Guidance for Submitting a Projected Digital Image

- The image size should not exceed 1400 pixels by 1050 pixels.
  Note that width and height refers to how the image is viewed when projected, i.e.
  If your image is landscape format then 1400 pixels wide is the critical dimension
  If your image is portrait format then 1050 pixels high is the critical dimension
  If your image is square format then your image should be 1050 x 1050 pixels
- Be less than 2mb
- In jpeg format
- The projector is in the sRGB colour space, any image not complying will be automatically converted and colours may not be projected as intended
- Title and Author must be present in the metadata. T*he title of your image will be shown briefly on the screen, so please make sure the title is as it should be and spelt correctly.*

How to Resize Images and Include Metadata

Guidance for how to resize images and include metadata are provided below. Steps may differ slightly between Photoshop and Photoshop Elements, or between versions.

Photoshop

Resizing image

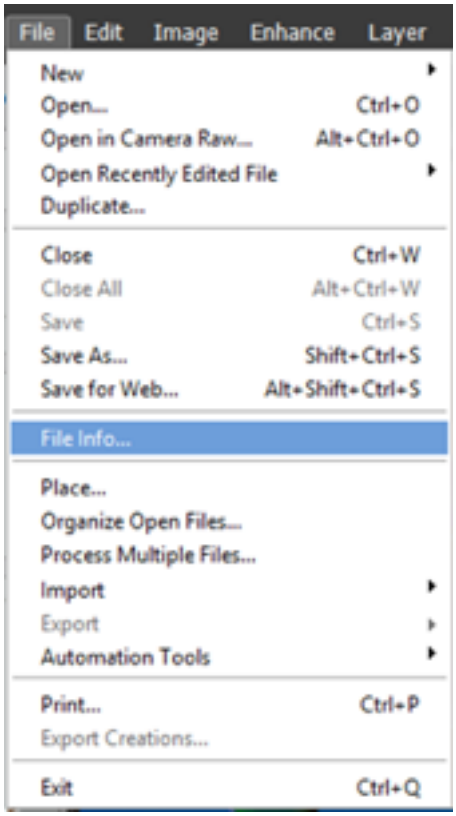
Select 'Image' > 'Image Size'. Make sure the 'Resample' and 'Constrain' boxes are ticked.

If your image is in horizontal format, change the width to 1400 pixels and click 'OK'. The height should not exceed the 1050 dimension but can be less.

If your image is vertical or square format, then the height is the critical dimension and should be set to 1050 pixels. The width should be less than 1400 pixels.

