

## How to re-size your images for the club digital competitions

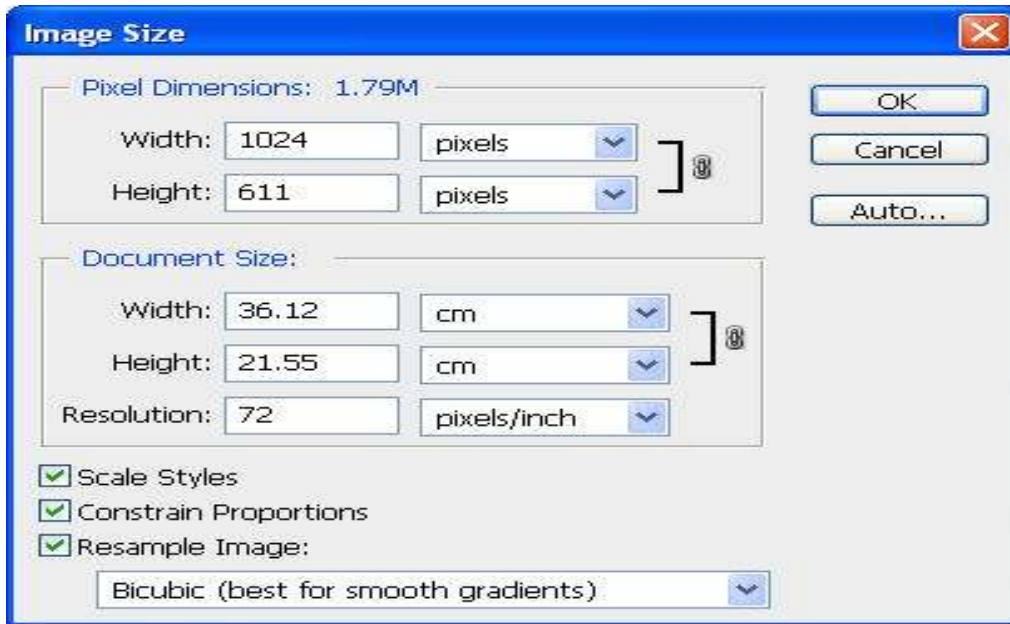
Current club rules require images to fit into a frame that is no more than 1024 pixels wide, and 768 pixels high at a pitch of 72 ppi/dpi.

The following notes will help you meet these requirements, and please perform all the steps in the order that they have been presented.

With your image loaded in Photoshop and all layers flattened select the following starting from the Menu Bar:

**Image → Image Size... →Left mouse click**

The “Image Size” dialog illustrated below will appear in your screen



Looking at the bottom of the dialog make sure “Constrain Proportions”, and “Resample Image” are ticked, plus “Bicubic (best for smooth gradients)” has been selected from the drop down list activated by clicking on the right hand down arrow button (v).

Now type 72 in the “Resolution” definition, and make sure pixels/inch are the units selected.  
**N.B. - Resolution much be defined BEFORE width and height sizes are defined in the next step.**

If you have a landscape sized image (i.e. It is wider than it is high), type 1024 in the width input box. Make sure your units are pixels. Once the 1024 has been entered, look at the Height value which will have been automatically changed. If the height is larger than 768, type 768 as the height value, and the width will be automatically reduced and your image will fit into a frame that can be projected without any edges being cut off.

If your image is in a portrait format (i.e. It’s height is larger than its width) enter 786 in the height input box.

Finally re-check your resolution is 72 ppi.

Your width does not exceed 1024 and the units are pixels,  
Your height does not exceed 768 and the units are pixels.

You now are ready to save your image with a file name conforming to the following club rules:

## How to name and save your image file for club competitions

There are only two grades for the digital competitions. All prints C graders are in B grade, and the committee will notify you when you are promoted to A grade.

You may enter one image in each of the following categories

**Open** – Choose anything you would like to submit.

**Set** - The committee defines a topic (e.g. Candle light)

Using the following example information:

1. You are in “**B grade**” (All “C” graders are in B until promoted.)
2. The category is “**Open**”
3. Your title is “**Pink Rose**”
4. Your name is “**John Smith**”

The club rules require you to name your image as follows:

**B\_Open\_Pink Rose\_John Smith.jpg**

If you have no title, using the following format:

**B\_Open\_No title\_John Smith.jpg**

Note: The “\_” character is Shift and the – (minus) key

For Set subject images, substitute the word Open with Set in the above example.

