

# Hampstead Photographic Society

## Preparation of images for PDI competitions

### 1. Requirements for image files

Images must satisfy the following conditions:

- **Pixel Dimensions** - Images must fit in a box **1400 x 1050** pixels
- **Colour Space** - Images should be tagged with the “**sRGB**” colour space. This will aid consistency of colour across all viewer software.
- **File format** - Images must be supplied as **JPEG** files. All other formats including TIFF will be rejected.

### 2. File naming

#### 2.1 images submitted online

For images submitted via our online form, no special naming of files is required.

#### 2.2 images submitted by email

Email submissions are **not normally accepted**. In the event that they are (e.g. if the online system is down), then the following file naming scheme should be used for each file:

##### for ‘Open’ and ‘Set Subject’ competitions

{Author} – {title} e.g.

John Smith–Coastal scene

##### for ‘Panel’ competitions

{Author} – {sequence number } - {panel title} e.g.

*Fred Jones–01–City Streets*

*Fred Jones–02–City Streets*

A title for each image may optionally be appended e.g.

*Fred Jones–01–City Streets–Alleyway*

*Fred Jones–02–City Streets–Orchard Road*

Notes:

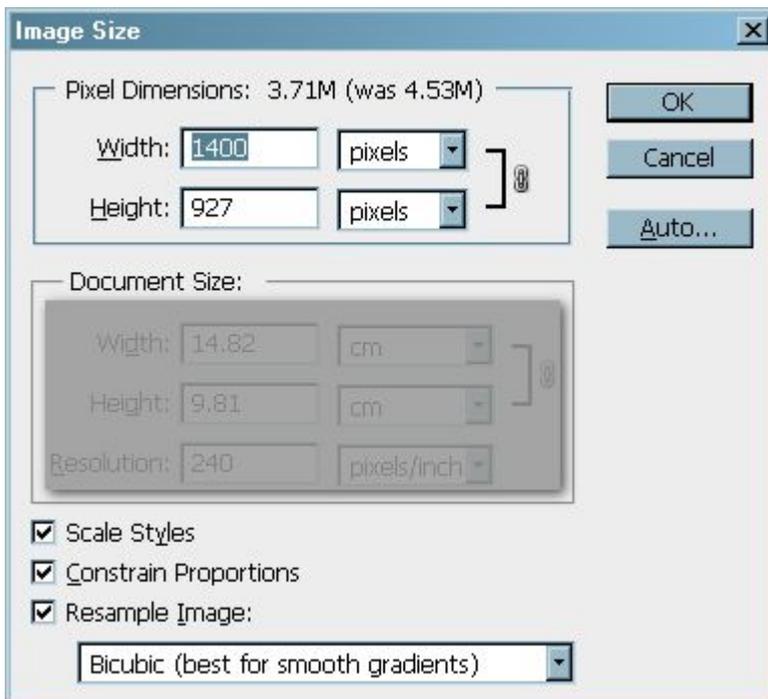
- Use the hyphen (‘-’) character to separate the fields
- Your computer will normally append ‘.jpg’ or ‘.jpeg’ to the name. The extra characters may not be visible depending on how your computer is configured.

### 3. Tips for preparing your PDI images

Examples apply to Photoshop.

#### 3.1 How to size your image to fit 1400 x 1050 pixels

1. From the menu, choose Image > Size
2. Set options for *Scale Styles*, *Constrain Proportions*, according to the screen shot below.
3. Select 'pixel' in the dropdowns for *Pixel Dimensions*
4. Enter 1400 as *Width*. The height will change, if it's 1050 or less, go to step 6
5. Enter 1050 as *Height*. Check that the width is 1400 or less.
6. Press OK

