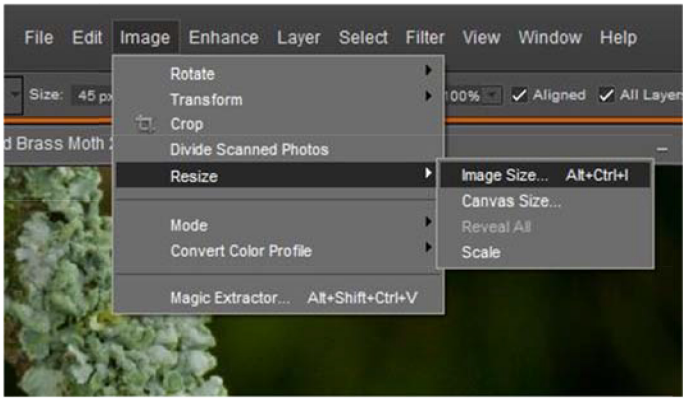
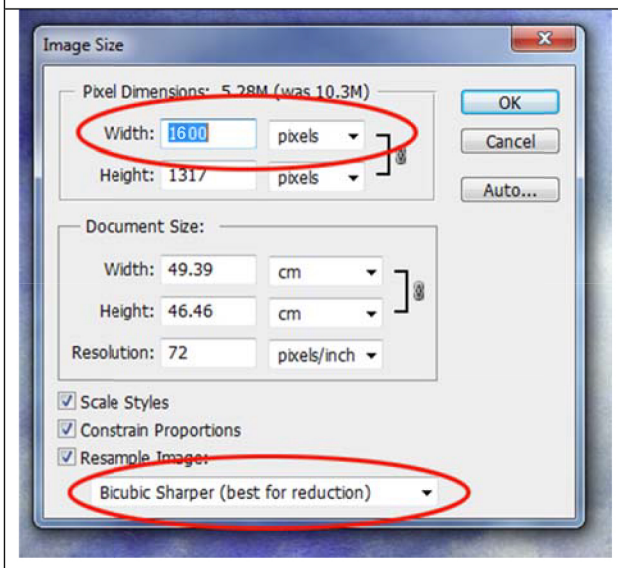
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# Preparing Images for DPI Competitions using Adobe Elements

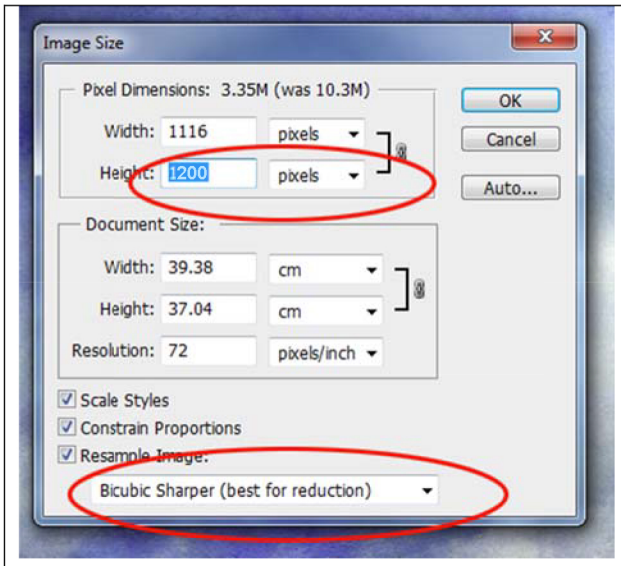
**After** you have finished all your adjustments, image manipulations and cropping before doing anything else **Save this image file** then:

**Change Size to fit within a size of 1600 pixels maximum width by 1200 pixels maximum height:**
***(note that these are maximums and neither dimension should be exceeded)***

From the top menu bar select Image, then Image Size:

<table>
<tr>
<td>
</td>
<td></td>
</tr>
<tr>
<td>
</td>
<td>Landscape format images tick resample and constrain proportions and in “Width” insert 1600 and check “Height” is less than 1200 pixels<br><br>As you are reducing the size of the image select<br><br>“Bicubic Sharper”<br><br>Click “OK”</td>
</tr>
</table>