We are now ready to save the image file. Select the following starting on the Menu bar;

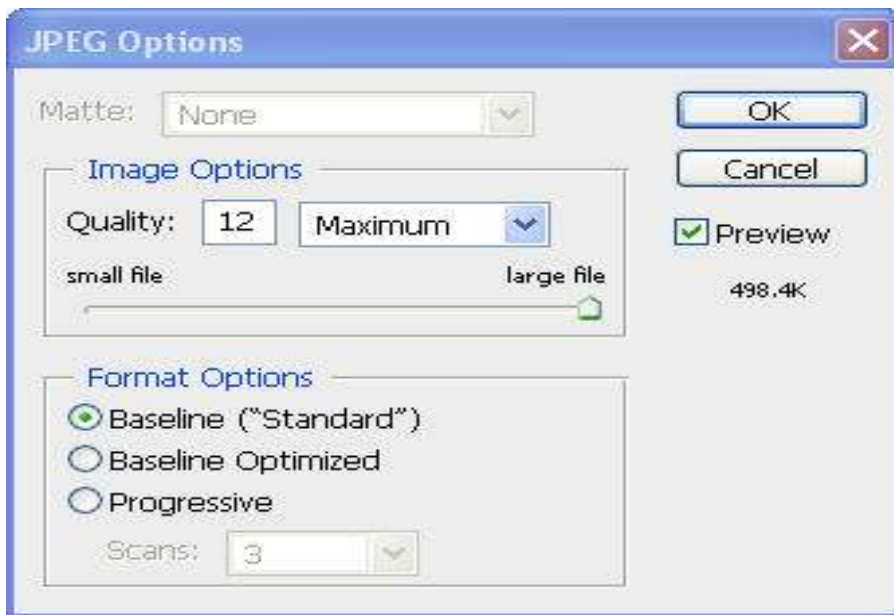
**File → Save As... → Left mouse click**

The “Save As” dialog will appear. In the top input box navigate to a convenient location on your compute for storing the image.

Next enter your file name per the format instructions illustrated above.

Finally make sure **.JPG** is the format of the file being stored.

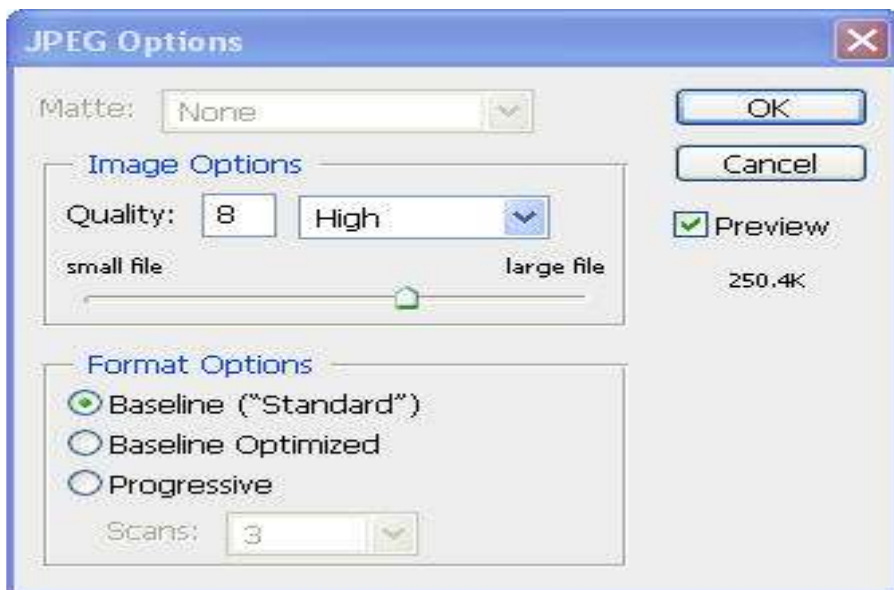
Click the **Save** button and the following dialog will be displayed.



Note the file size in the right hand column (**498.4k in this example**) This figure is higher than the maximum stated in our club rules.

To reduce this value drag the “**Small file - Large file**” slider to the left, or enter 11 or 10 in the quality input box and watch the file size value as it drops. Keep dropping the value until you reach the 250k value.

Below is an example of a reduced file size from the above.



Now click “OK” and you will be ready to send your images to us over the internet at

**howickimages@gmail.com**

**The deadline for receipt of the images is 18h00 on the Thursday before the competition evening**