

Resizing your Images for Competitions using Photoshop CC

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 (1.5 MB) or less.

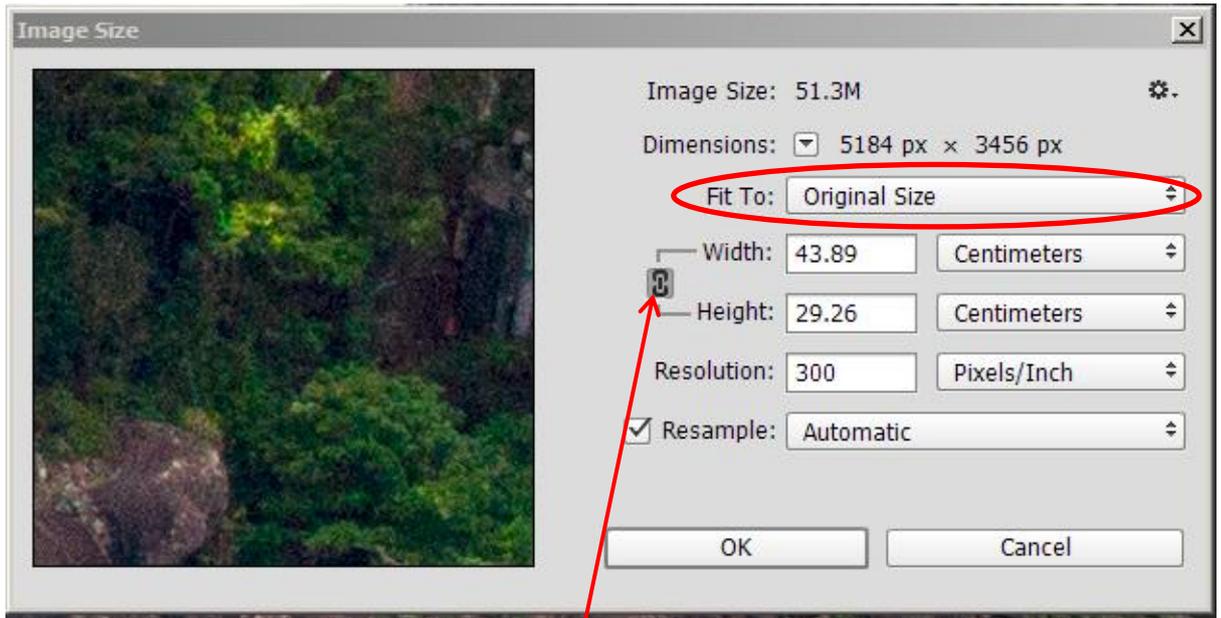
Golden Rule: Do not resize your image for sending until you have finished making all of your adjustments, edits, crops and adding borders or the image size may change again.

2) Resizing

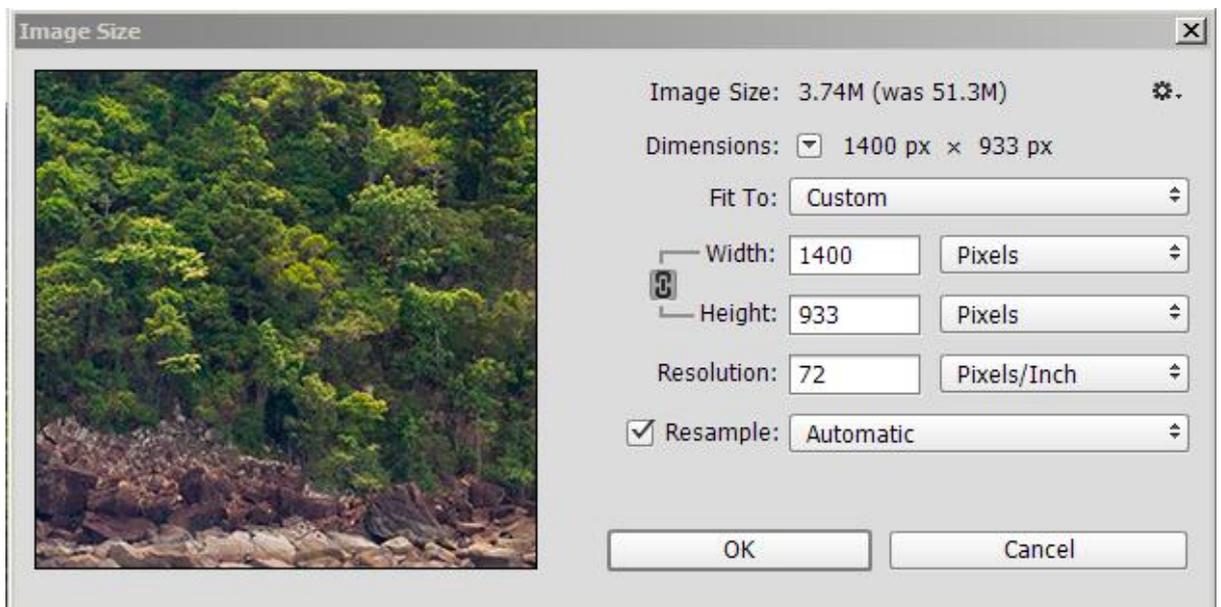
- a) Select your image in Photoshop.
- b) Make all of the edits and changes that you want to make.
- c) If you have several images open, ensure that the image you want to resize is selected.



