

# Wolverhampton Photographic Society

## Digitally Projected Image Competition

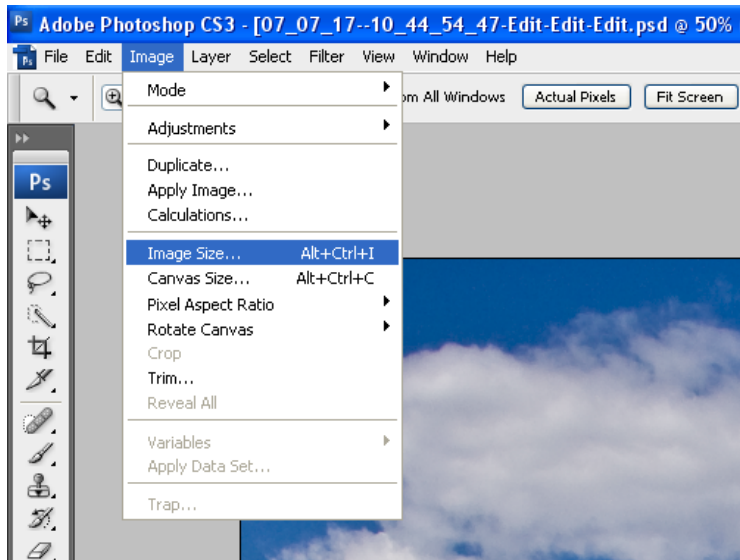
### Guidelines for entering images

The following guide has been produced to assist our members in submitting their images in the correct format. Submitting images in the incorrect format dramatically increases the amount of preparation work for the competition organisers. **Therefore as from the 2008-9 season, any images not submitted according to the following guidelines will be eliminated from our in-house DPI competitions.** This guide has been produced using Adobe Photoshop and Windows XP; however other imaging packages also enable easy re-sizing and the procedure will be similar. Please ask for advice if you are stuck!

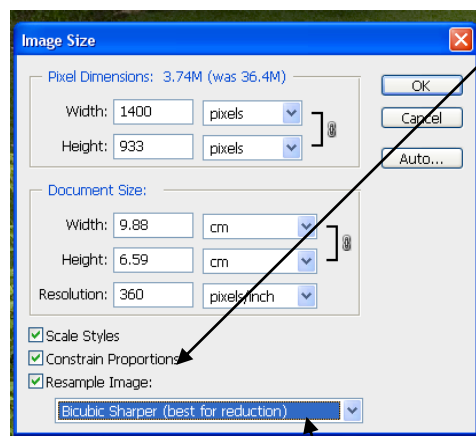
### Step 1 – Resizing your images

Open your image in Photoshop

Under “Image” you will find “Image Size” – click this

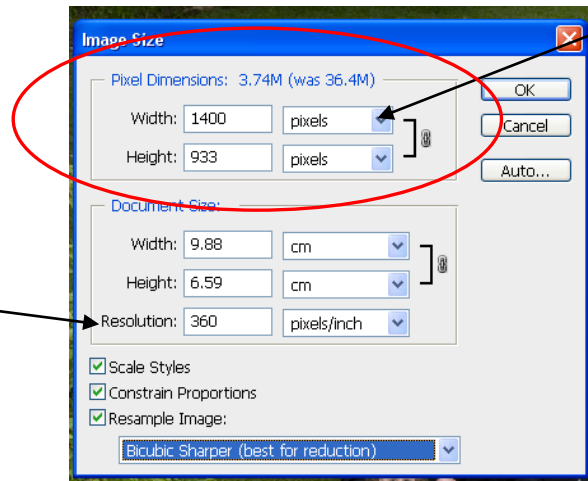


The “Image Size” box will open up, in this box make sure that the “Resample Image” and “Constrain Proportions” boxes are ticked.



Then select “Bicubic Sharper (best for reduction)” In the bottom box.

In the “**Pixel Dimensions**” section enter EITHER 1400 in the WIDTH for a LANDSCAPE (horizontal) image – or 1050 into the HEIGHT for a PORTRAIT (upright) image. Make sure the units are set to “Pixels”. This sample image is a landscape.



