WPS Annual Exhibition
PDI Naming & Re-sizing Notes

(1) Digital Images will be projected in landscape mode with a size of 1600 pixels wide and 1200 pixels high. The image must be in .jpg file format (maximum quality), flattened 8-bit, sRGB colour space and above 72 pixels/inch resolution.

> Whatever the shape of the image you must "constrain proportions" to fit within these limits. For example, a square image would be 1200 x 1200 pixels maximum, a letterbox, or panorama, might be 1600 (maximum) wide by (e.g.) 500 pixels high, an image in portrait shape would be 1200 pixels (maximum) high and less than 1200 pixels wide.

> If, after resizing, your image is less than either of these dimensions the *Canvas Size* must be set to 1600x1200 pixels and the blank background filled with Black or Dark Grey (ensure Layers are flattened before you attempt this).

> See "Preparing an Image in Adobe...." below for detailed method.

(2) A CD, DVD or USB Memory Stick can be used for your Annual Exhibition entry. Write your name on the outside of the Storage Media. Within the Storage Media create 3 folders. Name the folders

> "Fred Smith CPAGB Open Colour"
> "Fred Smith CPAGB Nature & Record"
> "Fred Smith CPAGB Mono"

Obviously use your name and your Photographic Honours (if applicable), without the quotation marks!
Leave out the folder for any Class not entered.

> Place the correctly sized image files in the appropriate CLASS folder;

> Name each image in the Class folder thus: *1_"Title".jpg* ; *2_"Title"*.jpg; *3_"Title"*.jpg up to the maximum of 5 images allowed in a Class. The file names for each image i.e "*Title*" above, must be the same on your Entry Form;

> This method needs be followed otherwise the image files will be rejected by the DiCentra Competition Software;

> Please ensure no other files are on the Storage Media (reformatting advised);

> Please keep the titles to less than 50 characters including the number, underscore and spaces;

> Check that the images are - correctly written; - in the correct named Class folder; - with correct title; - and as .jpg; on the Storage Media.

> The finished file must not be more than 2MB in size

> Images above this size or in other formats such as tif, pds or with layers and not flattened will be rejected.

> The Exhibition Secretary will NOT perform and manipulation, resizing or other alterations to the presented images other than place them into a competition folder as required for the software.

Preparing an image in Adobe Photoshop

- Open a **COPY** of your processed high-resolution image, go to *Image> image size*;
- From the *Image Size* dialog box ensure the "*Constrain Proportions* box" and "*Resample Image*" boxes are ticked;
- Change the *Pixel Dimensions* in either the *width* or *height* (not both) so that both numbers are within the limits (note that when one value is changed the other is recalculated). The resolution in pixels/inch or pixels/cm is unimportant. Click *OK*;
- Ensure that Layers are Flattened;
- Now go to *Image>Canvas Size*;
- In the *Canvas Size* dialog box change the measurements to "*pixels*" instead of *cm* or *inches* and type in *1600* for width, and *1200* for height;
- Go to the drop down menu *Canvas extension colour*, and choose *Black* or *Dark Grey.* Click *OK*;
- To ensure that your image is in sRGB colour space, go to *Edit,> Convert to profile*. The *Convert to Profile* dialog box will show your source colour space (i.e. your current colour space) and Destination Space. From the *Destination Colour space* drop down menu choose *sRGB* and click **OK**;
- *Save as* using the **title** as the file name (use this same title in your Entry Form); save file as .jpg at the maximum image quality of 12.

Preparing an image in Adobe Elements

- Open a **COPY** of your processed high-resolution image; go to *Image> Resize>Image Size*.
- Ensure the "*constrain proportions box*" and "*re-sample image*" boxes are ticked.
- Next change the pixel dimensions:
  1. for landscape-shaped images, change the width to 1600 pixels (the height will automatically be reset)
  2. for portrait-shaped images change the height to 1200 pixels (the width will automatically be reset)
  3. There is no need to set the resolution as this has been determined by setting the Pixel Dimensions to 1600 x 1200
- Now go to *Image>Resize>Canvas Size*, change the measurements to "*pixels*" instead of cm or inches, and type in *1600* for width, and *1200* for height.
- In the *Canvas Size* dialog box, go to the drop down menu *Canvas extension colour*, and choose *Black* or *Dark Grey*. Click *OK*
- To ensure that your image is sRGB colour space, go to *Image,> Convert colour profile*. Accept "*Apply sRGB*"
- Save as using the title as the file name (use this same title in your Entry Form); save file as .jpg at the maximum image quality of 12.