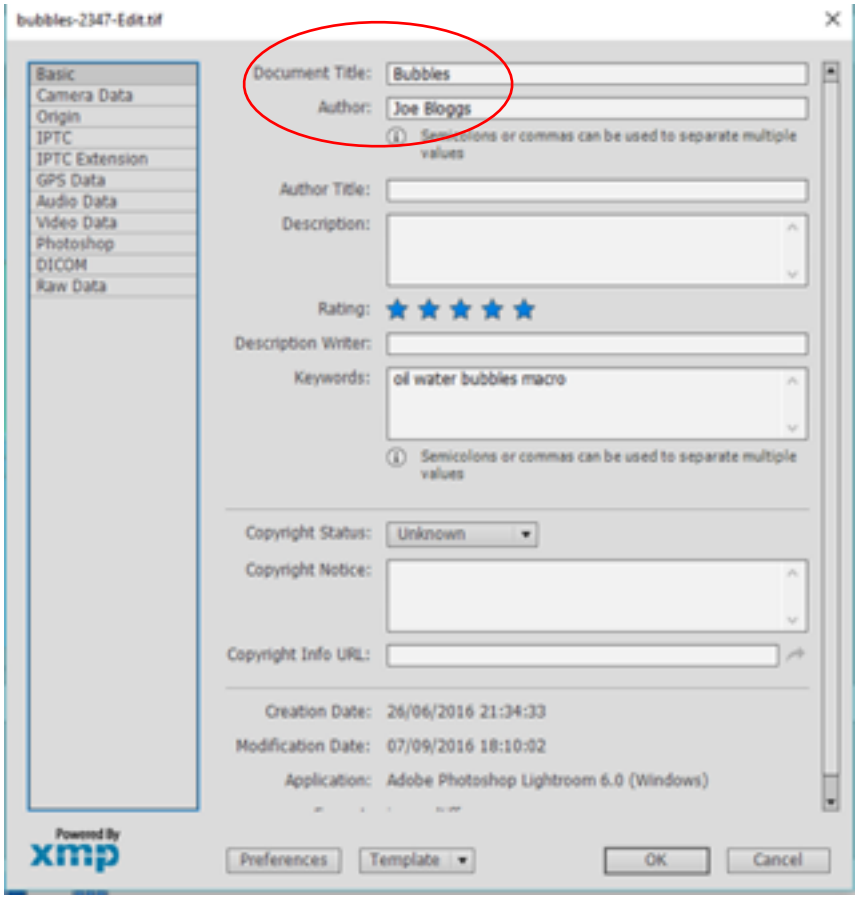
Embedding title and author into file

1. Select 'File' > 'File Info'.



2. In the dialogue box entitled 'Document Title' enter your image title (just the title, nothing else).

3. In the dialogue box underneath, entitled 'Author' enter your name (just your name, nothing else).

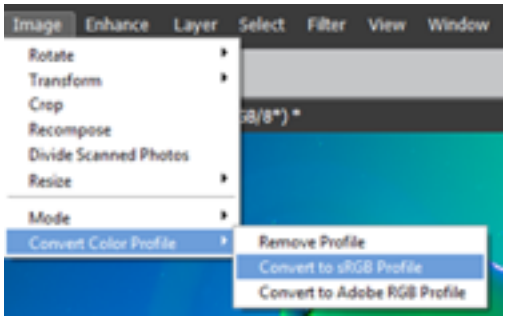


4. To permanently embed the new information with the image file, you need to **save** the image

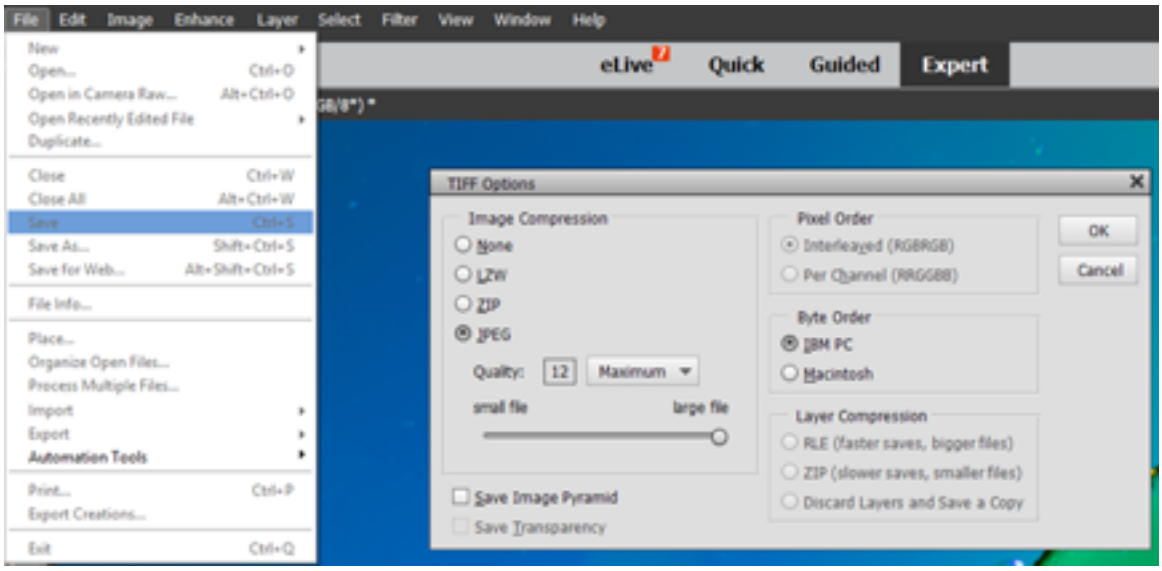
During the competition the title of your image will be shown briefly on the screen, so please make sure the title is as it should be and spelt correctly.

