

Resizing your Images for Projected Digital Image (PDI) Competitions, Emailing or Placing on the Web using **FASTSTONE**

1. **Introduction**

The original “size” of your image will be larger than that accepted by the Club's Competition rules. It depends on a number of factors such as:

- The resolution of your camera's sensor (e.g. 18 megapixels)
- The quality setting in your camera's menu. For example, at the highest quality setting (“L” in Canon) the image will be 4,752 pixels wide and 3,168 pixels high for an 18 megapixel camera. At the medium setting (“M” in Canon) the size will reduce to 3456 x 2304.

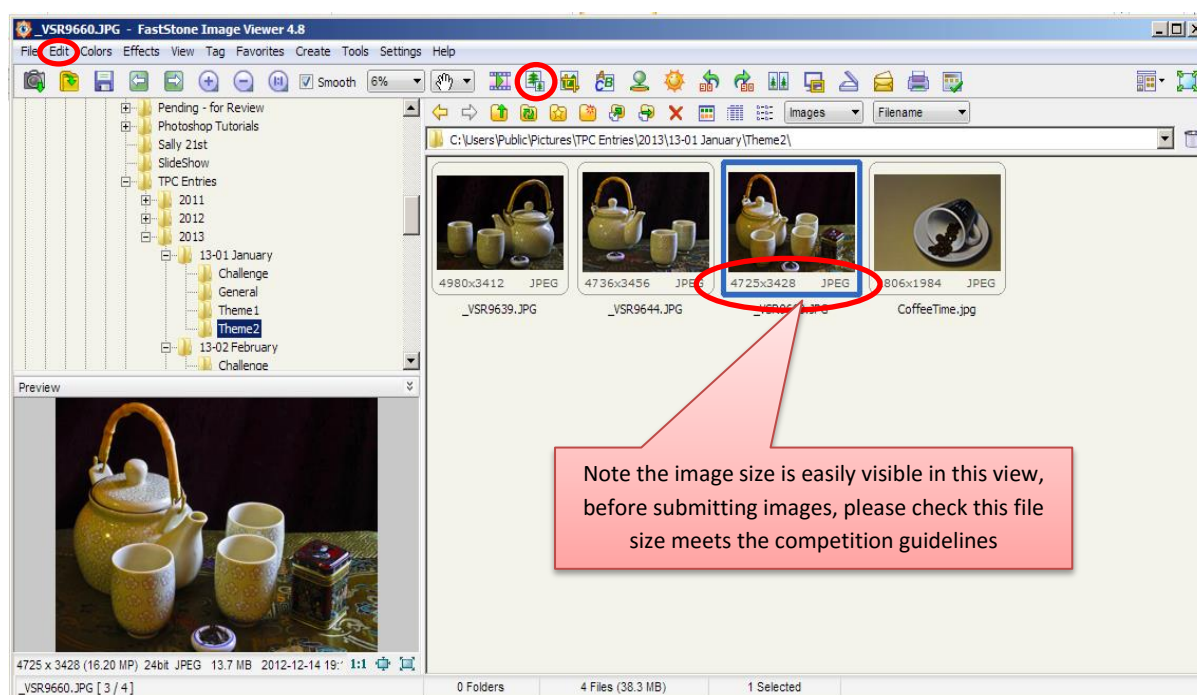
After you have finished editing your image the “size” may have changed, especially if you have cropped the image or added a border.


Before submitting your image to the Club's DPI Competition you must resize the Dimensions of the image to a MAXIMUM of 1400 pixels horizontally, OR a MAXIMUM of 1050 pixels vertically, and ensure the File Size is 1500kb (1.5Mb) or less.

Golden Rule: Do not resize your image for sending until you have finished making all of your adjustments, edits, crops and adding borders or the image size may change again.

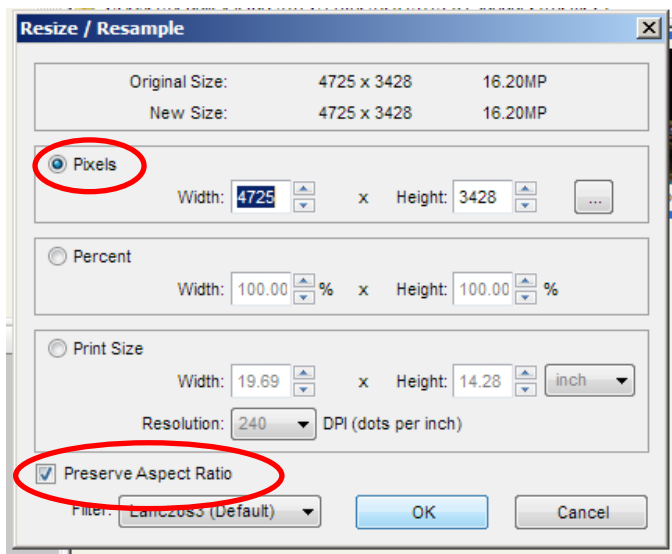
2. **Resizing**

- a) Select your image in FastStone
- b) Make all of the edits and changes that you want to make
- c) If you have several images open, ensure the image you want to resize is selected