The Resolution is not important

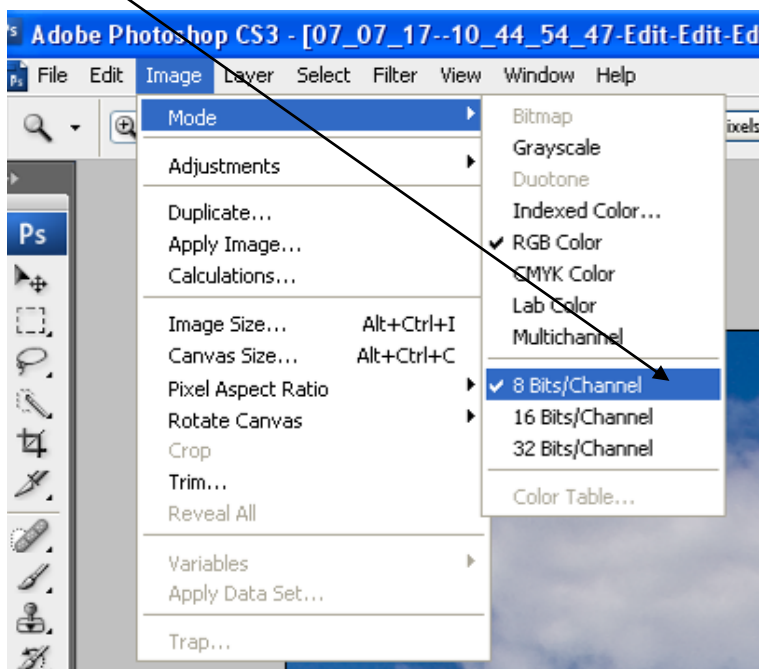
n.b. There is no problem with a landscape image being less than 1050 pixels high, or a portrait image being less than 1400 pixels wide (in fact they normally will be so)

Click “**OK**” and the image will be re-sized.

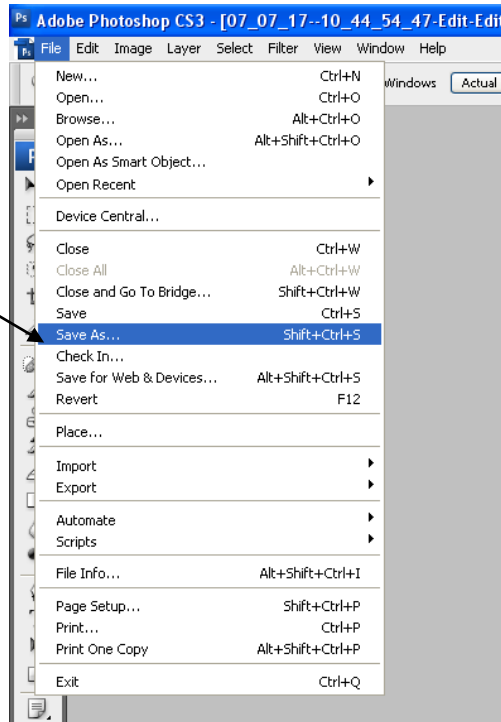
## Step 2 – Saving your image in the correct format (jpg)

While you are still in Photoshop you need to save this re-sized image. The filename should include the title of your image, your name and the entry category (advanced or novice) – i.e.: **red fox – john smith - novice.jpg** (this will assist the administration of the competition)

First of all make sure your image is in “8 bit” mode by selecting “**Image**” and then “**Mode**” and ensure “**8 bits/Channel**” is ticked. If it is 16 bits, simply click the 8 bits/Channel text.



Now Select "File" and "Save As"



