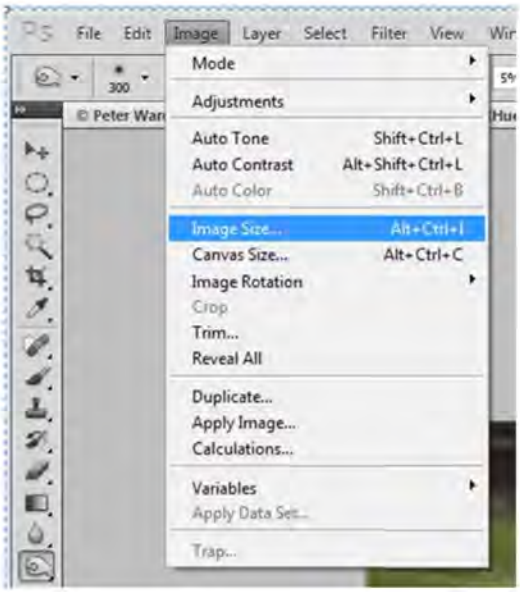
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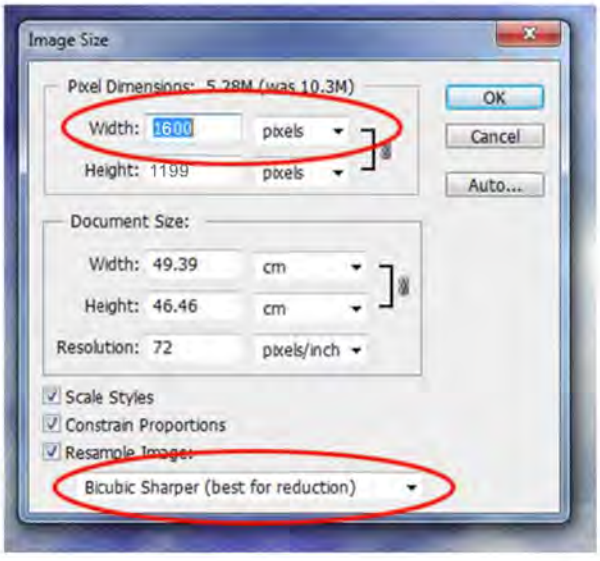
Preparing Images for PDI Competitions using PhotoShop

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:



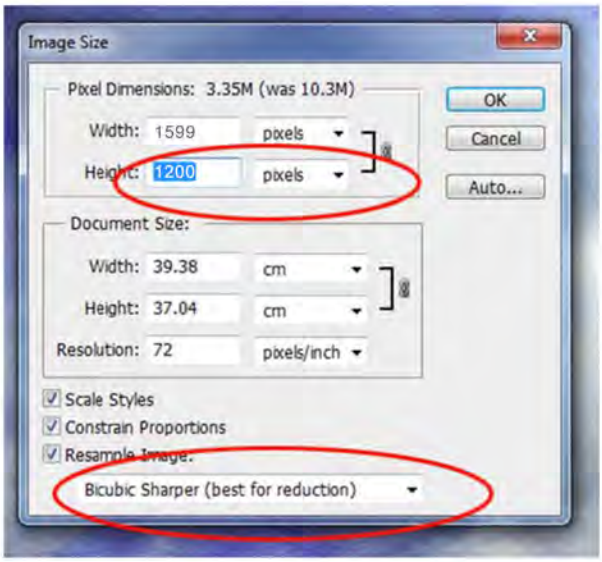


Landscape format images tick resample and constrain proportions and i**n "Width" insert 1600 and check "Height" is less than 1200 pixels**

As you are reducing the size of the image select

"Bicubic Sharper"

Click "OK"



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

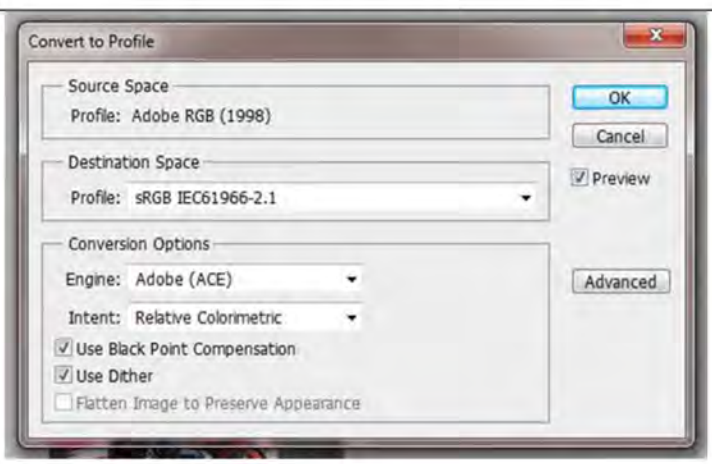
As you are reducing the size of the image select