Converting to JPG and saving

'Edit' or 'Image' > 'Convert' and change to 'sRGB'.



Save your image as a ‘JPEG’ file (Maximum Quality. i.e.: 12).



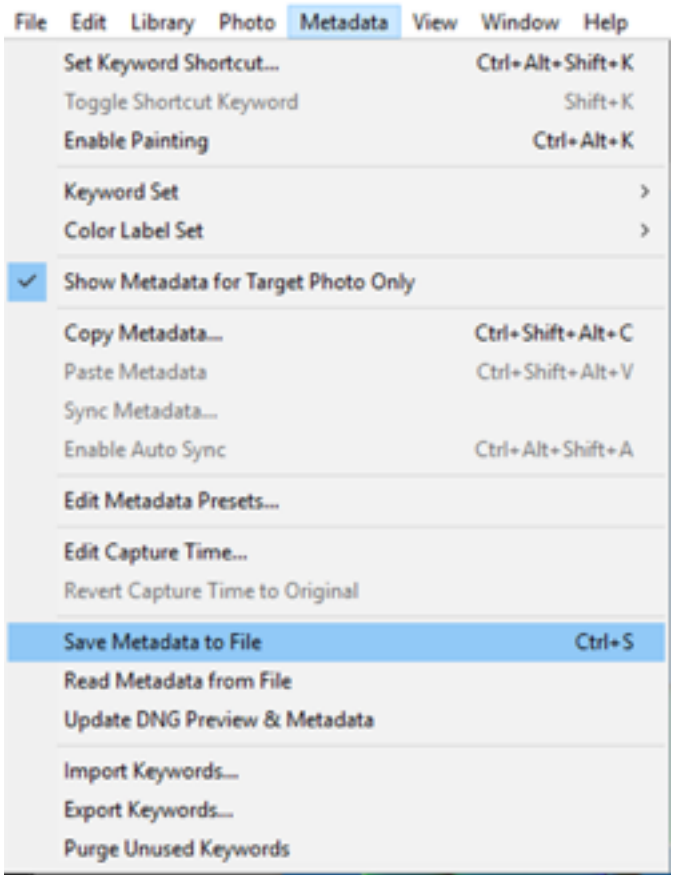
Lightroom

Embedding title and author into file

1. Select your image and go to library view

Depending on version either….

2. Choose Metadata > Save Metadata To File(s), or press Ctrl+S (Windows) or Command+S (Mac OS).
3. Click the Metadata File Needs To Be Updated icon in a thumbnail in the Grid view of the Library module

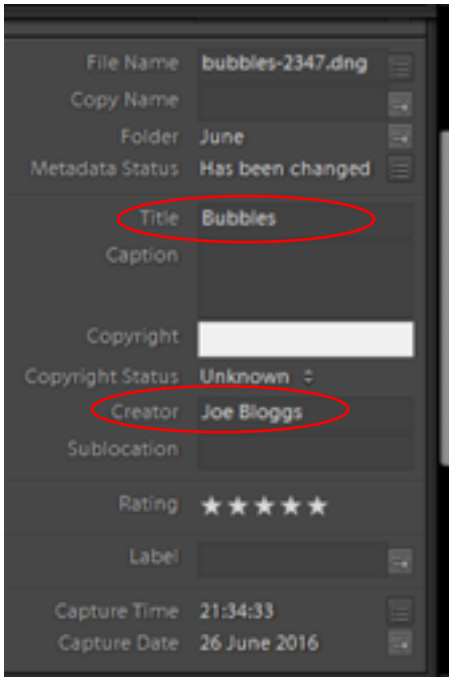


Or…

4. Scroll down the document info panel on the right hand side to Metadata

5. In the dialogue box entitled 'Title' enter your image title (just the title, nothing else).

6. In the dialogue box underneath, entitled 'Creator' enter your name (just your name, nothing else).



7. Then click Save or Metadata > Save Metadata To File(s), or press Ctrl+S (Windows) or Command+S (Mac OS).
8. If you export your image to a new file, ensure that in the export dialogue you have not ticked the option to not have metadata embedded in the exported image.