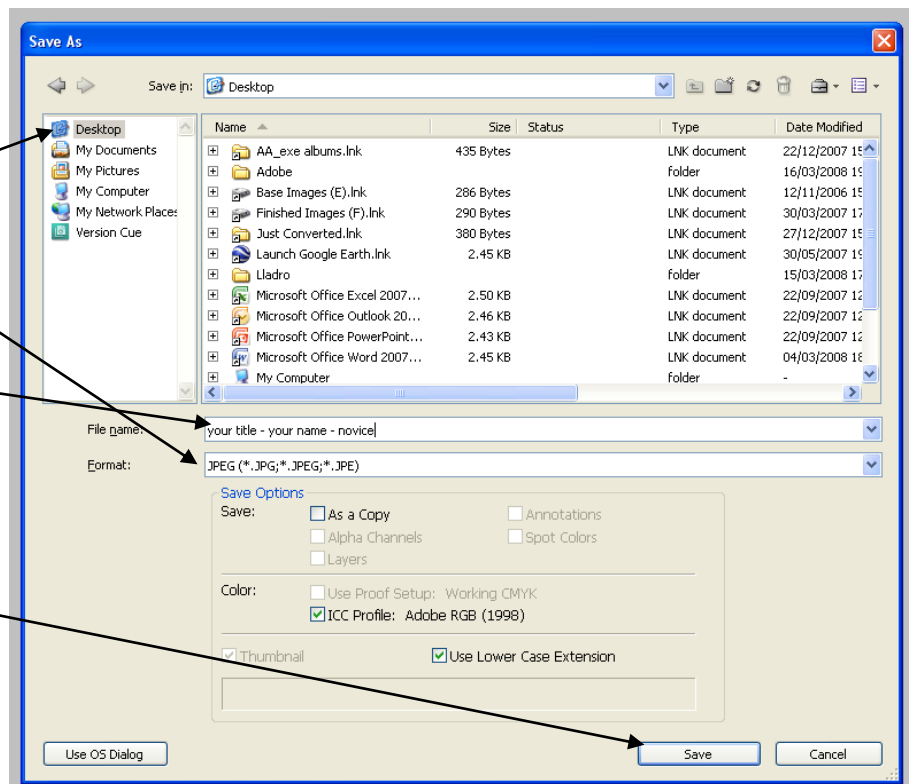
In the "Save As" box:

Select the folder where you want to save your image (maybe the desktop?)

Select the Format to be JPEG

Re-name your image in this box

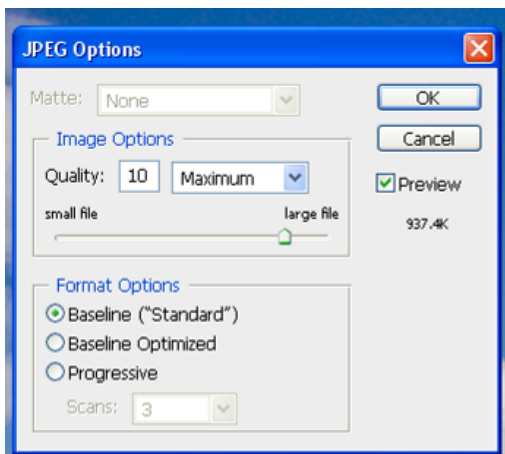
Then click "Save"



Title your image as "your title – your name – novice.jpg" – i.e. Red Fox – Chris Nutt – advanced.jpg

DO NOT FORGET TO ADD THE ENTRY CATEGORY TO YOUR IMAGE TITLE – Novice or Advanced

“JPEG Options” box will then open. In the “Image Options” box select a quality of 10 and click “OK” (you can use a higher number if you wish, but the resulting file will also be larger)



Your image is now saved to your selected location.

### Step 3 – Setting the Photographers name and Image Title

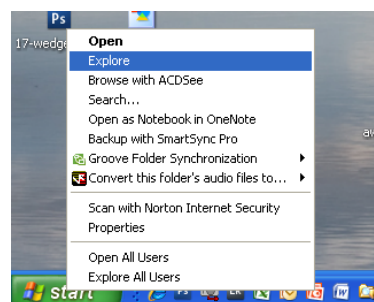
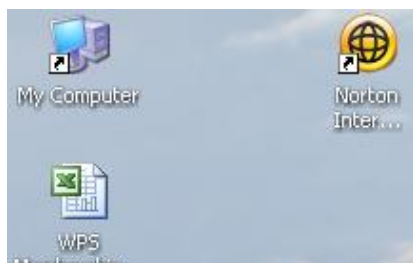
Due to the software we are using for DPI competitions it is **essential** that your images are saved with the photographers (authors) name and image title embedded in the file information. Don't be scared - this is very easy to do. **However if you don't do it, the software will not recognise your image and it will not be included in the competition!**

There are 2 methods to add this information to your images. Either is equally acceptable. Option 2 may be easier. Option 1 is not available when using Windows Vista - and also sometimes under Windows XP.

