



## Sevenoaks Camera Club

# Digital Guidance Notes 1

### HOW TO 'SIZE' YOUR FILE FOR SCC COMPETITIONS – 1920x1200

These notes are supplied only as basic guidance to anyone who wishes to enter our competitions and may require some assistance. There are several different ways to do everything in Photoshop, and several different image-editing programs to use too.

#### *Using Photoshop & Elements –*

Remember if you have done work in layers in Photoshop you should *'flatten'* the image before resizing – LAYER > FLATTEN. This should be done before you resize your image.

- a) Open your file
- b) IMAGE > MODE > RGB Color & 8 BITS (In Elements – if you are not prompted on opening, convert to 8 bits)
- c) IMAGE > IMAGE SIZE (In Elements – IMAGE > RESIZE > IMAGE SIZE) and tick all three boxes – *'Scale Styles'*, *'Constrain Proportions'* and *'Resample Image'* and choose one of the *'Bicubic'* options (if you are not sure then just select *'Bicubic'*) (note – older versions of Photoshop only have two boxes, tick both of these and carry on as above)
- d) Still in the image size palette; you require to set the PIXEL DIMENSIONS – If a 'landscape' (horizontal) image in *'Pixel Dimensions'* > *Width* > type '1920' (the height will be automatically filled in, but if it is greater than '1200' then please set it to 1200 )

#### **OR**

If a 'portrait' (vertical) image in *'Pixel Dimensions'* > *Height* > type '1200' (the width will be automatically filled in) and click 'OK'

In either case, your image size should not exceed 1920 x 1200 pixels in either of the dimensions as some cropping may occur

- e) you are now ready to save; FILE > SAVE AS
- f) Create a *'NEW FOLDER'* by clicking on the folder icon (if you are not sure which icon, hold your cursor over the icon to find the right one) & type in your *'Name'*, as the *'New Folder'* name, (just type where you see *'New Folder'* appear) and then press the *'RETURN'* key
- g) Type in your *'filename'* (see the relevant Competitions Rules below for more details), Select *'jpeg'* from the *'format'* drop down list and click *'SAVE'* when the next box comes up select *'Image Compression'* option *'NONE'* and *'OK'*
- h) You can now continue to do your remaining images following steps a) to e) & g) and place them in the folder you created at step f).

After you have created all the images you wish to submit, you are ready to quit Photoshop and upload your images (or transfer onto your memory stick or create your CD).

#### **Finally, just to remind you about the Club Rules:**

- 16) A maximum of two DPI images may be entered by each competitor in each competition unless the Committee decides otherwise.
- 17) Image files *must* conform to the following specifications:
  - a) File format: jpg; colour representation: sRGB
  - b) Image size: maximum width 1920 pixels by maximum height 1200 pixels.
  - c) The image file names must adhere exactly to the following format:  
01 A DAY AT THE SEASIDE by John Smith.jpg  
02 THE ROAD TO NOWHERE by John Smith.jpg

*In the event that the number of entries has to be reduced for any reason, entries numbered 02 will be the ones omitted.*

- 18) The two image files must be in a folder/directory in your name, which must match exactly your name in the image file.
  - a) Image files may be submitted on a USB flash drive, memory card, DVD or CD, or other media agreed by the Committee. The name of the photographer or competition number must appear on the media and media cover.