During the competition the title of your image will be shown briefly on the screen, so please make sure the title is as it should be and spelt correctly.

Resizing image

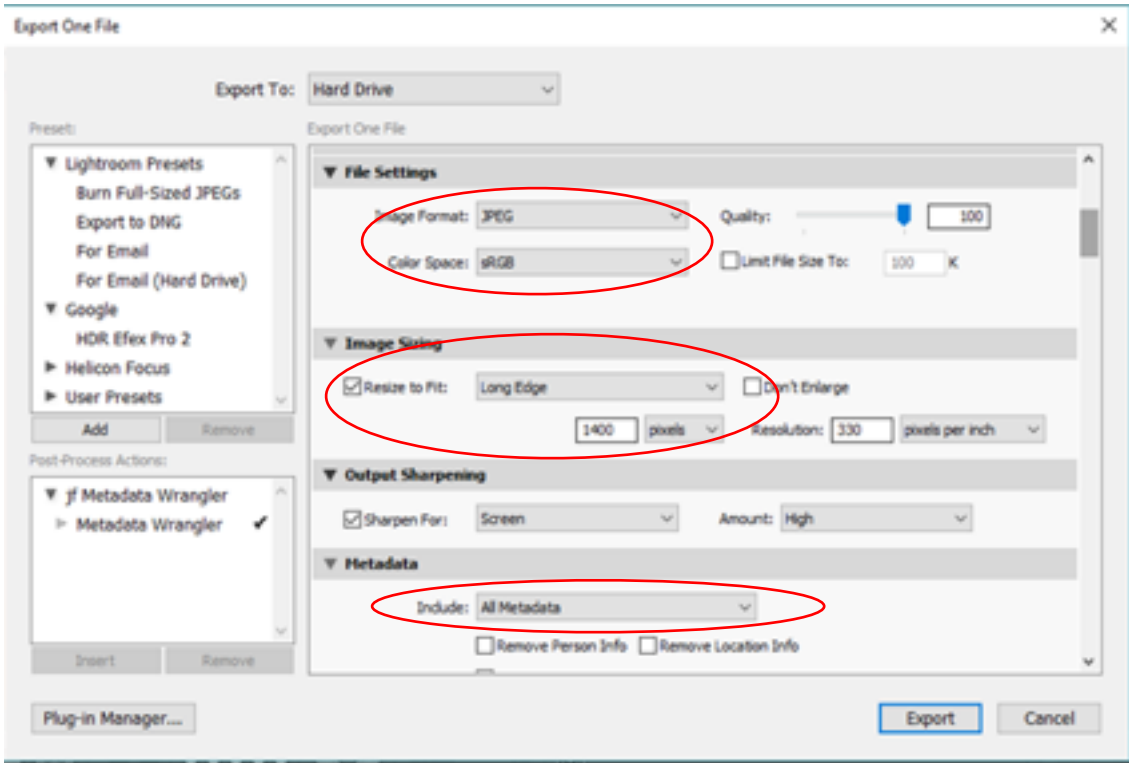
Select an your image then go to File->Export

Under “File Settings”, select JPEG and sRBG colour space. Quality and/or resolution may have to be adjusted down to ensure the 2mb size is adhered too

Under “Image Sizing”, make sure to check “Resize to Fit”. Set to “Long Edge”, which limits the width or height of the image (depending on whether it is horizontal or vertical) and set to 1400 or 1050 pixels. i.e.

- *If your image is in horizontal format then change limit to 1400 pixels.*
- *If your image is vertical or square format, then change limit to 1050 pixels.*
- *The corresponding dimension should be within the required limits, but you are advised to check with a quick calculation if you have changed from 4:3, 3:2 or 1:1 image size.*

Under “Metadata” ensure Minimise Embedded Metadata or is unchecked or Include “All Metadata” is selected.