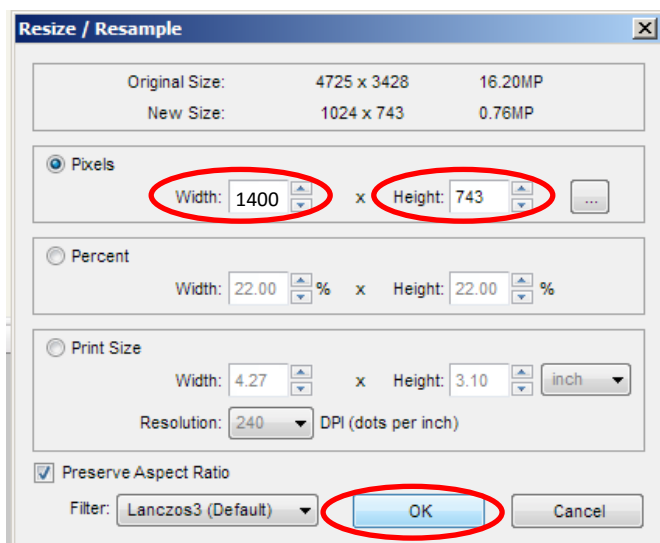


- d) Open the *Resize/Resample* dialogue box by either:
 - i) Clicking “Edit” in the top toolbar and then select “Size/Resample” from half-way down the drop-down menu,
 - ii) Clicking the  icon on the tool bar, or
 - iii) Holding down the Control key and press “R”

- e) Tick the box next to “Preserve Aspect Ratio” before making any changes



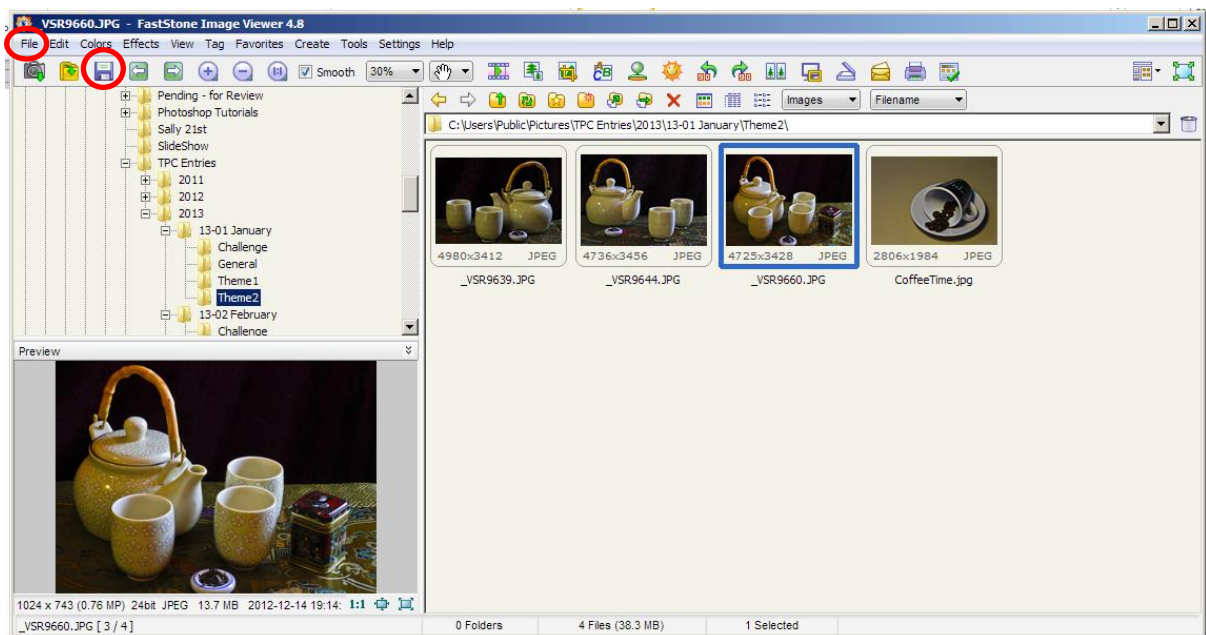
- f) Select “Pixels” and modify ONE of the measurements – either width or height and the other dimension will re-calculate automatically to maintain the image proportion:
- i) For landscape images, change the Width to “1400”. If the Height re-calculates to greater than 1080, type “1080” into the Height box so the width re-calculates to a lesser number
 - ii) For portrait images, change the Height to “1050”. If the Width re-calculates to greater than 1400, type “1400” into the Width box so the height to re-calculates to a lesser number




