

## How to Create a JPEG file for Digital Competition Entry

These instructions will guide you through the steps of creating a JPEG file for entry into digital image competitions using Adobe Photoshop.

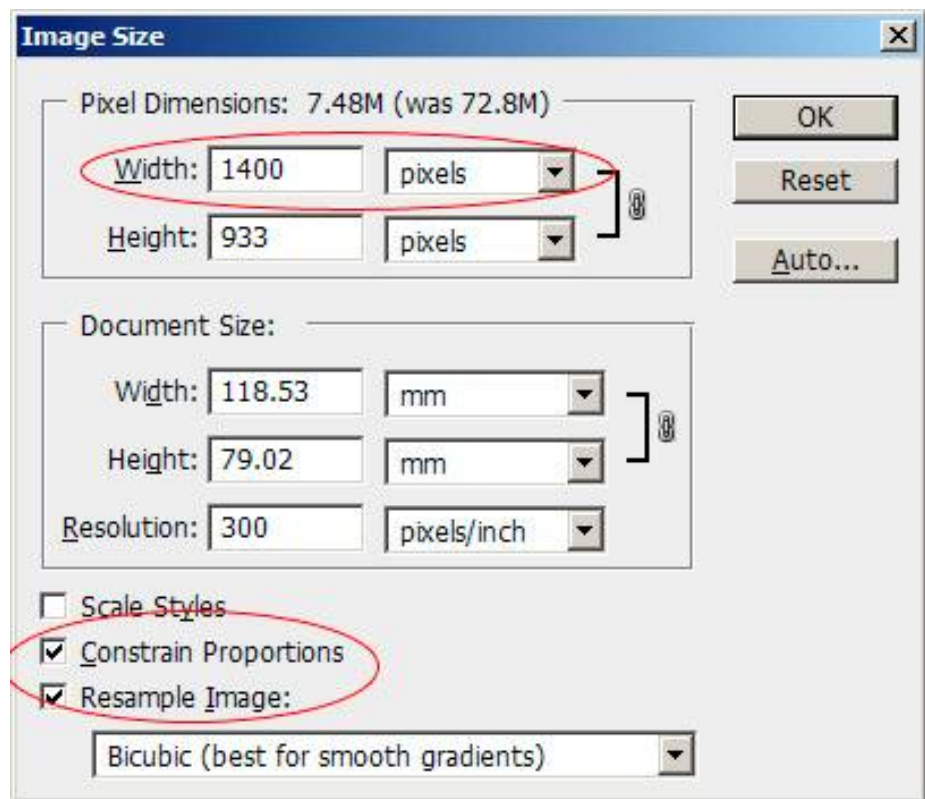
### Resizing Your Image

The digital image will be judged at a maximum resolution that will be given in the competition rules, this varies from club to club and is dependant to a large extent on the capabilities of the digital projector used. Arnold and District Camera Club use a maximum resolution of 1400 pixels horizontal by 1050 pixels vertical and this will be used in the examples below.

If the competition you are entering has a different maximum resolution (for example at the time of writing NEMPF use 1024 by 768 pixels) then substitute these values in the examples.

### Horizontal (Landscape) Images

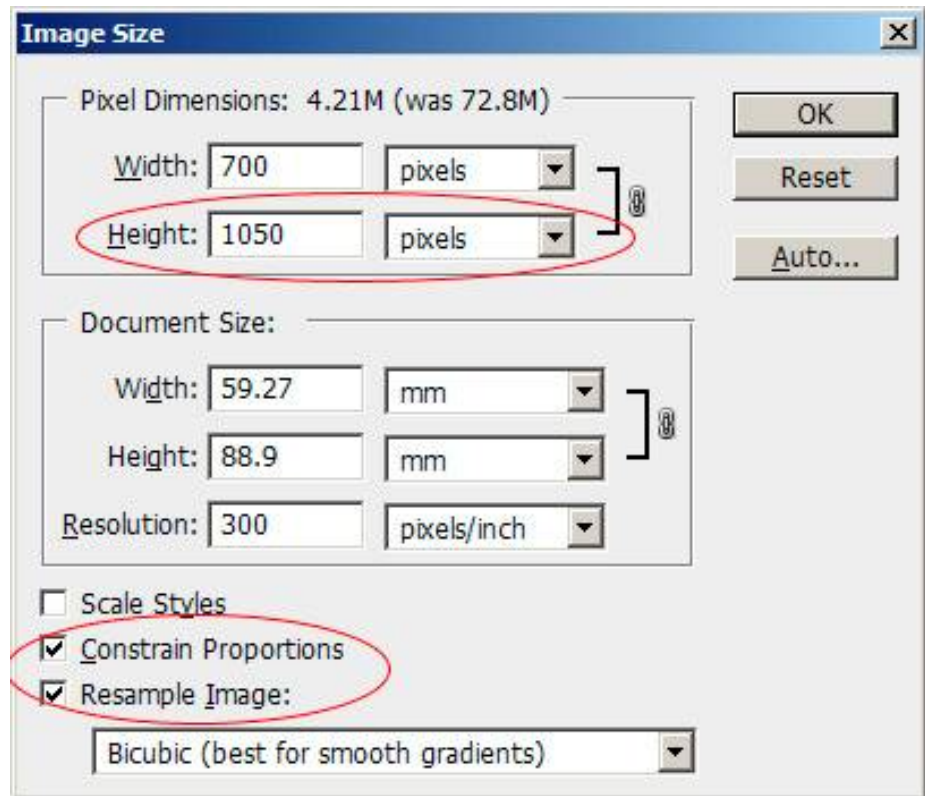
1. From the **Image** menu, select **Image Size**, the Image Size dialog Box is displayed:
2. Make sure you have the **Resample Image** and **Constrain Proportions** boxes ticked.
3. Make sure the units you have selected are **pixels** (top centre of the box).
4. In the **Pixel Dimensions** section enter the **Width** you want, for example 1400 pixels. The height will adjust automatically providing you have the **Constrain Proportions** box ticked. Note that it is unlikely that the height will match the maximum height.
5. Finally check the height, if this is more than the maximum (1050 for A&DCC), then you need to enter 1050 in the height box – note that this will reduce the width to less than 1400 pixels.
6. Click **OK**.