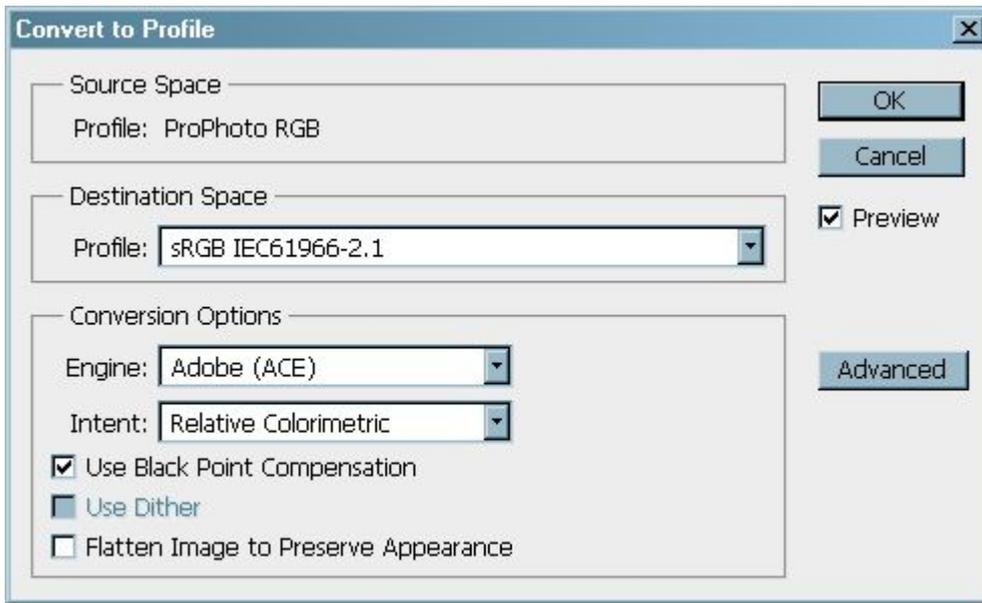


Notes:

- Ignore the document size panel (greyed out in the screenshot) - this is only relevant for printing
- Some email packages offer to further resize your image before transmission – this will mess up all your good work. Choose “send as original size” or similar.

## 3.2 How to check and convert the colour space

Check that the colour space is “sRGB” before saving. Otherwise, colours may not display consistently across all applications. The menu command to check and/or convert the colour space is *Edit > Convert to Profile*



*Source Space* refers to the colour space of your image. If it is already “sRGB” then no further action is necessary, just hit Cancel.

If *Source Space* is something other than “sRGB”, then

1. Set *Destination Space* to “sRGB IE61966-2.1”
2. Make sure *Black Point Compensation* is ticked
3. Click OK

You won't see any difference in Photoshop, but internally the image data will have been altered, and the saved image file will display consistently using all image viewer programmes and internet browsers, including those which are not colour-managed.

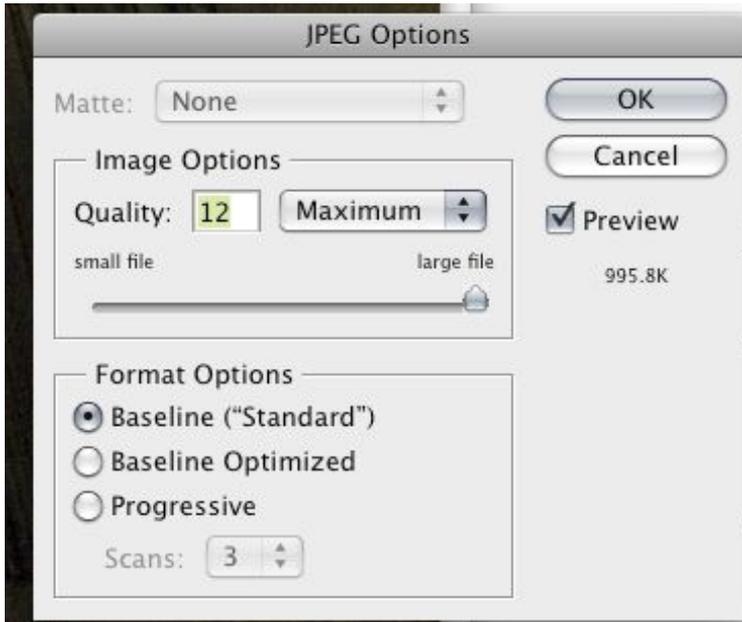
### Colour space for Monochrome images

If you use Image>Mode>Grayscale to create a monochrome image, note that Photoshop will silently convert the colour space to “Grayscale Gamma 2.2”. You must convert the colour space back to “sRGB” before saving (see “How to check and convert the colour space” above). Failure to do so may cause the image to look a little flat with some applications.

### 3.3 How to save a JPEG file

JPEG is a 'lossy' file format, so remember to specify a high *Quality* setting when saving.

1. From the menu, choose File Save As
2. For file type choose JPEG
3. In the JPEG dialog, choose the following options:
  - *Format Options*: Baseline ("Standard")
  - *Quality*: between 10 and 12



#### Notes

- With older versions of Photoshop, it may be necessary to first flatten all layers and convert to 8-bits (using Image->Mode) before you can save as JPEG. With newer versions, these extra steps are not required.
- JPEG is a lossy format. It should therefore only be used on the final image, after all edits are completed. For work in progress, choose 16-bit TIFF or PSD.