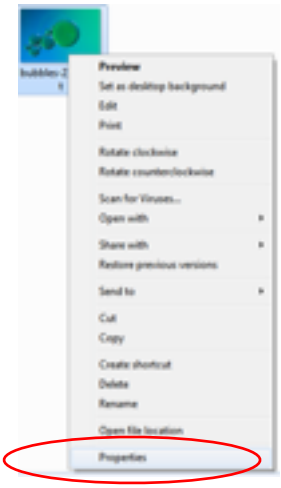

Export One File
Export To:
Hard Drive
Preset:
Export One File
Lightroom Presets
Burn Full-Sized JPEGs
Export to DNG
For Email
For Email (Hard Drive)
Google
HDR Efex Pro 2
Helicon Focus
User Presets
Add
Remove
Post-Process Actions:
jf Metadata Wrangler
Metadata Wrangler
Insert
Remove
File Settings
Image Format:
JPEG
Quality:
100
Color Space:
sRGB
Limit File Size To:
100
K
Image Sizing
Resize to Fit:
Long Edge
Don't Enlarge
1400
pixels
Resolution:
330
pixels per inch
Output Sharpening
Sharpen For:
Screen
Amount:
High
Metadata
Include:
All Metadata
Remove Person Info
Remove Location Info
Plug-in Manager...
Export
Cancel

Other Software

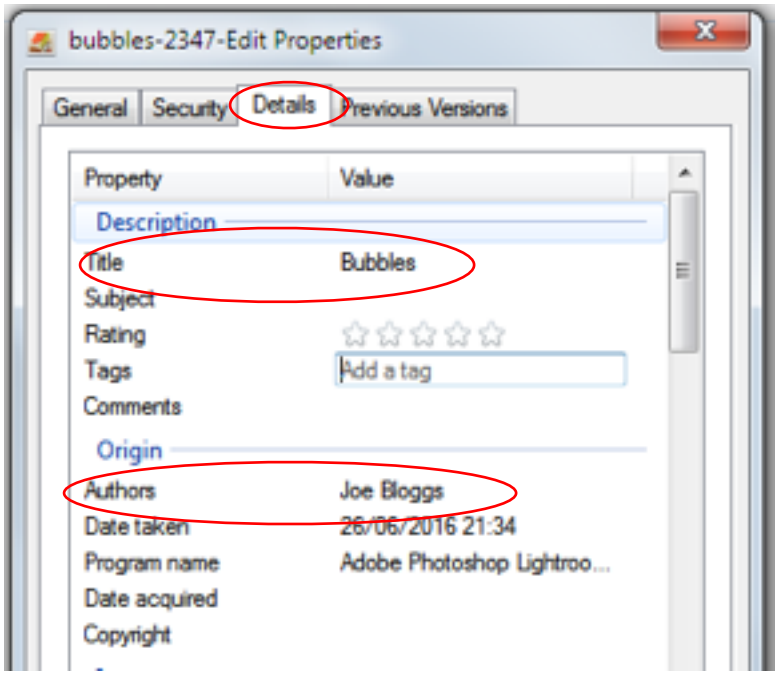
Embedding title and author into file

It you cannot edit Author/Artist/Creator and Document title metadata in your photo software, then you can use Windows File Manager (a similar approach should be available for Mac users).

1. Right click on your image file and select Properties



2. Click on the ‘Details’ tab
3. In the dialogue box entitled 'Title' enter your image title (just the title, nothing else).
4. In the dialogue box underneath, entitled 'Authors' enter your name (just your name, nothing else).


bubbles-2347-Edit Properties
General
Security
Details
Previous Versions
Property
Value
Description
Title
Bubbles
Subject
Rating
Tags
Add a tag
Comments
Origin
Authors
Joe Bloggs
Date taken
26/06/2016 21:34
Program name
Adobe Photoshop Lightroo...
Date acquired
Copyright