

Preparing Images for Digital Projection Competition
(Adopted 3/5/09)

1. **Select** – Select the images you wish to enter in competition (see TOPICS competition rules for information concerning choice of images).
2. **Copy** – Make a copy (copies) of the images you wish to enter. Always retain an original unedited copy in your files in case you wish to use the original later.
3. **Edit** – Edit the images in your favorite image editing program (see TOPICS *Rules for Digital Projection Competitions*) for guidelines as to allowable editing.
4. **Resize** – Resize the images for projection as follows:

If you are using Photoshop or Elements, use this procedure:

- 1) Select Image>Image Size from the menu. Make sure there are check marks in the “Scale Styles”, “Constrain Proportions”, and “Resample Image” check boxes. In Elements, select Image>Resize>Image Size.
- 2) While still in the Image Size dialog box, note the Width and Height boxes. These will reflect the size of your image in pixels. Set the largest number, whether width or height, to 768 ppi.

If you are using a digital imaging program other than Photoshop or Elements, you must determine the program’s means for resizing images and use those procedures. If you need help, consult the Digital Projection Chairman.

- 1) Find the resize command or similar option. Normally, you should see two boxes, Width and Height, with numbers that reflect the size of your image in pixels per inch. Set the largest number, whether width or height, to 768 ppi. If your program has a Resample option, check it.
5. **Sharpen** – Sharpen the image. **Do not** sharpen the image until resizing has been completed. Sharpening before resizing can cause image degradation.
 6. **Convert to sRGB** – In Photoshop, select Edit>Convert to Profile and set the profile to sRGB. Click OK. Other image editing programs may or may not have this feature.
 7. **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 as follows:
 - 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 title ends in .jpg. If it is not there, place it there.

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

8. **Save file** – Make sure your image is saved in the .jpeg format. Go to the File menu, select “Save As”, and if the image is not already in the .jpeg format, select the .jpeg file format from the dropdown menu. Set the .jpeg quality to highest quality and click “Save”.
9. **Send file** - The image file, once completed, can be e-mailed to:

terry_johnson72@yahoo.com

You can also give the images to Terry, on a CD-R, at the club meeting prior to judging. Other arrangements may be made by contacting Terry at the club meeting or by e-mail. **Images must be in Terry’s hands one week before the judging.** Check your TOPICS newsletter for dates.