**Tip:** You can ignore the **Document Size** parameters (Width, Height and Resolution) as these are irrelevant here as we are only interested in the pure pixel size of the image.

## Vertical (Portrait) Images

1. From the **Image** menu, select **Image Size**, the Image Size dialog Box is displayed:

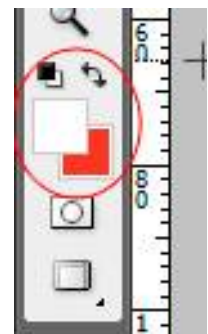


2. Make sure you have the **Resample Image** and **Constrain Proportions** boxes ticked.
3. Make sure the units you have selected are **pixels** (top centre of the box).
4. In the **Pixel Dimensions** section enter the **Height** you want, for example 1050 pixels. The width will adjust automatically providing you have the **Constrain Proportions** box ticked. Note that it is unlikely that the width will match the maximum width.
5. Finally check the width, if this is more that the maximum (1400 for A&DCC), then you need to enter 1400 in the Width box – note that this will reduce the height to less than 1050 pixels.
6. Click **OK**.

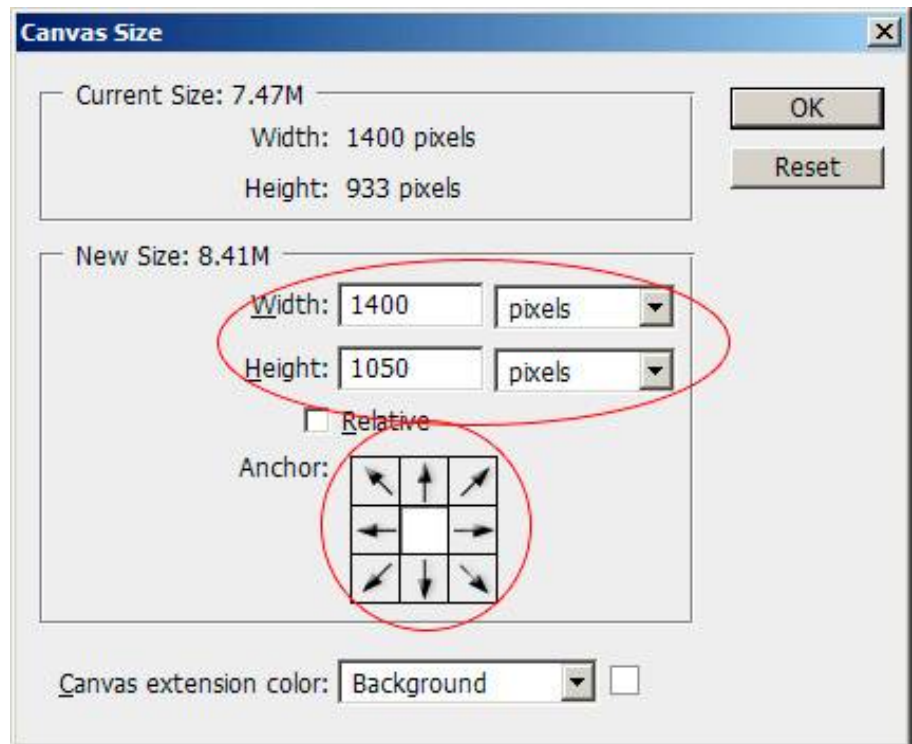
## Adding a Background (Optional)

If your image is not exactly the maximum pixel size (1400 by 1050 pixels for A&DCC) the image will be displayed with a black background filling the remaining space. This is to be recommended for most images, however if you wish to use a different colour one way of achieving this is as follows:

1. Set the background colour on the colour palette to the colour you want (red in this example).



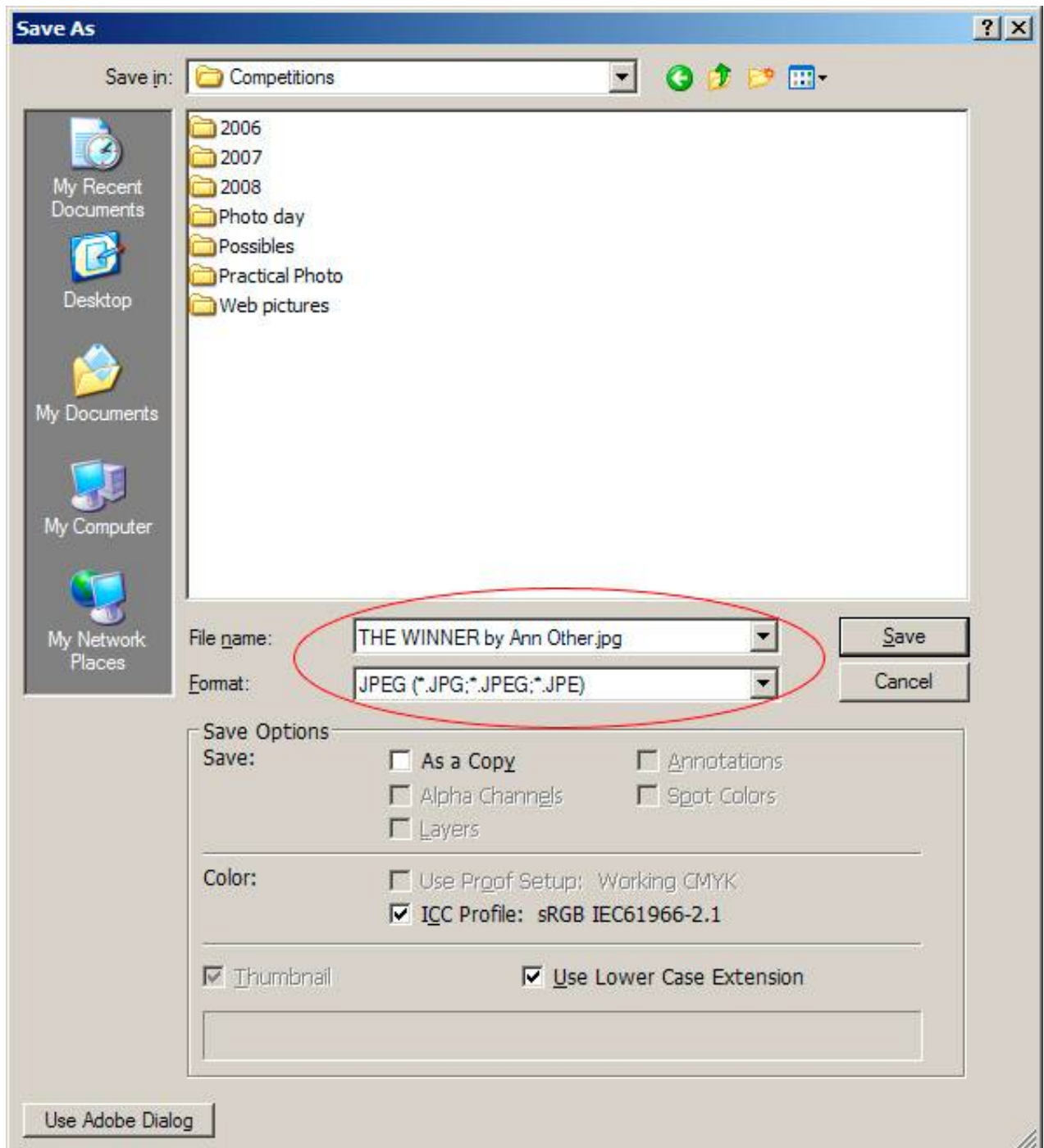
2. From the **Image** menu, select **Canvas Size**. The Canvas Size dialog box is shown:
3. Make sure the **Anchor** is set to centralise the image.
4. Make sure the units are set to pixels. Type in the **Width** and **Height** required. (1400 by 1050 for A&DCC)
5. Click **OK**.



Your image canvas is now enlarged to show the picture with the spare margins filled with the background colour selected (red in the example) around the outside.

## Saving the Image

1. To save the image as a JPEG file, from the **File** menu select **Save As** and the Save As dialog box will be displayed:



2. In the **Format** field, make sure that **JPEG** is selected.

**Tip:** If the JPEG option does not appear in the list, it is likely that you have an image in 16 bits per channel mode, to change this, from the **Image** menu select **Mode** and make sure that **8 Bits/Channel** is selected.

3. Select the folder you want to save the file to (Competitions in the example above). Type in the correct **File name** (remember, it must show the image title followed by “by” followed by your name).

4. Click **Save**, you will then see the **JPEG Options** dialog box:

5. Make sure the **Format Options** is set to **Baseline** (“Standard”).

6. Set the amount of compression to apply to the image. The **Quality** should be set to **10** or **11**. This will ensure that the final file size is not too large but will retain the quality of the image.

7. Click **OK**.

