

Instruction for creating correct sized PDI in Photoshop/ Elements

These instructions are to size images to fit to a 1600 x 1200 pixel projector display.

Please note: due to the keystone correction the projector uses to counteract image distortion, a narrow (e.g. 1 pixel) border may be cropped from part of the image. You may want to make your images slightly narrower e.g. 1596 px wide to avoid this.

1. Open Photoshop or Photoshop Elements
2. Open original image RAW or Jpeg
3. Edit as desired.
4. Crop as desired. Crop to 4 (width) x 3 (height) if wanting to use full 1600 x 1200 otherwise crop as appropriate and pleasing to your eye.

(Suggest saving a copy at this stage – click ‘Save as’ and put in suitable folder – for example folder called working images or competition images. Save as a **psd** file if you have worked on layers and want to retain layers and expect to do more work later or consider saving as TIFF if image is flattened)

5. Once happy with image Click **Layer** and the **Flatten image**
6. Click **Image** then **Resize** then **Resize image** {shortcut is Control + Alt + i}

The image resize menu will appear as →

Note top section shows current pixel dimension. Don't worry about Document size which is only relevant for prints.

Make sure both **Constrain Proportions** and **Resample Image** are ticked in the bottom Left corner.

Enter the required pixels in top box. Think about image for a second.

If it is a **landscape aspect image** (wider than it is tall) enter 1600 in the width section and height box will automatically calculate a new dimension. *(It will be 1200 only if image was cropped to 4 x 3 otherwise new value should be less than 1200).*

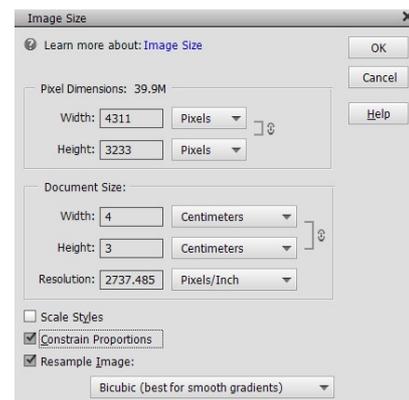
If aspect ratio is **portrait orientation** then enter 1200 in the ‘Height’ section and width will change automatically and should be less than 1600 pixels.

Check to make sure width is not more than 1600 and height not more than 1200 pixels. **Do not worry about the numbers in the ‘Document size’ box.**

7. Click **OK**

Image will suddenly appear to shrink. Don't worry - you can enlarge using ‘Magnify’ tool.

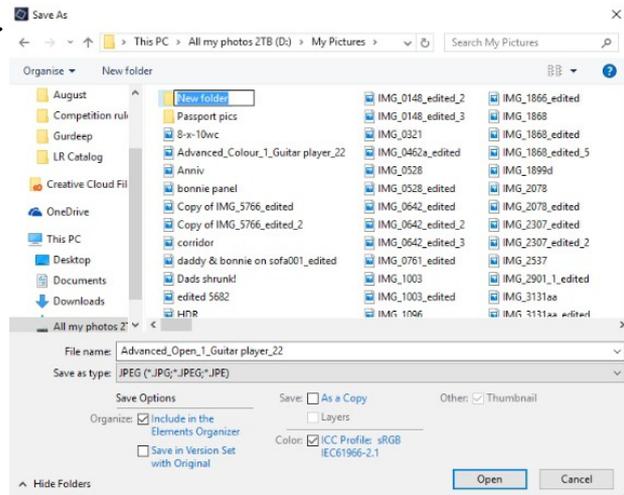
Now file is right size and ready for saving for competition.



Do NOT click Save at this point or it will overwrite your original image!

8. Click 'File' and then 'Save as'

The save as dialogue opens as >



In *File name* enter the name in correct sequence using underscore _ (i.e. 'Shift' and 'Dash' keys together).

Naming sequence: **Class_Category_Sequence number_Title of image_Your Name**

Examples:

Beginner_Open_1_Trees_Joe Wood
Beginner_Open_2_Sunflower and Bee_Joe Wood
Beginner_Open_3_Follow Mum_Joe Wood

Intermediate_Nature_1_Common Gull_Nick Iredale

Advanced_Mono_1_Grandad with hearing aid_Rajeev Singha
Advanced_Mono_2_Bolton Abbey ruins_Rajeev Singha

Advanced_Open_1_Time for a drink_Dave Seaton
Advanced_Open_2_The Kite Surfer_Dave Seaton

Make sure **Save as type** box shows JPEG. If not - 'Right click' and select JPEG from drop down list.

Make sure **Colour** box is ticked and shows 'ICC profile sRGB'

Make sure you have chosen correct folder. Suggest having a new folder with your name and membership number

e.g. **Rajeev Singha 22Adv**

9. Click **Save**.

Save all images for same competition in the same folder.

Copy folder to memory stick and deliver to Anthony Oakes

or zip the folder and email it to **pdi@newcastlecameraclub.org**

😊😊😊😊😊😊 Easy peasy! 😊😊😊😊😊😊