

# Resizing your Images for Competitions, Emailing or Placing on the Web

## 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.

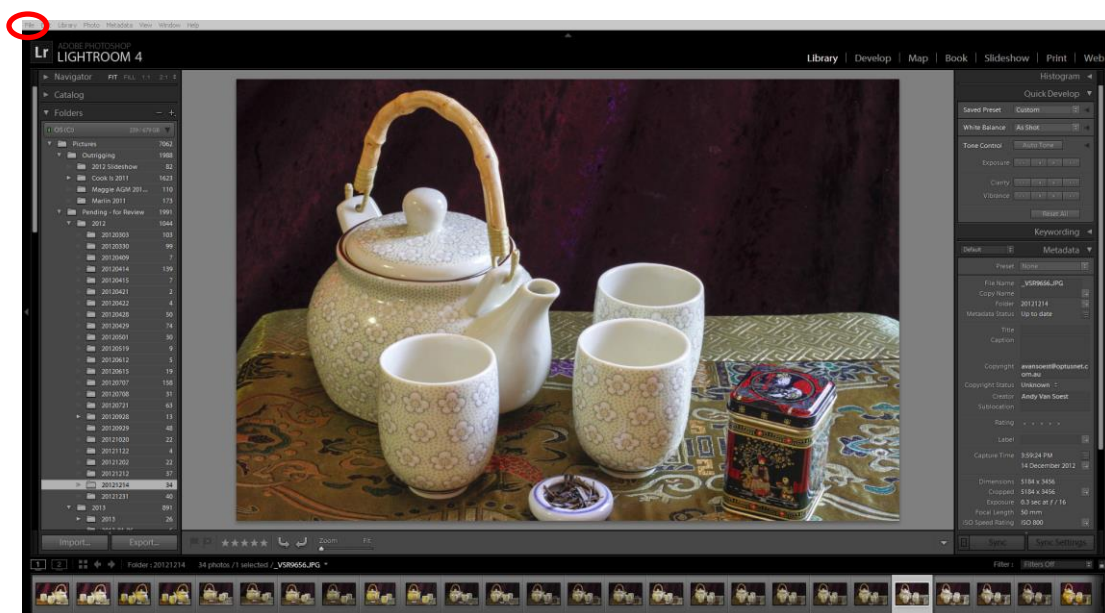
After you have finished editing your image the “size” may have changed, especially if you have cropped the image or added a border.

**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.**

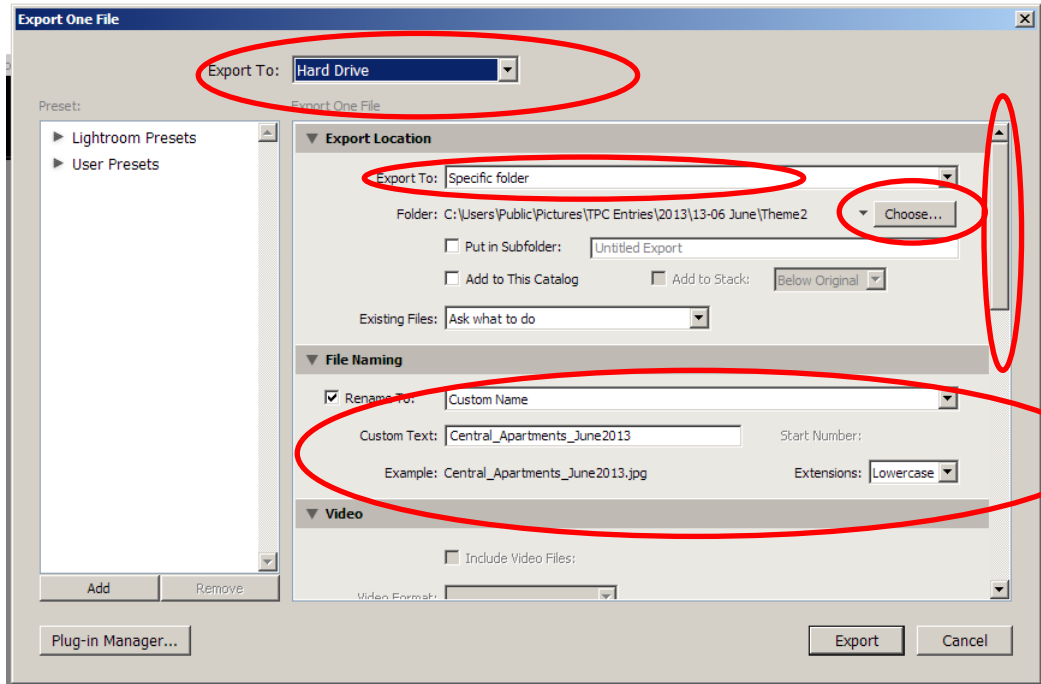
**Golden Rule: Do not resize your image for sending until you have finished making all of your adjustments, edits, crops and adding borders or the image size may change again.**