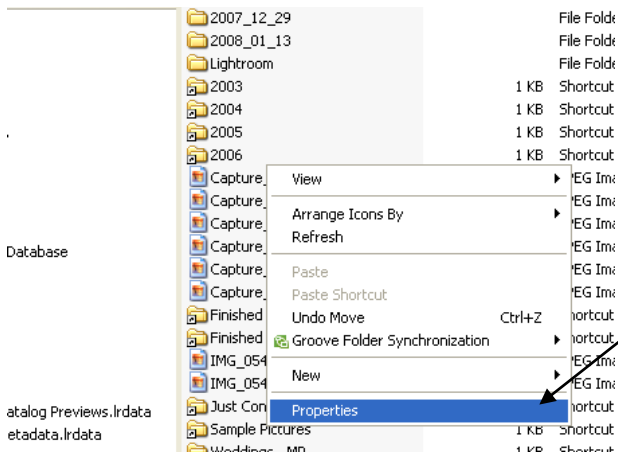
**Option 1,** (This applies to Windows XP and Windows 7 only – for Vista users, please use option 2)

(See the end of this section for the Windows 7 naming method)

Open up Windows Explorer by either clicking on the “My Computer” icon on the desktop OR right clicking the “Start” button and selecting “Explore”



Navigate to where you have saved your image and right click on the file. Then left click on “Properties”

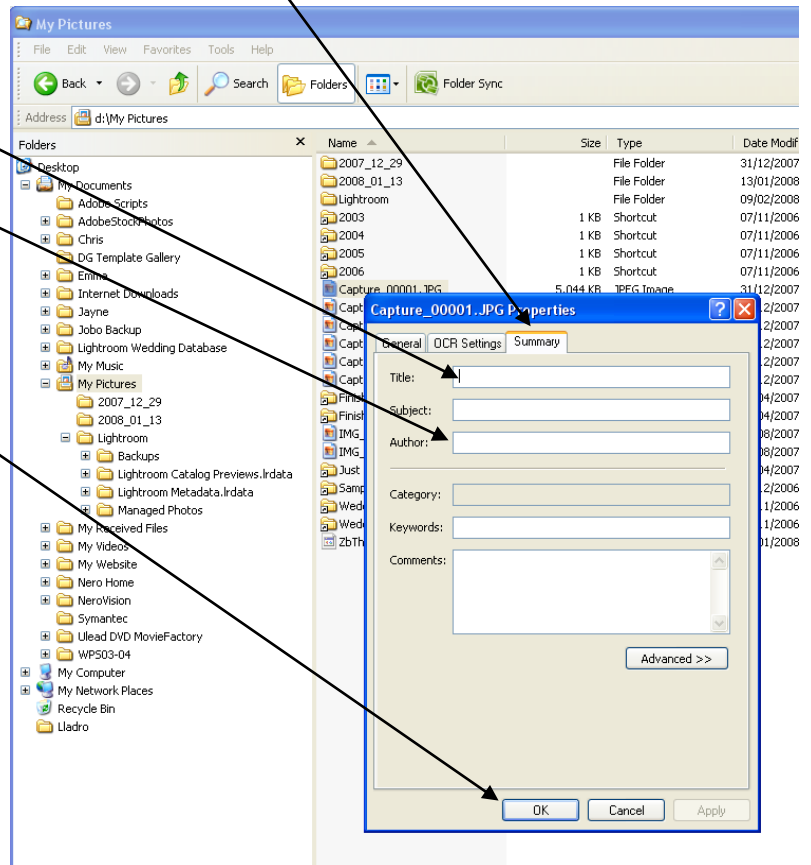


The “Properties” dialogue box will open up - and then click the “Summary” tab.

Enter the title of your image here

Enter your name in the “Author” box here

Then click “Apply” and then “OK”



The DPI projection software will now recognise your name and the image name.

