

PREPARATION OF DIGITAL IMAGES FOR PROJECTION

1. Select your file [Image, Picture] open it in the programme you use for editing your files i.e. Photoshop etc, make any corrections necessary, or go straight to 2.
2. Re-size your file by clicking on 'IMAGE' – image size in Photoshop [in Photoshop Elements you click on 'IMAGE' – resize Image] first enter the resolution at 72ppi [ignore Document Size] go to Pixel Dimensions enter Width 1400 if in Landscape mode, or Height 1050 if in Portrait mode, ensure 'Constrained Proportions' is checked then, whichever mode you are in i.e.1400 or 1050 you will find the other dimension will automatically appear to keep the image in proportion, click OK and the image will reduce in size, you now need to saved the image at its new size.
3. Go to 'FILE' select Save As - choose where you won't to save it [My Pictures etc] create a new folder title it 'Digital Comp 1', click on this new folder to highlight it, you should now have 'Save As' panel with a folder titled 'Digital Comp 1', and at the bottom 'FILE NAME' where you enter the title of your image which must be different to the original title [if you had one]. Under file name is 'FORMAT' click this and select 'JPEG'(if your image is not a 'JPEG' i.e 'Raw' etc) now click on 'SAVE' and a panel will appear titled 'JPEG OPTIONS', make sure the Quality is 12 maximum click OK, job done, close Photoshop.
4. You now have to add the Properties i.e. Title, Date of Comp, Author, go to Desk Top open folder in Windows or Explorer select 'Digital Comp 1' folder where your 3 competition images are located, select the first image RIGHT click select Properties, a panel will appear with two headings 'General' and 'Summary' or ['Details'] click on Summary or Details, the panel will display 'Title'- enter your file name, 'Subject'- enter date of competition and entry – 1, 'Author' – Your Name, click APPLY, then OK at the bottom of the page, Repeat this for the other 2 images in your entry.
5. When you have completed the above, copy your folder to a Memory Stick, or CD, and then check your Memory Stick or CD, to make sure it contains the folder with the images conforming to the above regulations.