## 2) Resizing the Image and Changing the File Size

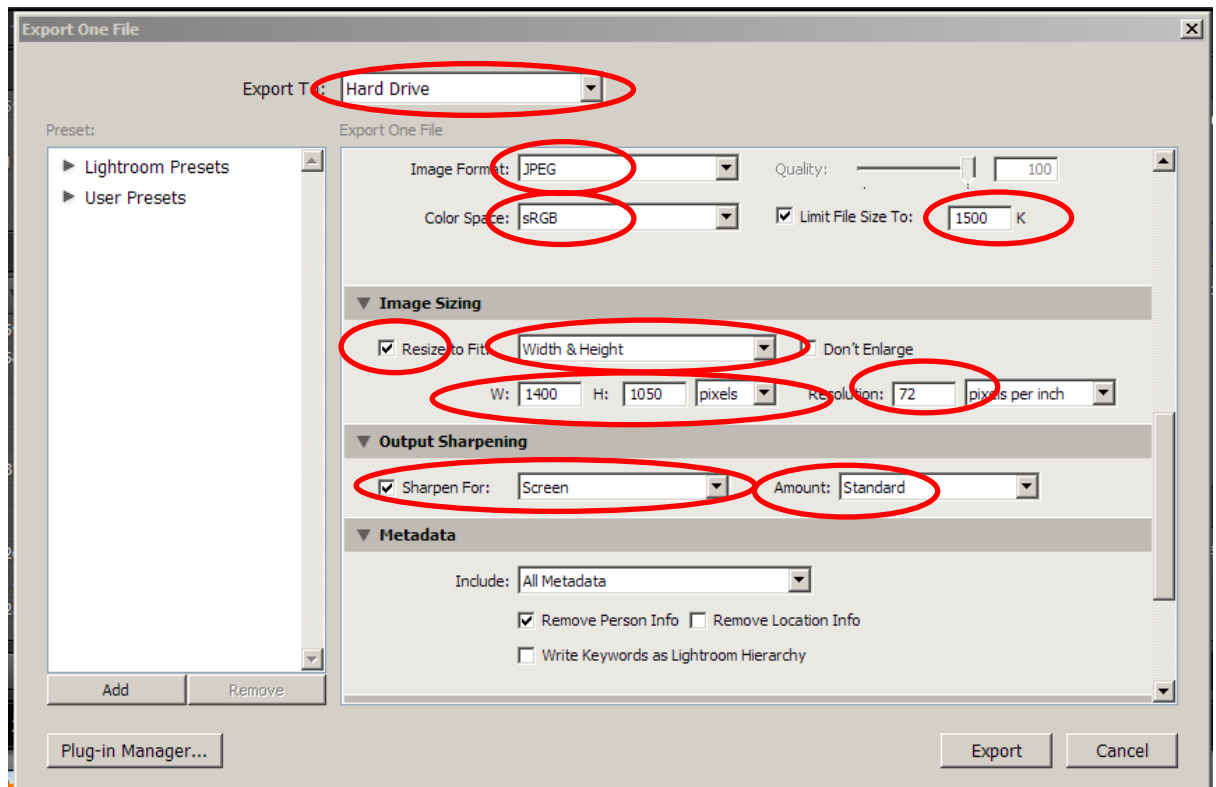
- a) Open **Lightroom** and use “Library” mode to navigate to the image that you want to resize. Select the image.
- b) Make all of the edits and changes that you want to make in **Develop** mode.



- c) When you have finished editing the image, return to **Library** mode. Open the “Export One File” dialog box by either:
  - i) Click on “File” in the top toolbar and then select “Export” from half-way down the drop-down menu, or
  - ii) Holding down the **Ctrl** and **Shift** keys and press the letter “E” (for “Export”).



- d) Ensure that “Hard Drive” is selected in the box next to **Export To:**. In the **Export Location** section select “Specific Folder” in the **Export To:** box and then click on the **Choose** button and select the folder that you want to store the resized image in.
- e) In the **File Naming** section, tick the box to the left of **Rename To:**.
- f) Select “Custom Made” from the drop down box to the right. Type the new name of the file in the **Custom Text:** box, using the format “Image Title Your Club number MonthYear”. E.G. “Tea For Three 06 Sep2015”.
- g) Scroll down to the **File Settings** section using the scroll bar on the right-hand side of the dialog box.
- h) Select “JPEG” for **Image Format**, “sRGB” for the **Color Space:** and tick the box to the left of **Limit File Size To:** Type “1500” in the box to the right. This will ensure that the file size will not be greater than 1500kb (1.5Mb).
- i) In the **Image Sizing** section, tick the box to the left of **Resize to Fit:** and select “Width & Height” from the drop-down box. Enter “72” into the box next to **Resolution** (please note that this box only affects printing).

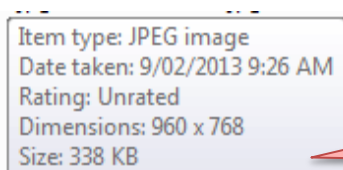


- j) Select “Pixels” and enter 1400 in the “W:” field and 1050 in the “H:” field.
- k) In the **Output Sharpening** section, tick the box next to **Sharpen For:** and select “Screen” from the drop-down box. If you have already performed heavy sharpening of your image, select “Low” from the drop-down box next to **Amount:**. If not, select “Standard” or “High”.
- l) Go to the last section (**Post-Processing**) and select “Do Nothing” from the drop-down box next to **After Export:**.
- m) Click **Export** at the bottom of the dialog box and wait for the file to finish exporting (as indicated in the top left-hand corner of the screen). Your resized image is now stored in the location selected by you but the original image remains unaltered.

**Warning: The next time you export an image, Lightroom will remember all of the settings used in the last export. Remember to change all of the relevant settings, in particular Folder and Custom File Name.**

### 3) 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” In the “To:” field enter [tpc4444@gmail.com](mailto:tpc4444@gmail.com)
- b) 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”.
- c) In the “body” of the email do not type anything
- d) 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”.