

LITTLEHAMPTON & DISTRICT CAMERA CLUB

Friendly photography

GUIDE FOR PREPARING PROJECTED DIGITAL IMAGES (PDIs) DURING C-19 LOCKDOWN

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1 Introduction

The filename and resolution of images entered in the Littlehampton and District Camera Club (LDCC) PDI competitions need to conform to specific standards so that they can be displayed correctly for judging.

Naming and setting the resolution is done using paid for image editors such as Adobe PhotoShop, Adobe Lightroom or Adobe Elements or PaintShop Pro or freeware such as FastStone Image Viewer.

In order to prepare your images for competition, you will need use your image editor and carry out the following steps:

- a) Download the image from your camera and carry out any editing that you wish to do and save it at full resolution.
- b) Open the full-sized image and save it with a name which conforms to the competition naming standard – this creates a copy of the original image.
- c) Open the copy of the image created in (b), resize it to comply with the competition resolution standard and save it.
- d) Email the competition images to the LDCC competitions email address or save them on to USB pen drive for submission by the required date at the club meeting.

The rest of this document provides information on the naming and resolution standards and how to set them using Photoshop Elements and FastStone Image Viewer. Other image editors will have similar functions.

IF YOU NEED ANY CLARIFICATION ABOUT NAMING AND SETTING THE RESOLUTION OF YOUR IMAGE PLEASE DO ASK ANY OF THE COMMITTEE MEMBERS.

2 Photo Naming

2.1 File Name Format

The software that we use for projecting digital images during a PDI Competition is only able to support **.JPG** file extensions. Image files with any other file extension (.JPEG or .PNG) will not be recognised by our software.

The file name used for your image needs to follow a set naming convention, otherwise there will be problems with the title displayed while the image is being projected.

The filename that you use for your image **MUST** include:

- image number
- your name as you would like it to appear on any award certificates
- title of the image.

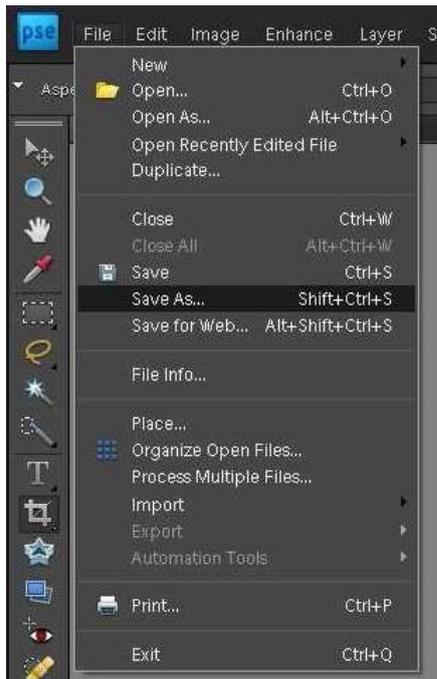
The image number and your name **MUST** be separated by a full stop (•); your name and the title of the image **MUST** be separated by a percent sign (%); and the only spaces should be between the Photographer's first and last names and in the Image Title if this comprises more than one word resulting in a filename that will look like this:

1.Photographers Name%Image Title

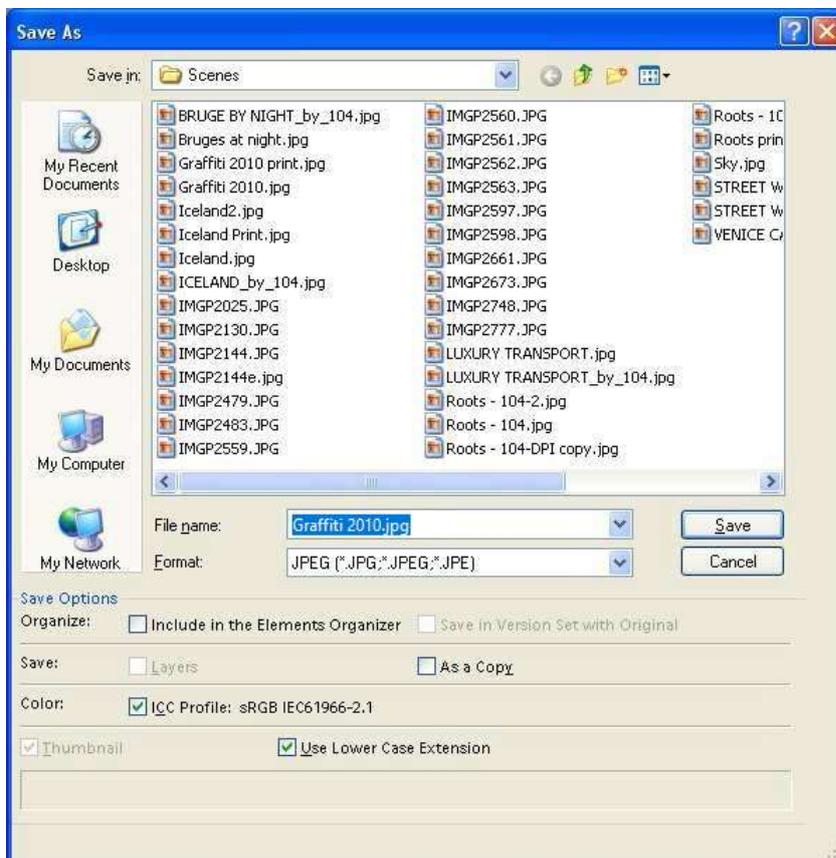
- Please be aware that spelling mistakes and inappropriate capitalisation will not be corrected.
- If you do not want to give your photo a title, please use **%Untitled** as the title of the photo

2.2 Saving the Image in Adobe Elements

- a) To save the image click on File and select “Save As”



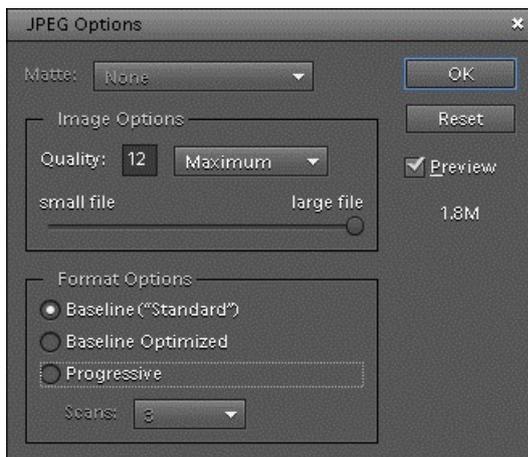
- b) The Save As dialog box appears on the screen with the current name of the image highlighted in blue in the File name box:



- c) Overtyping the original image with a new filename that complies with the competition standard (as detailed in Section 2.1) and clicking “Save”. You do not need to include “.jpg” at the end of the name as Elements will automatically add this extension since the option in the Format box is “JPEG (*.JPG;*.JPEG;*.JPE)”.

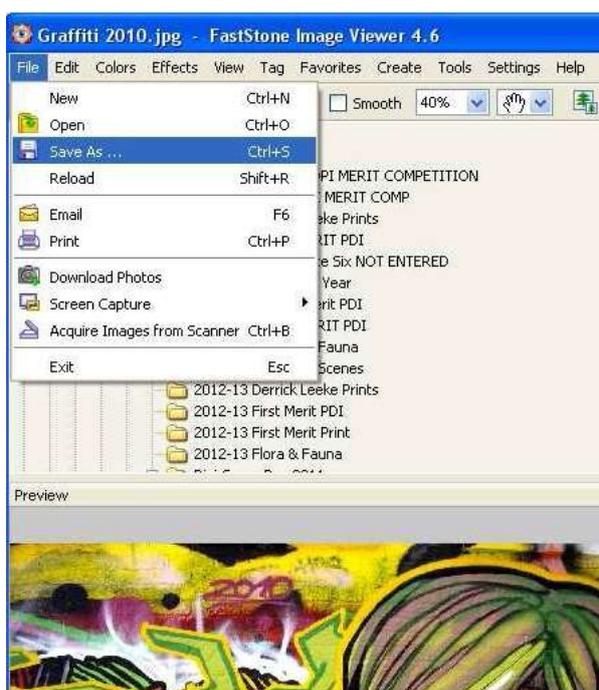


- d) The JPEG Options dialog box will appear on the screen. Set the Quality to maximum (12) and move slider to right and click OK to save the image with the new name.