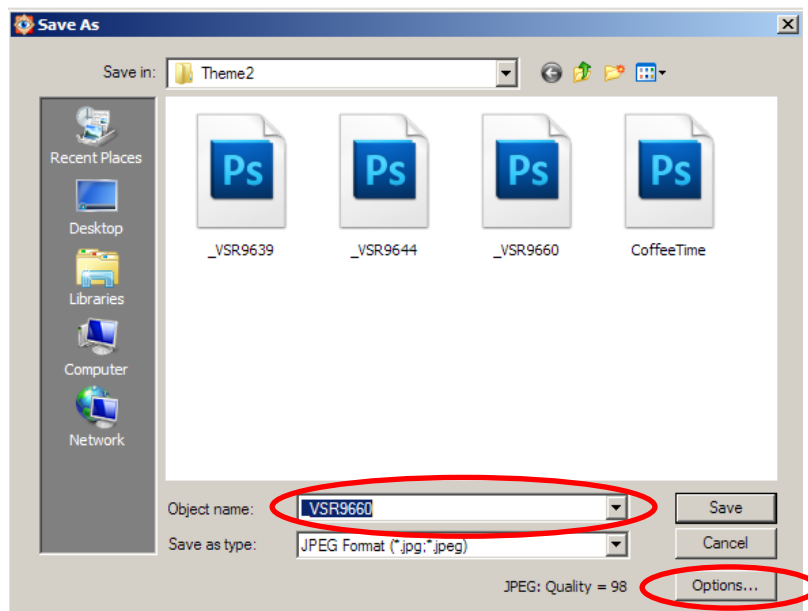
NOTE: For images submitted to be published on the Club's website use the same instructions but the maximum width required is 800 (not 1400) and maximum height is 650 (not 1050).

- g) Click “OK”

3. Changing the File Size

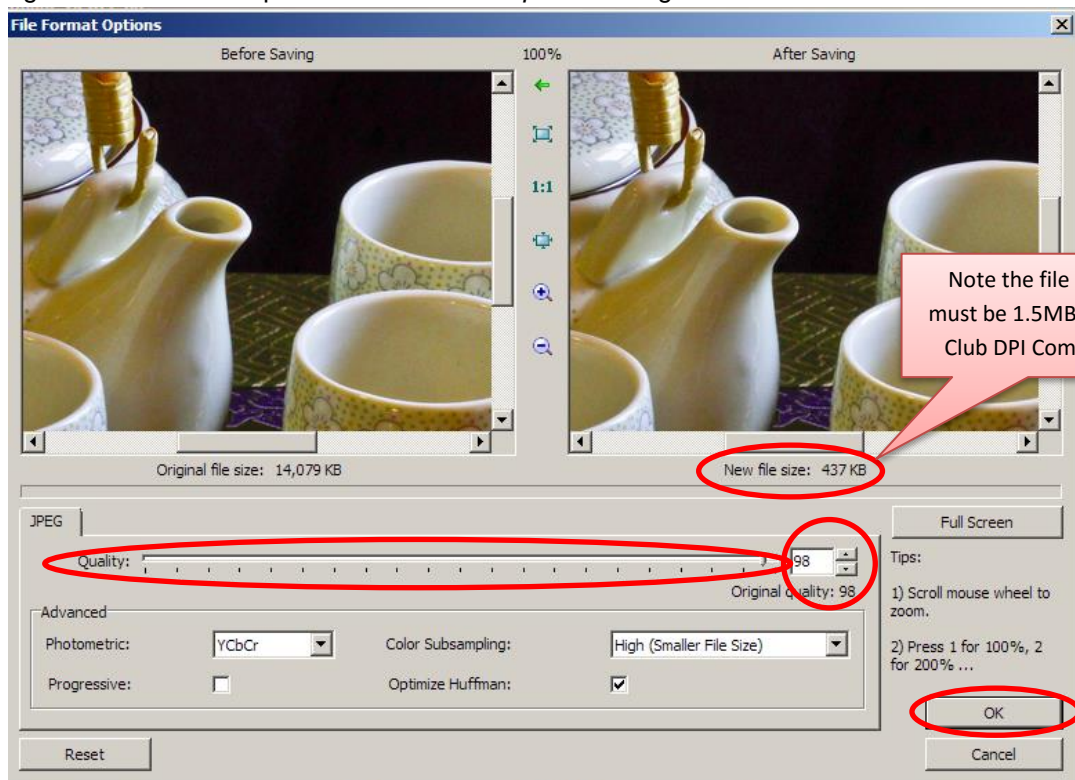


- a) Back in the main menu, open the Save As dialogue box by either:
- i) Clicking “File” in the top toolbar and then select “Save As” from near the top of the drop-down menu,
 - ii) Clicking the  icon on the tool bar, or
 - iii) Holding down the Control key and press “S”