"Bicubic Sharper"

Click "OK"

<u>Next Convert to sRGB</u>

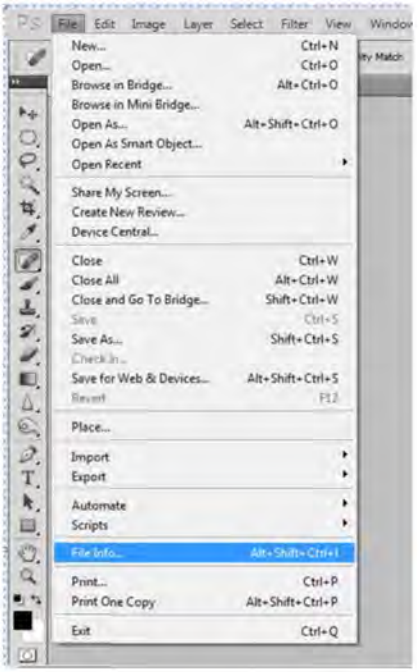
First if you have layers in your image on the top menu bar click Layer and then Flatten Image.

Select Convert to Profile	Then select sRGB IEC61966-2.1 – click OK
	

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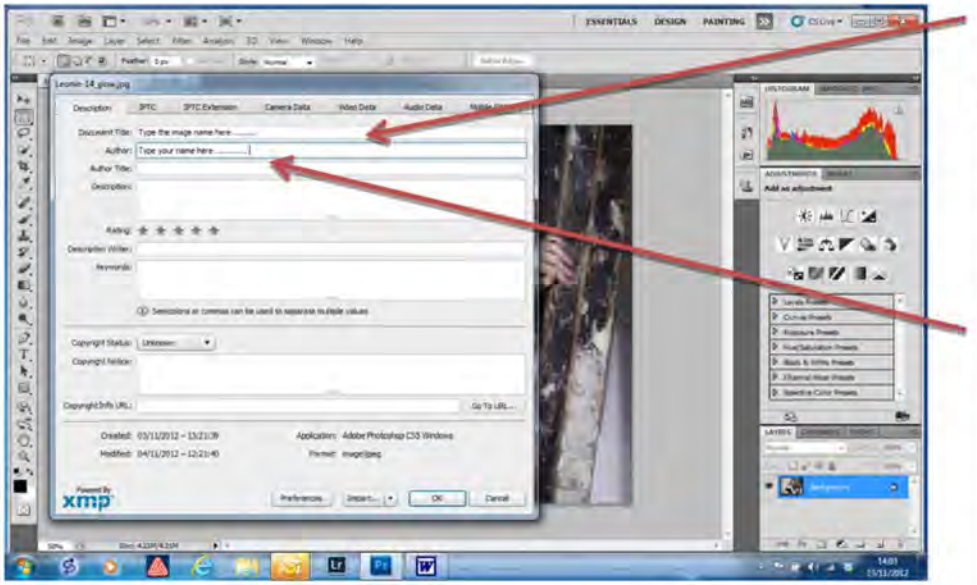
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You now need to add the EXIF data so that the Competition Secretary can display your image and record your score. From the top menu bar select File, then File Info:



It would be preferable if certain punctuation characters were not within image titles. These are:

_ , # & /: ; * " ~ < > | ? \



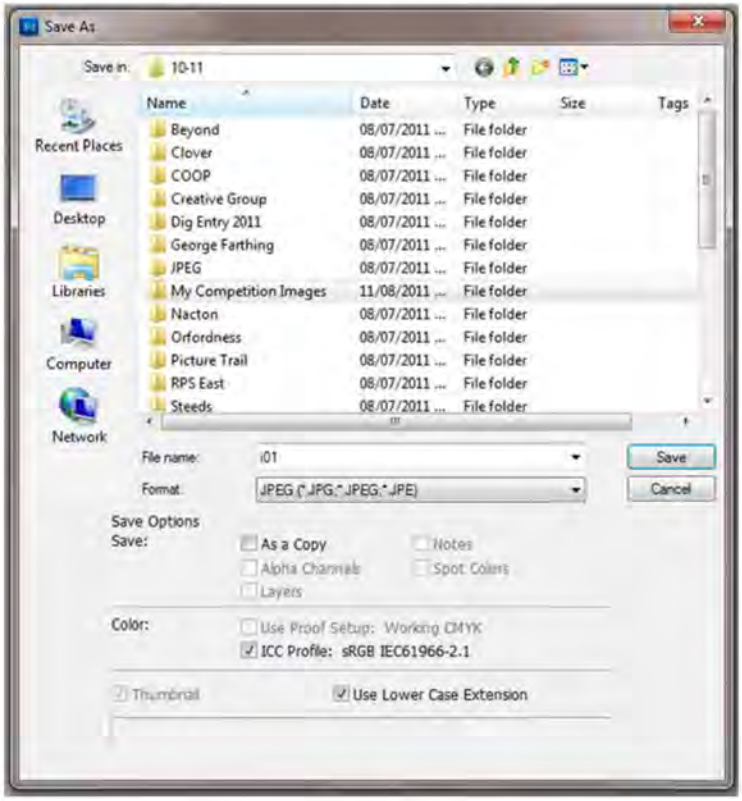
Insert your image title here

Insert your name (NOT IN CAPS) 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

You are now ready to save your image as jpeg.

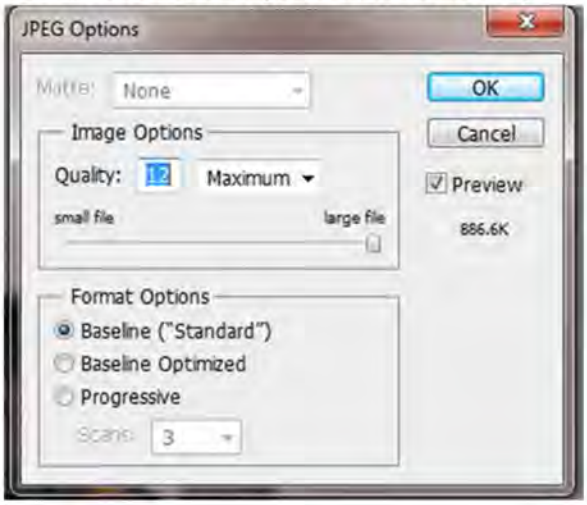


From the top menu bar click on File, **Save As** (not Save!!)

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) NOT IN CAPS and image title entered into the metadata/EXIF data
- ❑ Files should be named in the following format "imagetitle-authorname", e.g. "Rose-LaurenJones" (NOT in CAPS)

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.

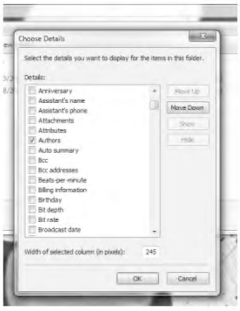
How to check your entries in Windows Explorer:



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



3) That brings up this box

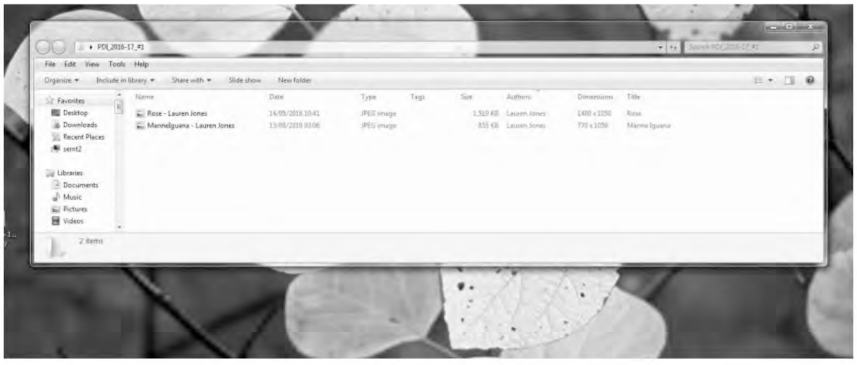






4) Scroll down, and click on the small boxes to select “Author”, “Dimensions” and “Title”

5) Click the “OK” button



6) Done!