

Guidance on the submission of digital files for competitions

General

1. Our Canon projector has a resolution of 1400 pixels wide by 1050 high so to gain the maximum quality your image should be sized to these dimensions.
2. The name of the Software that is used to project the images is FFP (Film Free Projection) and automatically extracts the photograph title and the authors name from the Metadata within each picture. So it is important in embed this information into each photograph.
3. The software used for the projection will only accept JPEG images so all other formats will have to be changed to a JPEG format.
4. Most people have their Photoshop programme to work in Adobe 1998 colour space, but our projector works in sRGB, so to obtain the optimum colour the photograph should be submitted in sRGB colour space.

Image resizing

1. Landscape format photographs should be resized to 1400 pixels wide providing that they are not more than 1050 pixels high. Portrait photographs should be 1050 pixels high. Square photographs should be 1050 pixels square.

Entering the Metadata

1. The easiest way of entering the Metadata is in Photoshop when the file is open. First select **File** from the top menu and scroll down to select **File Information**. In the top dialogue box that appears called Document title, enter the title of the photograph and under Author enter the photographer's full name. The software doesn't like one word names eg "Dave." Once entered hit OK and the information is stored within the file. This doesn't affect the original name of the file that the computer recognises.
2. If you use Bridge as your browser then right click on the thumbnail image and scroll down to select **File Information** and the same dialogue box appears.

Saving as a JPEG

1. When saving to a JPEG don't forget to flatten the image first otherwise all the layers will not be included in the JPEG photograph.
2. When the **Quality** dialogue box appears enter either a value of 10 or 12 as the quality setting, as less than 8 setting makes for an inferior image.

Changing the Colour Space

1. For the most accurate colours that you intended, it is recommended that you change your image colour space to sRGB as this is the colour space that our projector uses.
2. The easiest way to change this is to have your image open in Photoshop and select **Edit** from the top menu. Scroll down and select **Convert to Profile** and in the dialogue box that appears, change the **Destination Space Profile** to sRGB and click ok.

Please Note

- **The digital secretary does not have the authority to alter any image handed to him in any way or form even if there is an obvious problem. He may ask the author to amend the problem and resubmit the image if time permits.**
- **The annual projected images should be submitted in separate folders on your USB stick clearly indicating in which category you wish to enter them. This is the only way that the competition secretary can deal with them because the image metadata is only used to record the title and author.**