

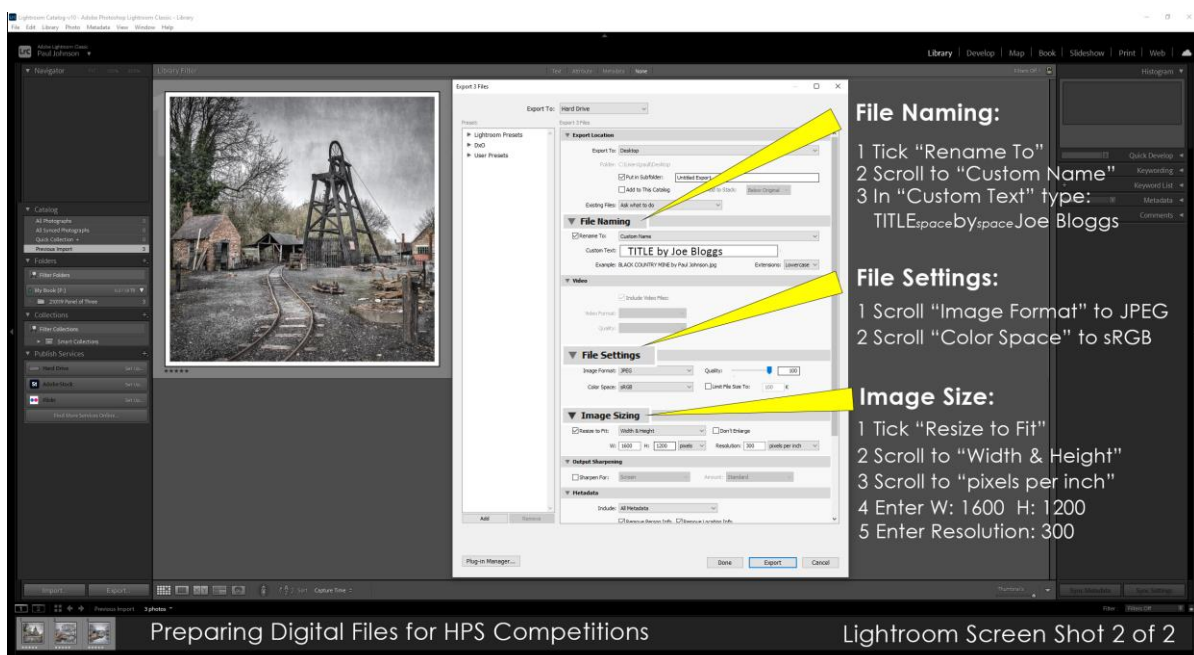
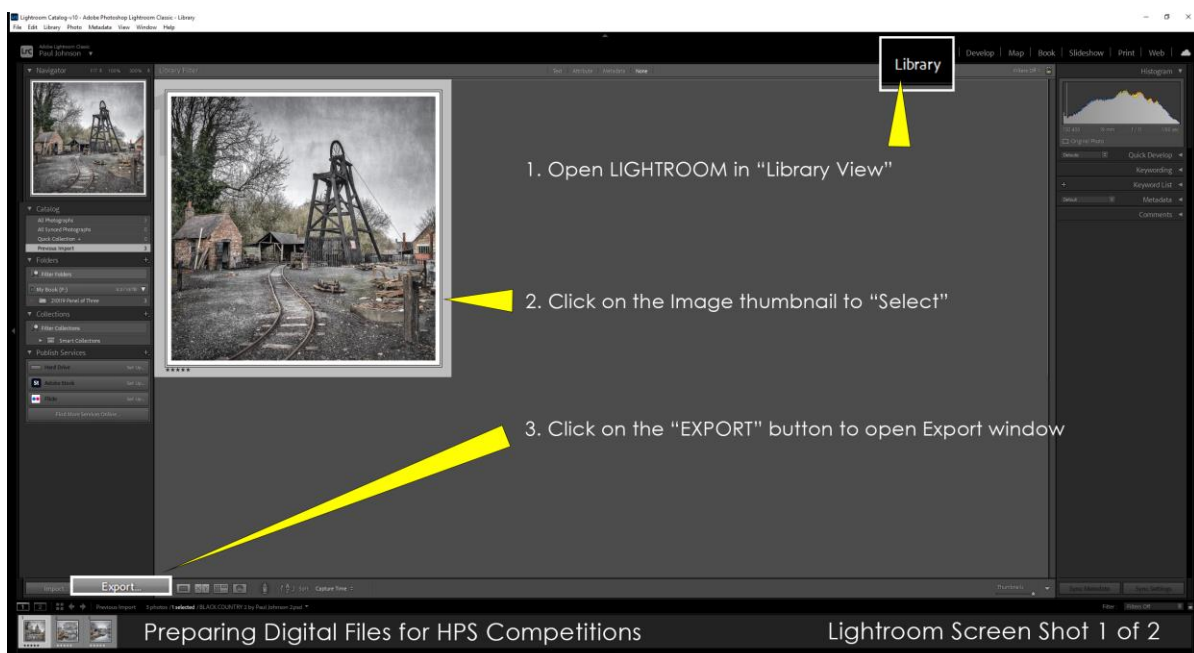
Preparing Digital Files for HPS Competitions