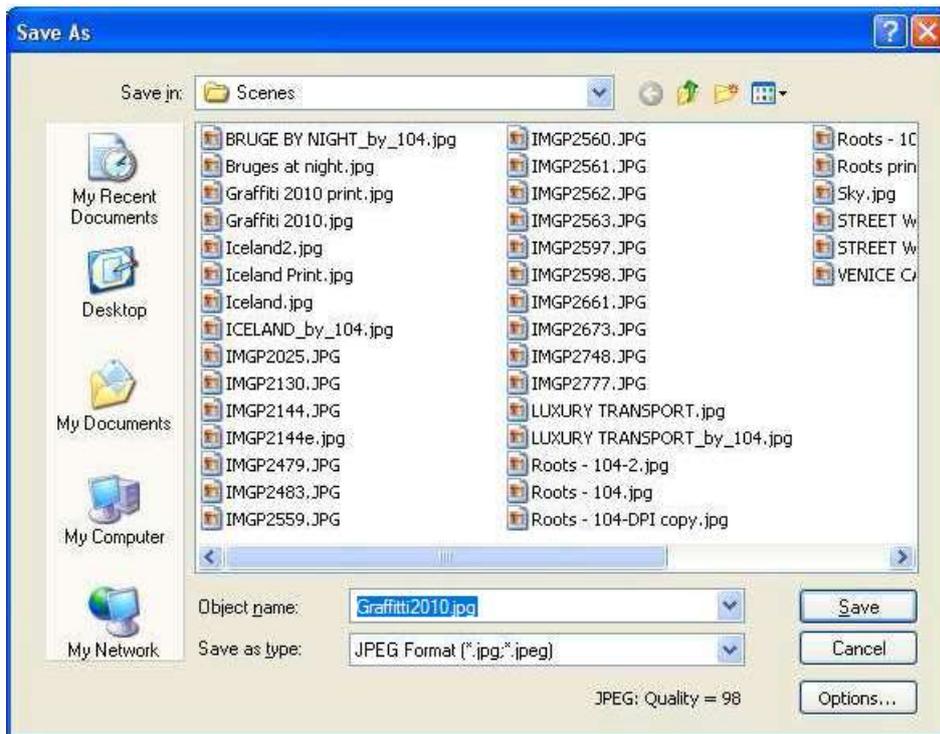


2.3 Saving the Image in FastStone Image Viewer

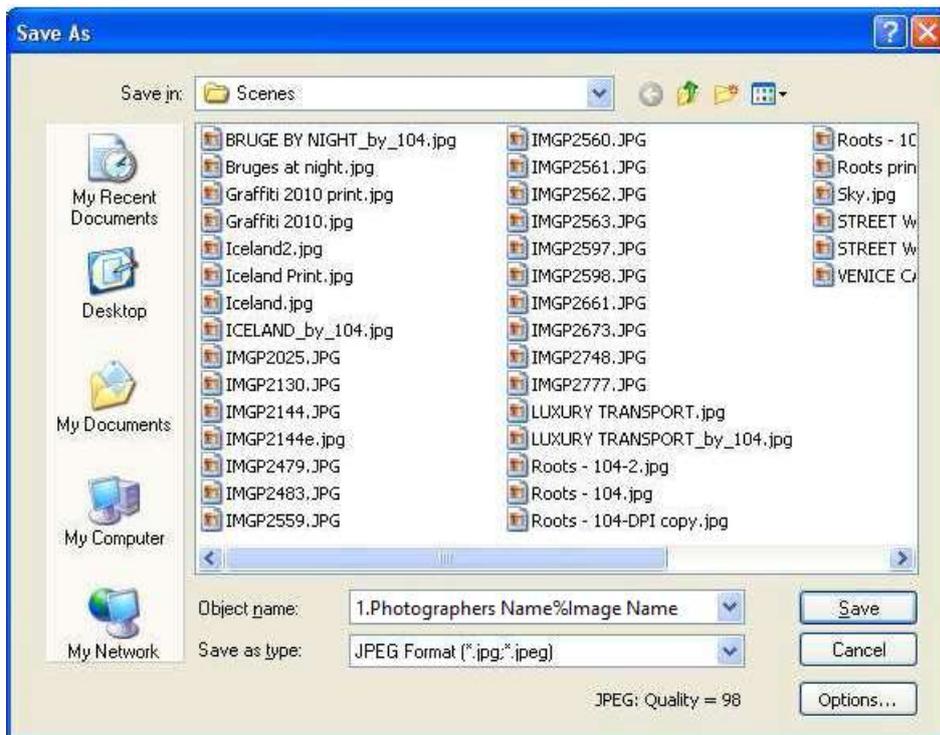
- a) Ensure that the image icon is selected and then click on File and select “Save As”.