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For **Portrait format images** tick resample and constrain proportions and in **Height insert 1200 pixels and check width is <u>less than</u> 1600 pixel.**

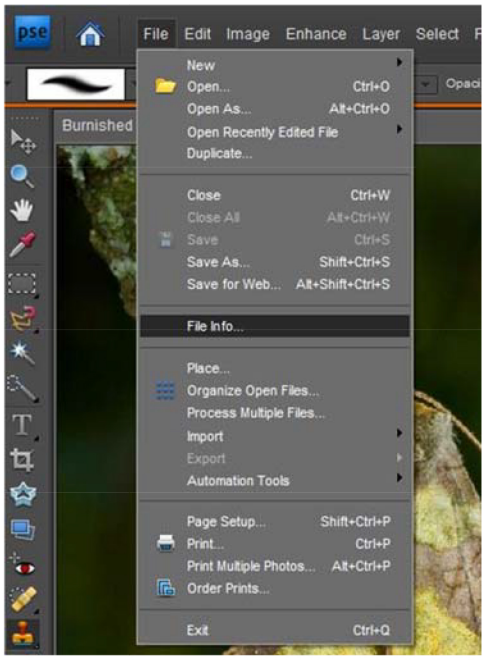
As you are reducing **t**he size of the image select

"Bicubic Sharper"

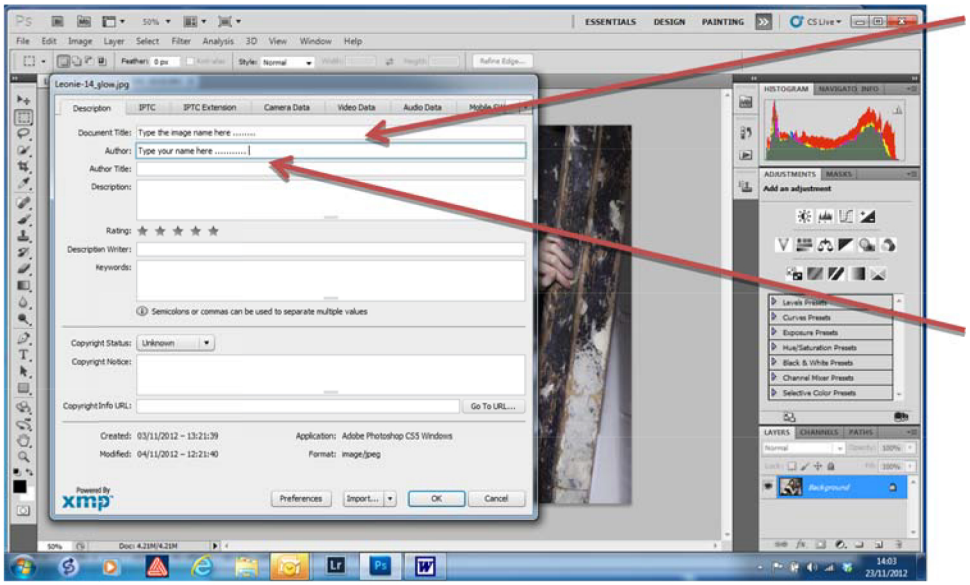
Click "OK"

**Next Convert to sRGB which in Adobe Elements you doing by going to > Image, Convert Color Profile, Apply sRGB Profile:**

**<u>You now need to add the EXIF data</u>** so that the Competition Secretary can display your image and record your score. From the top menu bar select File, then File Info:



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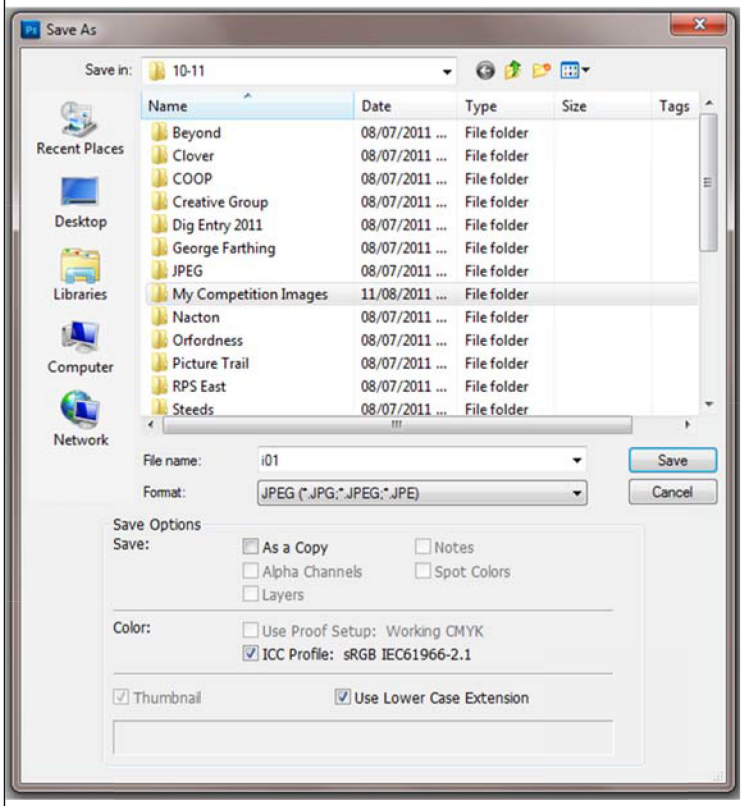
Insert your image title here

Insert your name here and ALWAYS use the same format for all future entries. This is important because it allows the software to automatically maintain an accurate record of your cumulative results

Other entries are optional

**Now Click Ok**

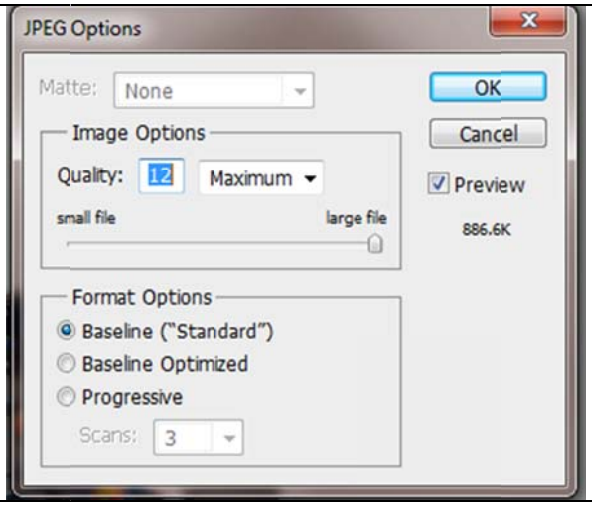
**<u>You are now ready to save your image as jpeg.</u>**




From the top menu bar click on File, **<u>Save As</u>** (not Save!!)

In Format select JPEG from the drop down list (click on down arrow to right of box). In the File Name box type in the name of the image, followed by your own name e.g. "*Clacton in bloom – Joe Bloggs*". Either create a new folder or select a folder to save your image. Later you will need to copy the images from this folder to a CD or USB or to attach to an email to submit your entry so pick a location you can find again!

Now click on Save.

| | | |
|---|---|---|
| |  | You will see this dialogue box. If not already selected choose quality as Maximum and 12, use Baseline Standard. Click Ok – You have now saved the file with the new filename, sRGB colour space at the correct resolution and with the EXIF data added. |

## NOW FINALLY DOUBLE-CHECK THAT ALL IS OKAY.

## DO THIS BY CARRYING OUT THE FOLLOWING SIMPLE INSTRUCTIONS.

# PDI competition entries

## Checklist:

- ❑ 1600px wide by 1200px tall
- ❑ your name (author) and image title entered into the metadata/EXIF data
- ❑ Files should be named in the following format "imagetitle-authorname", e.g. "Rose-LaurenJones"

**PLEASE CHECK YOUR FILES BEFORE SENDING THEM TO THE PDI SECRETARY!**

## Correct




## Incorrect




Files not named "ImageTitle-AuthorName"

