

How to Prep Your Images for Showcase or Contest Selection

Note: This information does not apply to your webpage gallery. There are separate instructions for that process.

Images can be e-mailed to the address of the club receiver some days before, but no later than the night before the showing. (The e-mail address of the club's volunteer receiver will be made known to you by blind carbon copy e-mail in September - or contact the contest chairman through the contact us link on our website. In your e-mail, put on the subject line KPAC and the name of the event you are submitting for. You may also bring images on the night of the meeting, but this is considered a last resort - best avoided - and if you must, please arrive at the meeting room as early as you can. It takes time to upload and organize the images. Images brought on a flash drive must be in a folder with your last name - first name the title of the folder.

In the subject matter, type Showcase or Contest (the name of it) selection. In the text box print the number of images included as attachments. The club receive will generally acknowledge receipt of your images by return e-mail. Do not send your images any later than 9 PM on the night before the event or selection - that is usually a Tuesday night.

Note that images must be properly sized as described below. You must also follow the file naming convention. Your last name - underscore - your first initial - underscore - the image name you selected (as in this example < Dwyer_F_Smiling Lady >. The volunteer who receives your images will acknowledge that your images are received. Images that have not been sent by the morning of the showing should be brought along on a flash drive or CD disc. Do not use a DVD disc. For all images, whether sent by e-mail attachment, or by delivered by other method, follow these steps:

Resize your images so they can be copied and projected quickly. Photos are sized in pixels (a computer screen unit of measure). They must generally be 1024 pixels in the long dimension - for landscape format, as horizontal photographs are described, 768 pixels for square photos and 768 pixels in the long dimension for portrait format, as vertical photos are described. Instructions for Mac or Windows follow in Step 2

When you save your images as jpegs, save at the highest quality level (typically a ten or twelve or some other hi-quality setting depending on your image processing software).

Ensure your images are in the sRGB format. Do not use AdobeRGB. sRGB is the format used by the club equipment, laptop and computer. If you do not know what this means it is not critical. Just be aware that the steps to ensure that your images look as great as you want are to have them in sRGB format, have levels properly set and have had your monitor

calibrated. (You may not have the ability to do monitor calibration, not to worry about it). If all of this is a mystery to you, you will learn more about these things as you participate in the club.

Rename your images with a descriptive file name, so they are not, for example, DSRL239b or something – and of course your name must be attached to the file name. Believe me, we sometimes have received photos and been unable to tell whose pictures these are. Follow the naming convention described in the first paragraph. Last name_Initial_Name of Image

Step 1 – How to rename Your Image Files

To rename a file on a **PC**, locate the file in My Computer. Click the yellow folders button in the toolbar to see all the folders in the left column, and the folder contents in the right column.

- a. Right-click the picture's file name, and choose "Rename" from the context menu, then retype the file name. Don't forget the .jpg extension at the end of the file name.

To rename a file on a **Mac**, locate the file in Finder

- a. Click once to highlight the file name
- b. Slowly click again on the file name, and the highlight colour changes indicating you can now type and rename the file. Don't forget the .jpg extension at the end of the file name.

How to rename your images for easy identification:

- a. For Photo Contests and Showcase submissions, rename your picture with these elements:

Last name_first initial_file name

- b. For example: *Smith_John_Chilcotin Sunrise*

Step 2 - Reduce the size of your image files for easy copying and projecting on the digital projector:

Reduce using **Photoshop Elements 2.0**

- a. Open the picture to be resized
- b. Under the Image Menu > Resize > Image Size
- c. Make sure Constrain Proportions is checked
- d. In Document Size, first set the Resolution to 100 pixels/inch
- e. In Pixel Dimensions, set the Width or Height dimensions to a maximum of 1024 ppi. on pictorial images or a maximum of 768 on portrait images. Set only the larger dimension, not both. Pictorial image when width is 1.3 times greater than the height. Portrait image when width is less than 1.3 times the height.

Reduce using **Photoshop CS (8.0)**

- a. Open the picture to be resized
- b. Image Menu > Image Size >
- c. Make sure Constrain Proportions is checked
- d. Under Resample Image, select Bicubic Sharper for best reduction

- e. In Document Size, first set the Resolution to 100 pixels/inch
- f. In Pixel Dimensions, for Landscape format (horizontal) set the width to a maximum of 1024 ppi. For Portrait set the height to a maximum of 768 ppi dimension. Set only one dimension depending on the type of image and allow the constrained proportions to change the other.

NOTE: See the addition at the end which describes recent changes to the vertical dimension of horizontal (landscape) image where the height cannot exceed 768 pixels. This is a strict requirement.

Step 4 – If you are bringing your images to the meeting on a flash drive (USB stick or thumb drive).

Place Your Images in a New Folder

On a **PC**, use My Computer or Windows Explorer (they're the same thing)

- a. Go to the File Menu > New > Folder
- b. Rename the folder: **Show Month – your name** (using the correct month)

On a **Mac**, use Finder

- a. Under the File Menu > New Folder
- b. Rename the new folder: **Show Month – your name**

Copy your picture files to the new folder:

- a. On a **PC** – still using Windows Explorer:
 - i. Right-click the picture file, select copy, and left-click Copy
 - ii. Navigate to your New Folder: **Show Month – your name**, highlight that folder, right-click and select Paste, then left-click Paste to paste the file into that folder
- b. On a Mac, still using Finder:
 - 1. Left-click on the file to select it
 - 2. Under the Edit Menu > Copy > Left click Copy
 - 3. Navigate to your New Folder: **Show Month – your name**
 - 4. Left-click that folder to select it
 - 5. Under the Edit Menu > Paste item > Left-click to paste the file into the that folder

To speed up the process of getting everyone's photos that have not been emailed in, onto the club computer, without wasting our group time while the computer operator searches for them on all those USB Flash Drives or CD-Rom's, here are the 2 must-do steps to have your images ready for faster transfer to the club computer for projecting.

Select your properly sized images in the new folder, which you have labeled, "**Show Month – your name**" e.g. "Showcase *February* – *John Smith*"

Copy the folder to your USB Flash Drive

Plug-in your USB Flash Drive to your computer

On a **PC** – still using My Computer:

- a. Right-click the folder "**Show Month – your name**", select copy,
- and left-click Copy
- b. Navigate to your Flash Drive, highlight that drive, right-click and select Paste, then left-click Paste to paste the folder into the Flash Drive

On a **Mac**, still using Finder:

- a. Left-click on the folder to select it
- b. Under the Edit Menu > Copy > Left click Copy
- c. Navigate to your Flash Drive in Finder
- d. Left-click that drive to select it
- e. Under the Edit Menu > Paste item > Left-click to paste the folder into the Flash Drive

Check the contents of the Flash Drive folder: **Show Month – your name** :

- a. Double click on that folder on your flash drive to check that your contest entry images are in that folder on your flash drive
- b. That's it, you're all done!

Step 5 – Bring Your Flash Drive (or CD-Rom) to the Club meeting

Do your best to arrive early – that is at or just after 7 PM. We have been delayed in starting many meetings by people arriving late and bearing images on a disc or drive. As soon as you arrive, give your Flash Drive (or CD-Rom) to the club computer operator, so he can load your images onto the computer and make them ready for projection.

NOTE: Note for CAPA competitions the rule for the height of horizontal (landscape) images changed in the fall of 2008. The new rule is that no image can exceed 768 pixels in the vertical dimension. This is not so for the North Shore Challenge. A square format image should be 768 pixels in all dimensions.