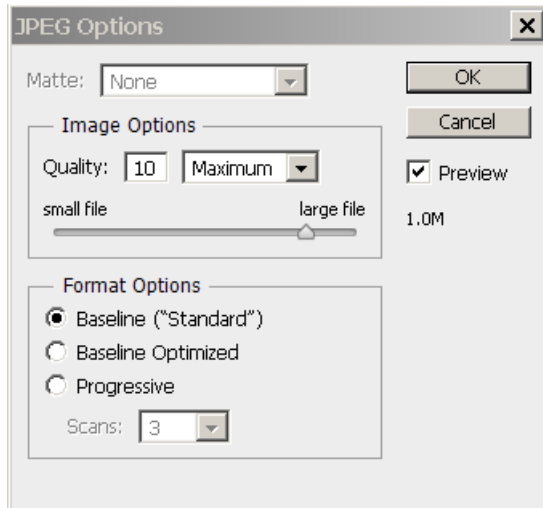
8. **Then hit OK and you're almost done.**

9. **Finally, back at the top toolbar click on FILE then SAVE AS (or use the keyboard command ALT-F then A on a PC), and you will see a window like this:**

Save As dialog box

Save in: Halifax

Name	Date	Type ▲	Size	Ta
_DAG6581.jpg	10/12/2012 7:59 AM	JPEG image	103 KB	
_DAG6586 cropped.jpg	10/12/2012 8:01 AM	JPEG image	233 KB	
_DAG6737.jpg	10/12/2012 1:06 PM	JPEG image	182 KB	
_DAG6754.jpg	10/12/2012 1:22 PM	JPEG image	89 KB	
Peggy's cove.jpg	10/12/2012 8:36 AM	JPEG image	124 KB	

File name: _DAG6716.jpg
Format: JPEG (*.JPG;*.JPEG;*.JPE)
Save
Cancel

How to prepare your digital images for club competitions Rev A

10. **Select the location you want the file stored, and in the FILE NAME blank type in what you want for a file name (ie: "N1 Jane Doe) if you are entering in the Novice category and your name is Jane Doe. If you are in the advanced category, then you would use "A1 Jane Doe.jpg" Note that the number after the N or A is the theme number for that month (1 is always Nature – Open and 4 is always Open – No Nature, with 2 and 3 being unique themes each month).**

    Make sure the FORMAT is set to JPEG (which includes JPG) and click SAVE.

11. **You will then see the JPEG OPTIONS window:**

    Use the "small file to large file" <u>slider</u> to set the QUALITY number to something between 8 and 10 (there is no specified file size limit for the competition, but an 8-10 will give you a quality image without the file getting too big), or just type the number in the Quality box, and click on OK, and your file will be saved and ready for submittal. You're done!

At this time there is no way to give your digital image a title to be read like we do during the print competitions. We are researching ways to accomplish this, but so far, none of the options found have worked.