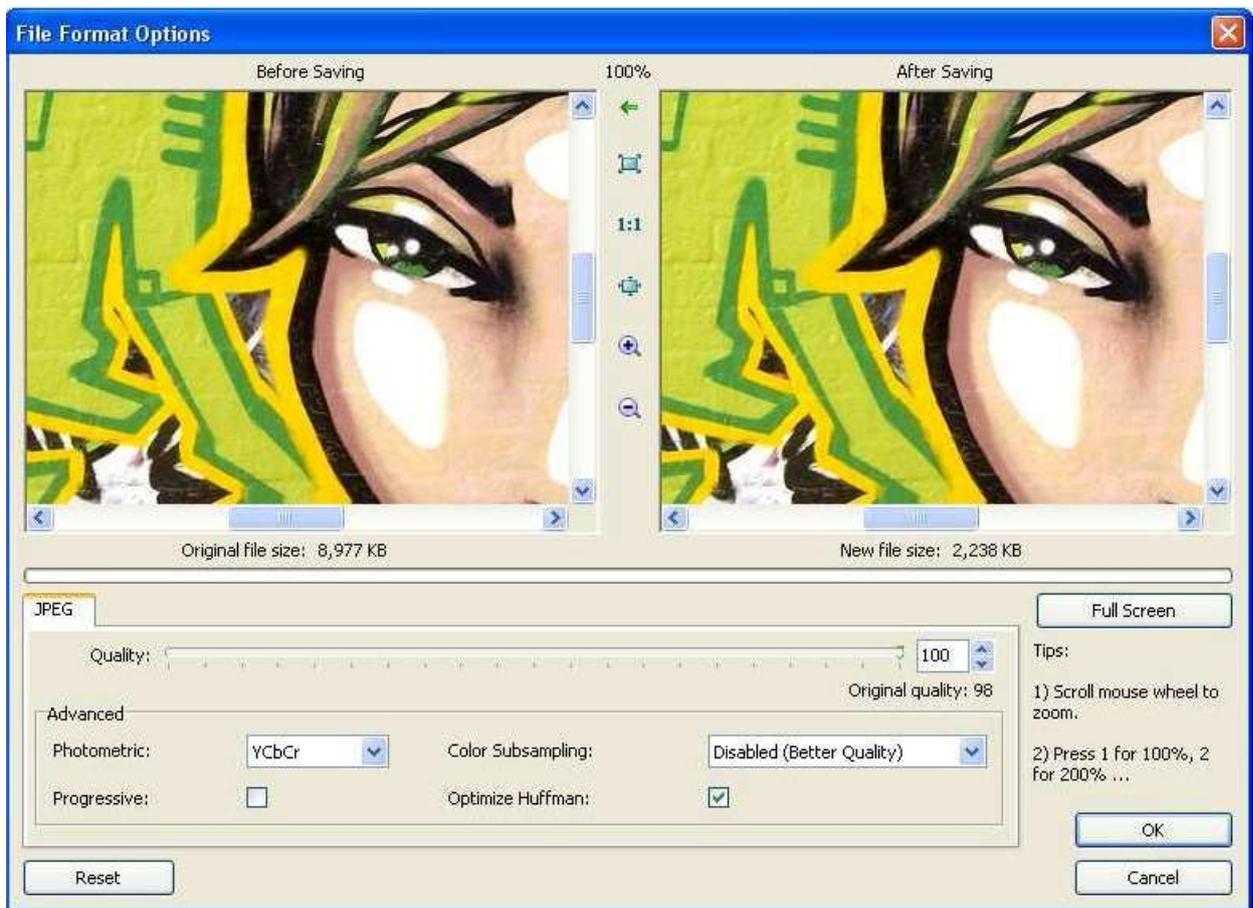
- b) The Save As dialog box will appear with the current name of the image highlighted in the “Object_name” box.