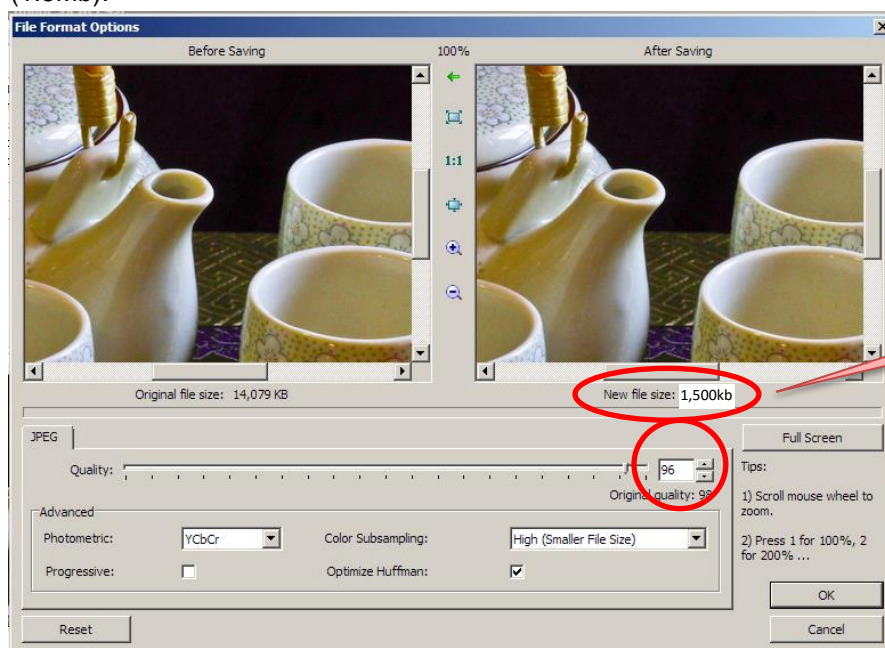


- b) Enter the new File Name using the format “Image Title Your Club number MonthYear”, eg
“Tea For Three 06 Sep2015”

- c) **BEFORE** clicking “Save”, check the file size by clicking the “Options” button at the bottom right-hand corner to open the *File Format Options* dialogue box



- d) Adjust the Quality of image so the File Size is 1500kb (1.5Mb) or less by either:
- i) Clicking the slider on the “Quality” bar and move it slightly to the right (increase file size) or left (decrease file size) and release the mouse button, or
 - ii) For finer control use the up and down arrows next to the “Quality” bar
- After a second or two the “New file size” under the right-hand image will change, continue to adjust the slider or up/down arrows until the number is equal to (or just less than) 1500kb (1.5Mb).

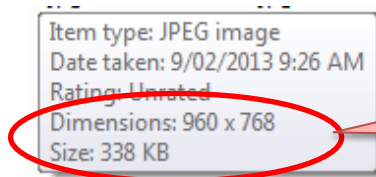


- e) Click “OK” to return to the *Save As* dialog box.

- f) Click "Save". Ensure that you save the new resized file to a location that you will be able to find again when you are ready to email the image(s) to the Competition Coordinator.

4. Emailing your image(s) for the Projected Digital Image Competition

- a) Open your email application (e.g. Windows Mail, Outlook, etc.) and click on "New Mail" (or equivalent)
- b) In the "To:" field enter tpc4444@gmail.com
- c) In the **Subject Line** field enter "Your Grade Your Competition Number Month Theme Name Number of Images". E.G. "A/B 06 Sep Landscape 1" if I was only sending one image (remember, you are allowed to send up to 2 images). For entries in the Open competition replace the theme name with the word "Open"..
- d) In the "body" of the email type do not type anything.
- e) Click the "Attach File" (or equivalent) icon, browse to the location of the resized file(s), select the file(s) and click "Insert" or equivalent



Note: This information is visible when you hover your mouse over the image in your browser. Before submitting images, please check the Dimensions meet the competition guidelines.
MAXIMUM width 1400 OR MAXIMUM height 1050
MAXIMUM size 1500kb (or 1.5 Mb)

- f) Click "Send"