

10 Steps to Preparing Images for Digital Projection Competitions

(Revised 7/20/2018)

Step 1 – Select – select the images you wish to enter in competition (see TOPICS Rules for Digital Projection Competition for pertinent information).

Step 2 – Copy – make a copy of each image you wish to enter. Always retain an original **unedited** copy in your files in case you wish to use the original later.

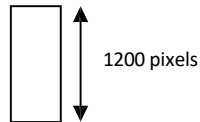
Step 3 – Edit – edit the images in your favorite image editing program (see TOPICS Rules for Digital Projection Competition for guidelines as to allowable editing).

Step 4 – Borders – add a narrow white or colored border to your edited image. **This step is not required** but can improve the appearance of an image when projected onto a dark screen. Use the following link for information on adding a border, **or ask a member**.

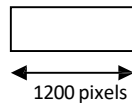
<http://www.zuberphotographics.com/content/photoshop/edge.htm>

Step 5 – Sizing – this step insures that your **entire** image will be projected without being cut off. Images must not exceed 1200 pixels in height and 1200 pixels in width. Sizing is accomplished as follows:

- 1) **Uncropped vertical images** - images which will be projected with the vertical dimension (height) as the long dimension must be set to 1200 pixels. No changes to the width setting should normally be necessary.



Uncropped horizontal images – images which will be projected with the horizontal dimension (width) as the long dimension must be set to 1200 pixels. No changes to the height should be necessary.



- 2) **Cropped images** – images which have been cropped and no longer retain their original height and/or width require special care to insure they do not exceed 1200 x 1200 pixels. For example, if an image has been cropped to a roughly square or slightly rectangular shape one dimension, width or height, will probably be longer. Therefore, set what appears to be the longer dimension to 1200 pixels and then recheck the dimensions to ensure that your image does not exceed 1200 x 1200 pixels. Adjust the pixel dimensions if necessary.

(Photoshop users: a simple way to automatically set the image size is to go to File>Automate>Fit Image and set the width and height dimensions to 1200 x 1200. Photoshop will automatically adjust the dimensions.)

Review - in all cases, recheck the dimensions to make sure your image does not exceed 1200 pixels in height and 1200 pixels in width. Adjust the pixel dimensions if necessary. You may use height and width settings less than 1200 x 1200 but your images will appear smaller in relation to others who use the standard settings. Sizing can be very confusing and is frequently done incorrectly—**so when in doubt, ASK!!**

Step 6 – Sharpen – sharpen the image. Do not sharpen the image until sizing has been completed. Sharpening before sizing can degrade the image.

Step 7 – Convert to sRGB – for the best color rendition of your image by a digital projector, convert to the sRGB color space. (If you forget, don't worry. You'll probably never notice the difference!). In Photoshop, select Edit>Convert to Profile and set the profile to sRGB.

Step 8 – Name file – all entries must contain information that can be used by the competition chairpersons for conducting judgments and record keeping. The information you must place in the title is:

- 1) If the image is for the assigned topic and was taken after the April meeting in which the coming year's assignments were announced, use an "F"; **or**
- 2) If the image is for the assigned topic but was taken before the April meeting in which the coming year's assignments were announced, use "AS"; **or**
- 3) If the image is to be placed in the General category, use "GN".
- 4) Enter your competition class (A, AA, AAA).
- 5) Enter your name, last name first (no middle initial please).
- 6) Enter the title of your image.
- 7) Make sure your image is a .jpg. If it is not, you must save the image as a .jpg (see step 9).

Below are examples of how your title should appear. Use a **single** space between each word in the title:

F AA DOE JOHN BALD EAGLE.jpg
AS AAA DOE JOHN CAPE ARAGO LIGHTHOUSE.jpg
GN AA DOE JOHN WHIMSICAL DAISIES.jpg

Step 9 – Save file – make sure your image is saved in the .jpg format. Go to the File menu and select "Save As". If the image is not already in the .jpg format, select the .jpg file format from the dropdown menu, set the .jpg quality to "Highest Quality" (12), and click "Save".

If your image is not already in .jpg format and you cannot find the .jpg format in the dropdown menu, then you probably have been shooting in 16 bit mode and must convert your image to 8 bit mode (In Photoshop, use Image>Mode>8 Bits/Channel). Once converted to 8 bit mode, you should find the .jpg format in the dropdown list.

Step 10 – Send file – the image file, once completed, can be e-mailed to the Digital Competition Chairperson. You can also give the images to the chairperson on a CD or DVD. **Images must be in the chairperson's hands at least one week before judging (unless other arrangements have been made with the competition chair).** Check your TOPICS newsletter for turn-in dates.