- c) Overtyping the original image with a new filename that complies with the competition standard (as detailed in Section 2.1). You do not need to include “.jpg” at the end of the name as FastStone will automatically add this extension since the option in the “Save as type” box is “JPEG Format (*.jpg;*.jpeg)”.



- d) Before clicking the Save button, check the number for “JPEG: Quality”. If it is not 100, then click the Options button. The File Format Options box will appear. Ensure that the Quality slider is to the right and 100 is showing in the Quality box. Click OK.



- e) The Save As box will reappear on the screen. Click the Save button to save the image with the new name.

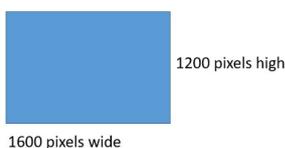
3 Photo Sizing (Resolution)

3.1 Maximum Allowed Image Height and Width

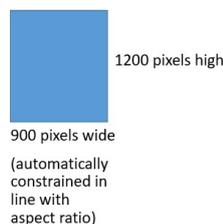
The maximum allowed image height and width depends on whether the image is in Landscape, Portrait or Square format.

- Landscape:** Image **width** is bigger than height. Maximum value allowed for width is 1600 pixels. Image height can be any value up to a maximum of 1200 pixels.
- Portrait:** Image **height** is bigger than width. Maximum value allowed for height is 1200 pixels. Image width will be constrained automatically in line with the preserved aspect ratio but will be around 900 pixels.
- Square:** Image height and width must be the same and cannot exceed a value of 1200 pixels.