**In Windows 7 simply right click on the file name and select Properties > then the “Detail” tab - and fill in the Title and Author boxes in the Details box**

## Option 2, Open your image in Photoshop (or keep it open from the previous step)

Click “File” and then “File Info”

In the dialogue box that opens:

Enter the image title here

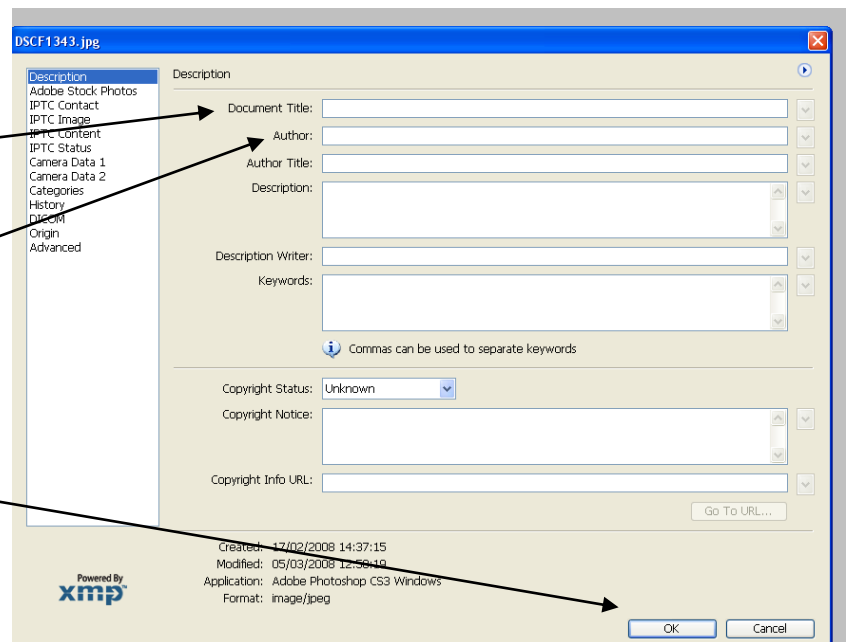
In the “Document Title” Box

Enter your name here

In the “Author” box

Click “OK”

Then close your image



## Step 4 – Assign the Colour Space

Our projector is configured to show images in the sRGB colour space. Therefore we advise to submit your images in this format.

To assign the sRGB profile to your image in Photoshop, simply:

- Open the image in Photoshop
- Edit > Assign Profile
- If sRGB is already set as the working profile (i.e. the radio button next to it is highlighted) – then your image is already in sRGB. Just click OK. Nothing else to do.
- Otherwise: Click the Profile button and select “sRGB IEC61996-2.1” from the drop down menu.
- Click OK – and the image will now display in sRGB and have the profile embedded in the file.
- If you need to do any tweaks - which will normally be for contrast and saturation – do them now and then save the file.

I’m sure you can assign profiles in other image editing packages too, however I’m afraid it’s up to you to find out how to do it.

## Step 5 - Submitting the images

When you have re-sized and named all of your images you need to submit them. There are various methods of submission.

### E-mail

Simply attach the images to an e-mail to [competitions@wolverhamptonps.co.uk](mailto:competitions@wolverhamptonps.co.uk) – but make sure the overall e-mail attachment size is less than 2Mb – if it is larger it may not be sent successfully. For example, if each image is larger than 1Mb, then it may be best to send two separate e-mails (assuming you are submitting two images!). Also make it obvious on the e-mail who is submitting the images (this may sound odd, but sometimes members submit images sent via a third party e-mail address) – i.e. simply say on the e-mail “These are the DPI images from Joe Bloggs”. The Society will accept no liability for emails that do not arrive. The competition co-ordinator will however endeavour to reply to all received mails to confirm successful receipt.

### USB Memory Stick

Simply copy the saved files from your folder to the USB memory stick using Windows Explore (Right click on the Start” button and select “Explore”). Do not forget to mark the memory stick in some way with your name. If you do want to use this method of submission it may be best to purchase a cheap low capacity memory stick and keep it for this purpose (they are available for less than £5 off the internet). The Society will accept no liability for lost or damaged memory sticks.

### On CD

Copy your images to a blank CD. Write your name on the CD using an appropriate marker pen. Unlabelled CDs will NOT BE ACCEPTED. The Society will accept no liability for lost or damaged CDs.

## WHICHEVER METHOD YOU USE:

Please fill in a **DPI entry slip** (these are available as a download from the web site) and hand this in at least one week prior to the competition. attaching the entry slips to e-mails will not be accepted. The idea behind the entry slip is to enable a **physical** check of the entries prior to the competition. The system relies on ALL competitors submitting entry slips.

**Thank You!!**

WPS – Sept 2010