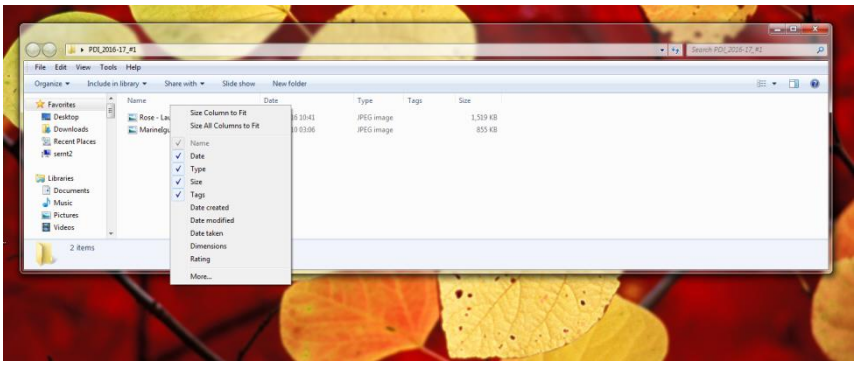
Image too big

Image too tall (max = 1200 high)

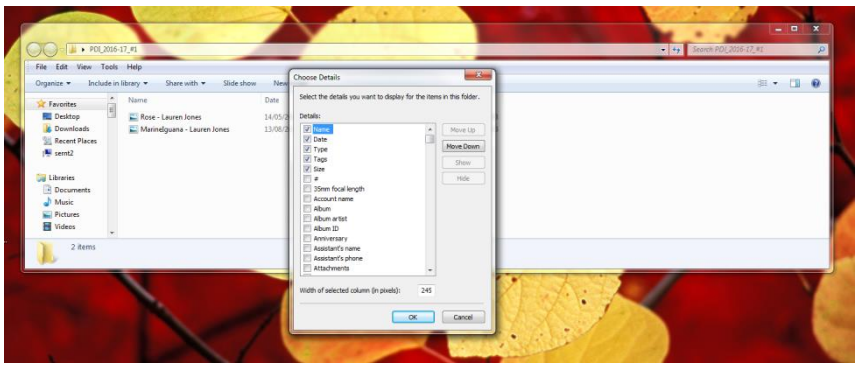
No metadata/EXIF data

Not sure how to get the same options as the windows above? Then check the next page.

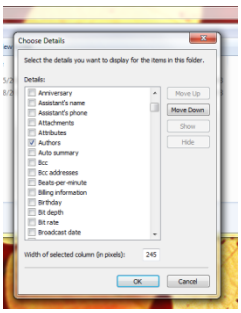
# How to check your entries in Windows Explorer:



1) Right click on the heading bar
2) Then click on the “More” option at the bottom



3) That brings up this box

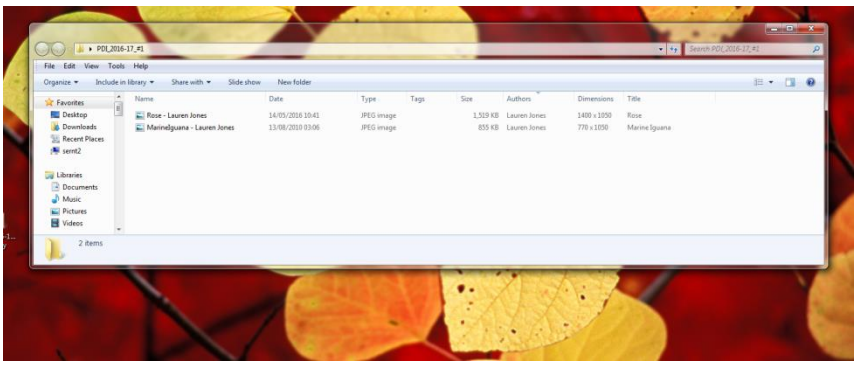






4) Scroll down, and click on the small boxes to select “Author”, “Dimensions” and “Title”

5) Click the “OK” button



6) Done!