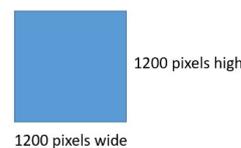
Landscape Image



Portrait Image



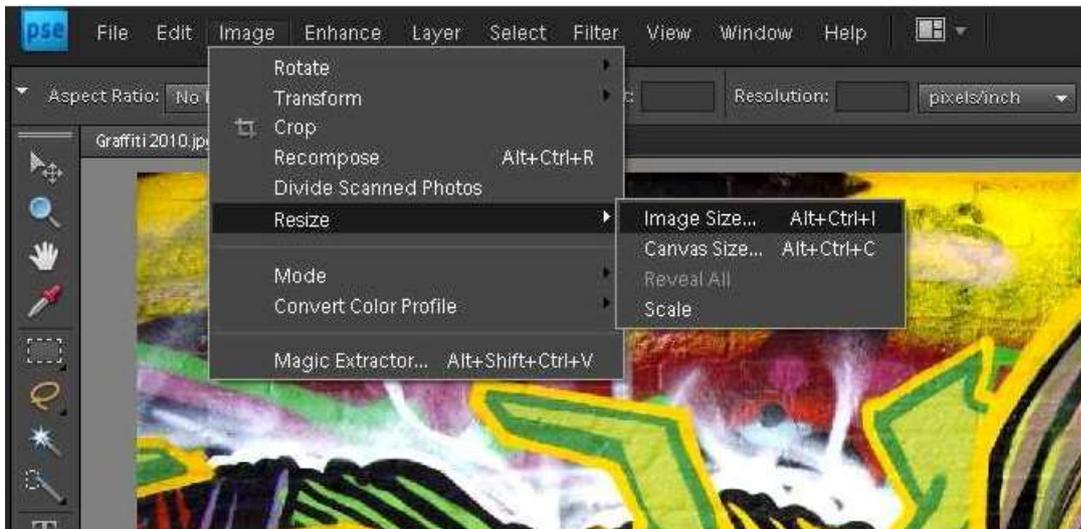
Square Image



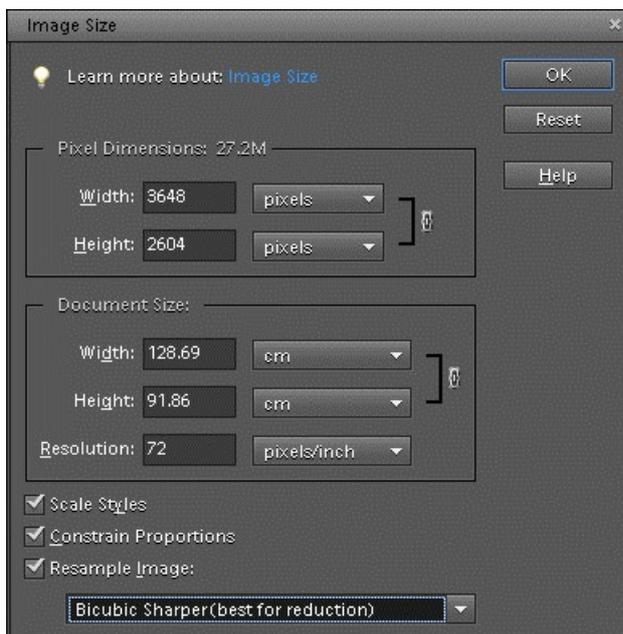
Please make sure that either the height or width of your image is at the maximum specified and that the other dimension is at or less than the specified maximum. This will ensure that your image is projected at the best size.

3.2 Resizing an Image using Adobe Elements

- a) To resize an image, open the image and then click Image on the menu bar and select Image Size



- b) In the Image Size dialog window first make sure that “Scale Styles”, “Constrain Proportions” and “Resample Image” boxes are all ticked and, if available, also select the “Bicubic Sharper” option.



- c) The values used for width and height will depend on whether the image has a Landscape, Portrait or Square format – refer to Section 3.1 for allowed values.
- d) Note that the Document Size section in the Image Size dialog box has no significance for projected images so does not need to be altered.
- e) Once the Pixel Dimensions have been changed as required, click OK. The image will reduce in size on screen.

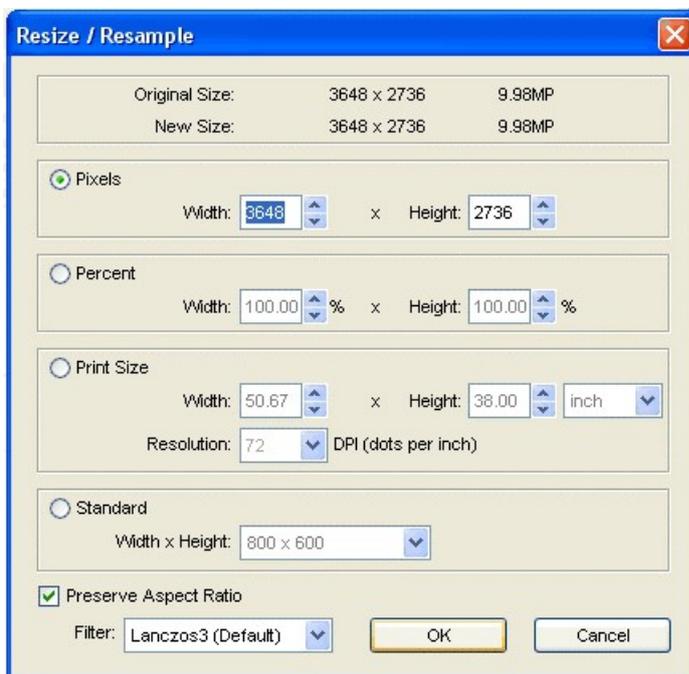
- f) Remember to save the file with the updated resolution. If you haven't already created a copy of the image with the correct competition name, follow the instructions in Sections 2.1 and 2.2.

3.3 Resizing an Image using FastStone Image Viewer

- a) Select the image in the right-hand panel and click the resize icon just below Help in the Menu bar, i.e. the icon with a picture of two trees.



- b) The Resize / Resample box will appear.



- c) Ensure that the Preserve Aspect Ratio box is ticked and then alter the Pixel Width and Height values as required **refer to Section 3.1 for allowed values**.
- d) Remember to save the file with the updated resolution. If you haven't already created a copy of the image with the correct competition name, follow the instructions in Sections 2.1 and 2.3.
- e) Note also that if you have made changes to your image and then click on another image in the right-hand panel, a box will automatically open asking if you want to save the file. If you click yes to this prompt, the Save As dialog box will appear – instructions for the correct competition naming convention can be found in Sections 2.1 and 2.3.