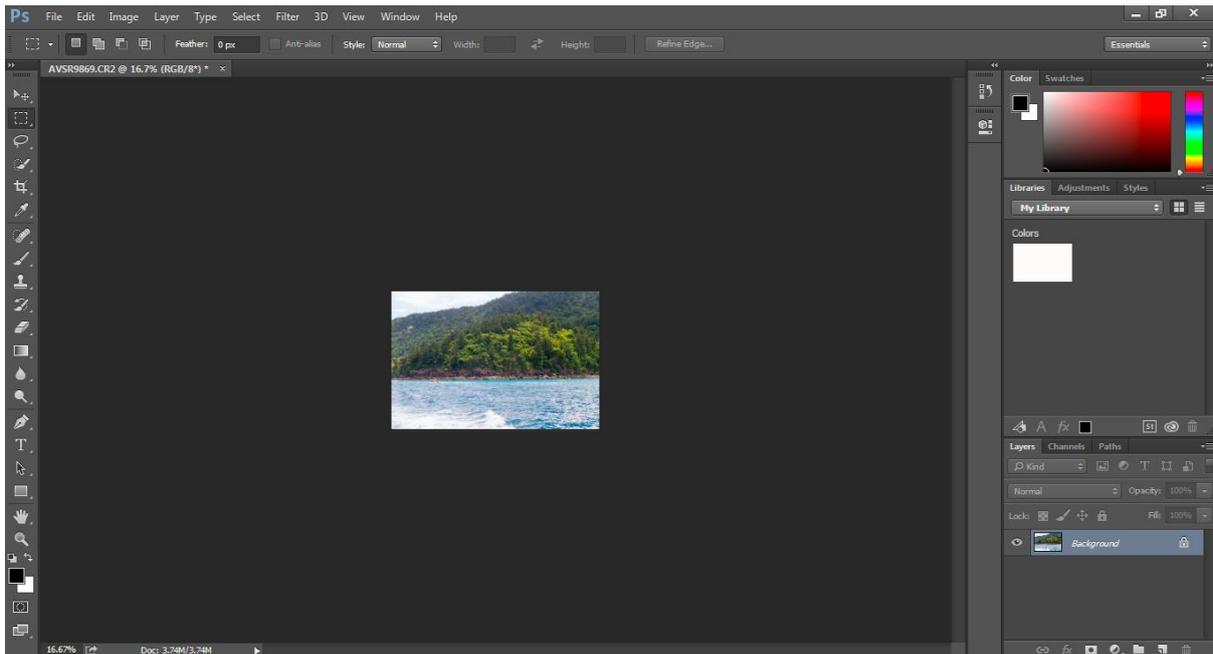
- d) Open the *Image Size* Dialog box by either:
 - i) Clicking **Image** in the top toolbar and then select **Image Size** from half-way down the drop-down menu, or
 - ii) Holding down the **Alt** and **Ctrl** keys and press the letter “I” (for “Image”).



- e) Click the up/down arrows to the right of the box next to “Fit To:” and select **Custom** from the drop-down box. To maintain the original ratio of width to height measurement, make sure that the **Constrain Proportions** option is enabled (this is indicated by lines leading from the left of the **Width** and **Height** towards a chain symbol as shown above). Also, ensure that the 2 windows to the right of the **Width** and **Length** boxes contain the word “Pixels”.
- f) Change the resolution to “72” pixels/inch. Make sure that you do this before you change the width or height of the image.
- g) Modify ONE of the measurements – Either width or height and the other dimension will re-calculate automatically to maintain the image proportions:
 - i) For landscape format images, change the **Width** to “1400”. If the Height re-calculates to greater than 1050, type “1050” into the Height box so the width re-calculates to a lesser number.
 - ii) For portrait format 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