To ensure your image will be projected at the specified resolution on the screen with the correct Colour Profile and Titles and Author's names will register correctly with the Competition software, Digital Files for internal HPS competitions MUST be:

- Resized to have a maximum width of 1600 pixels by a maximum depth of 1200 pixels
- Converted to sRGB Colour Profile
- Saved as jpegs
- Titled in the following format:

TITLE(space)by(space)Name with the title upper case and the author's name in title case, eg HARPENDEN SUNSET by Joe Bloggs.jpg

LIGHTROOM Guide



PHOTOSHOP CC Guide

Image Size:

- 1 Open Image in Photoshop CC
- 2 Click on Image
- 3 In drop down menu click on "Image Size"
- 4 "Image Size" window opens
- 5 Select "Pixels" in both drop down menus
- 6 Select "Pixels/Inch" in drop down menu
- 7 In "Width" type "1600"
- 8 If "Height" is more than 1200 type in "1200" and "Width" will automatically reduce to less than 1600
- 9 Click OK

Preparing Digital Files for HPS Competitions Photoshop CC - Screen Shot 1 of 3

Colour Profile

- 1 Click on "Edit" & dropdown menu opens
- 2 Click on "Convert to Profile..."
- 3 "Convert to Profile" window opens
- 4 In drop down menu set Profile to "sRGB IEC 1966-2.1"
- 5 Click OK

Preparing Digital Files for HPS Competitions Photoshop CC - Screen Shot 2 of 3

File Naming:

- 1 Click "File" to open drop down menu
- 2 Click "Save As" to open "Save As" window
- 3 Select the location where image is to be saved
- 4 Enter file name as TITLE_{space}by_{space}Joe Bloggs
- 5 In "Save as type" drop down menu select JPEG
- 6 Click "Save"

Preparing Digital Files for HPS Competitions Photoshop CC Screen Shot 3 of 3

PHOTOSHOP ELEMENTS Guide

There are many similarities between Photoshop Elements and Photoshop CC

To change the IMAGE SIZE, in the main menu follow:

Image – Resize – Image Size - to reach the IMAGE SIZE window and follow Photoshop CC instructions.

To change the COLOUR PROFILE, in the main menu follow:

Image – Convert Colour Profile - Convert to sRGB

To SAVE the image as a JPEG with the required FILE NAME, in the main menu follow:

File – Save As - to reach the SAVE AS window and follow the Photoshop CC instructions

OTHER PHOTO SOFTWARE

Files can be prepared as required in ANY type or version of Photo software.

In ANY Software, focus on finding:

- The method of changing the IMAGE SIZE
- The method of changing the COLOUR PROFILE or COLOUR SPACE
- The method of saving as a JPEG with the required FILE NAME

For earlier versions of Lightroom, Photoshop and Photoshop Elements the menu structures are similar so the methods above will be a good guide but may differ in detail.