4 Submitting PDIs for a Club Competition

- PDI filenames must comply with the PDI Competition Naming Standard details of which can be found in Section 2 of this document.
- PDI resolution should not exceed the maximum sizes that are detailed in Section 3 of this document.

- Refer to the Competition Rules and /or current Programme for the number of PDIs that may be submitted for each competition.
- PDIs may only be submitted via email to competitions@littlehamptoncameraclub.com.
- PDIs sent to any other email addresses or via Social Media such as Facebook Messenger will **NOT** be accepted into the competition.
- The subject of the email should be the name of the competition in which the images are being entered.
- PDIs should be attached as files to the email rather than being attached into the body of the email. Attaching images into the body of the email sometimes means that the filename is changed by the email system. If you are using an Apple computer, put all the images into a folder on your computer and then send the folder.
- A list of the filenames for each image filenames should be written into the body of the email message.
- You will receive an individual email reply from the Competition Secretary to confirm receipt of your images. If you have not received a reply from the Competition Secretary 3 days after the submission deadline, then please contact the Competition Secretary by phone – the number is available in the Club Programme.
- If your PDIs do not meet the Competition Rules and the naming or resolution requirements, you will be sent an email asking you to correct the filename and/or resolution. If, for any reason, you are unable to supply corrected images by the required date, your images may be excluded from the competition.

Glossary of Terms

Term	Meaning
JPEG	The Joint Photographic Experts Group (JPEG) committee has a long tradition in the creation of still image coding standards. JPEG is a joint working group of the International Standardization Organization (ISO) and the International Electrotechnical Commission (IEC). JPEG meets usually four times a year to discuss and create the standards for still image compression and processing.
Digital File Names	<p>Computer file names consist of two parts separate by a dot. The characters to the left of the dot are the title of the computer file, while the letters to the right of the dot denote the file type (e.g., .DOCX, .JPG, .PNG, .XLSX, .PDF). The file type is sometimes called a File Extension. On modern computer systems, the dot and the letters to the right are usually hidden and all you see is an icon like the ones shown below. For image files, you may see a thumbnail of the actual image rather than the icon shown below</p> 
.jpg	The .jpg file extension is used to denote a type of digital image format which contains compressed image data. This format is the most popular image format for sharing photos and other images on the internet and between Mobile and PC users. However, the compression algorithms used to create a .jpg file will result in some of the data from the original file being lost. For day to day use, this loss of data in the image file will not be a problem.
.png	The .png file extension is used to denote a different type of compressed digital images. A different 2 stage compression algorithm is used to create this type of file which means that no data is lost during compression and the original quality is retained.
PDI / DPI	Projected Digital Image / Digital Projected Image is a digital image that is displayed on a blank screen by a specialised computer display (i.e., digital projector),
Pixel	A Pixel (picture element) is the smallest unit of programmable colour on a computer screen or in a computer image.
Resolution	<p>Image resolution is typically described in PPI or Pixels Per Inch. The more pixels there are in each inch, the higher the quality of the digital image.</p> <p>A landscape image that is 1600 pixels wide and 1200 pixels high has an aspect ratio of 4:3 and a resolution of 1,920,000 pixels (or 1.87 Megapixels) which is 1600 multiplied by 1200).</p> <p>A portrait image that is 900 pixels wide and 1200 pixels high has an aspect ratio of 3:4 and a resolution of 1,080,000 pixels (or 1.05 Megapixels).</p> <p>A square image that is 1200 pixels wide and 1200 pixels high has an aspect ratio of 1:1 and a resolution of 1,440,000 pixels (or 1.41 Megapixels).</p> <p>LDCC has decided to use this aspect ratios for their competition images to be compatible with other local clubs and the Sussex Federation.</p>
Aspect Ratio	The aspect ratio of an image is the ratio of its width to its height and is commonly expressed as two numbers separated by a colon, as in 4:3, 3:2, 16:9 and 1:1. The values x and y do not represent actual widths and heights but, rather, the ratio between width and height.