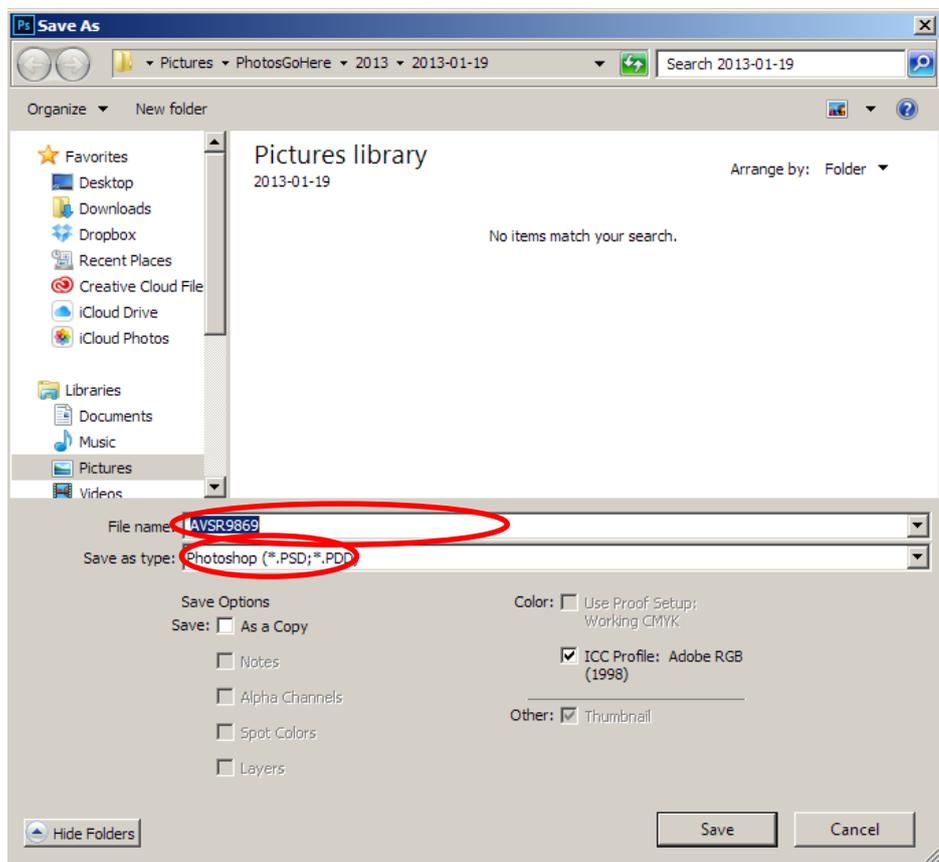
h) Click **OK**. The image may now look much smaller on the screen – don't panic, its OK.



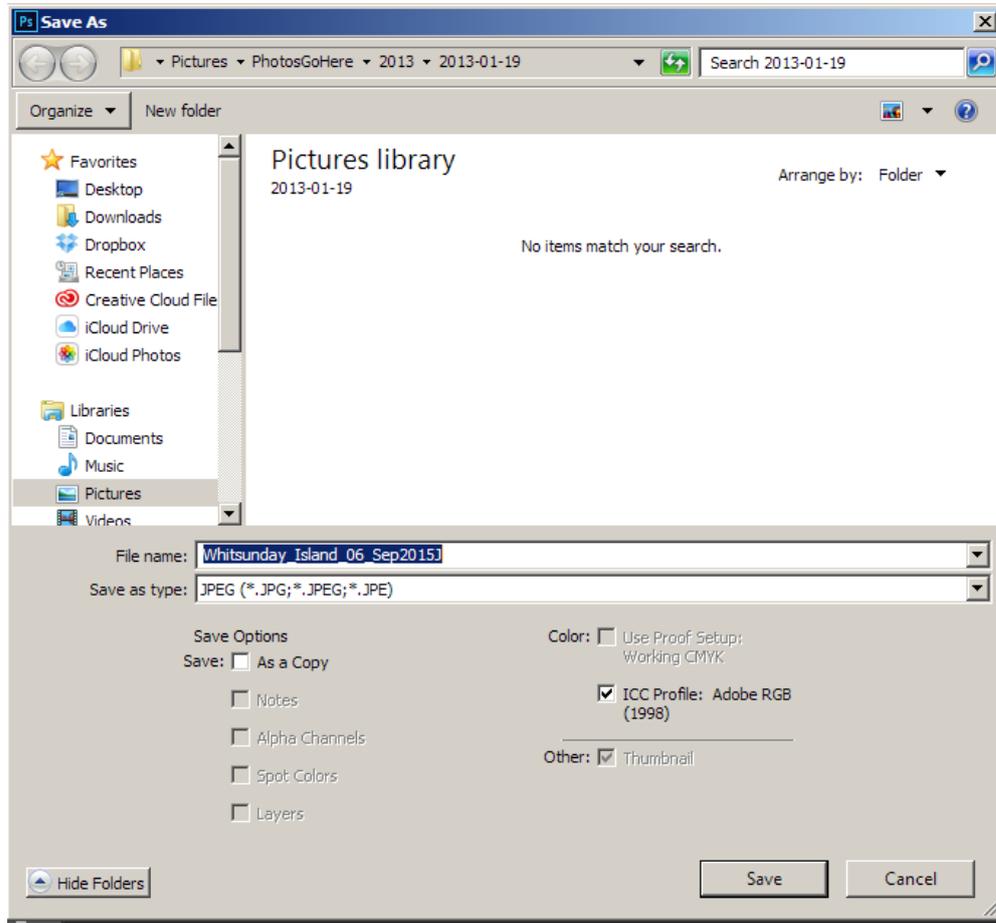
3) Changing the File Size

a) Back in the main menu, open the *Save As* dialog box by either:

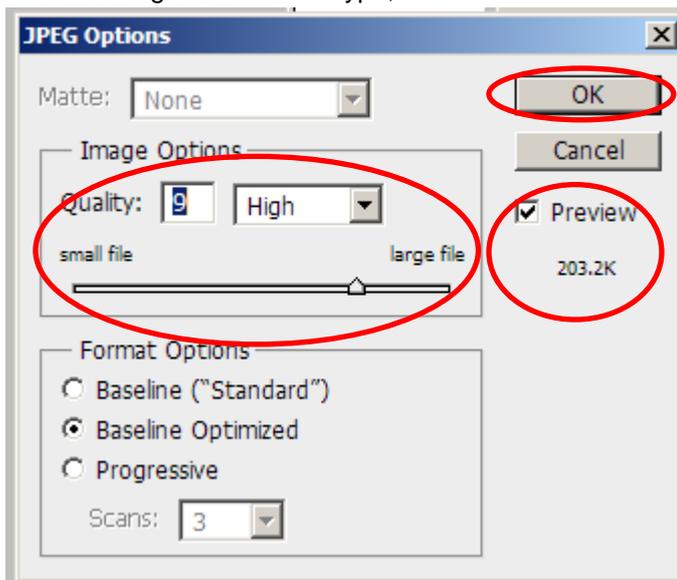
- i) Clicking **File** in the top toolbar and then select **Save As** from near the middle of the drop-down menu, or
- ii) Holding down the **Shift** and **Ctrl** keys and then press the letter "S" (for "Save).



- b) Enter the File name using the format “Image Title Your Club Number MonthYear”, e.g. “Whitsunday Island 06 Sep2015” and choose a file location to store the image in..
- c) Change the File Type to JPEG by selecting this from the drop-down box.

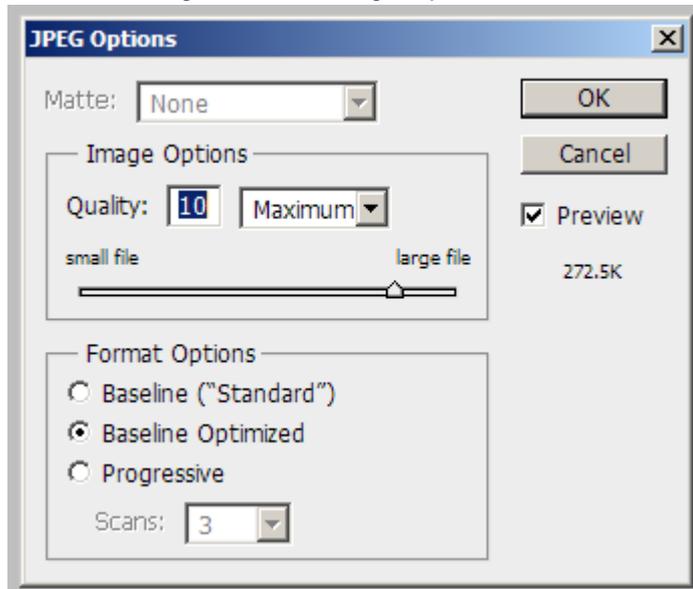


- d) After you have changed the file name, selected a file location where you can find this file later and selecting the JPEG file type, click on **Save**. The following dialog box will appear:



- d) The aim is to reduce the file size to 1500kb (1.5MB) or less. First, make sure that the box next to the word **Preview** is ticked, if not, click on the box. Underneath the word **Preview** is

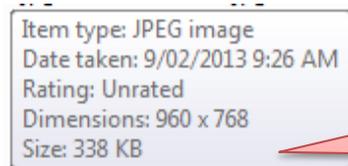
the file size. To change the file size to 1500kb (1.5MB) or less, click on the slider on the **Quality** bar and move it to the left or right a small amount and then let go of the mouse button. After a second or so the file size underneath the word **Preview** will change. If the file size does not appear, Click on **Baseline (“Standard”)** if **Baseline Optimized** is selected or visa-versa to bring up the file size and then click back on the original selection. Continue to move the slider left or right until the number is equal to (or less than) 1500kb (1.5MB) (see example below). Don’t panic if you cannot get the size to go up to 1500kb as your image may not have enough resolution to get up to this size.



e) Click **OK** to save the file.

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 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 (1.5MB)

f) Click **Send**