Instructions for Preparing Digital Files in Photoshop

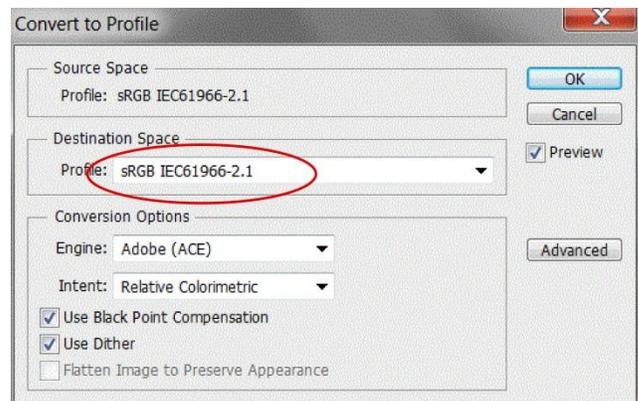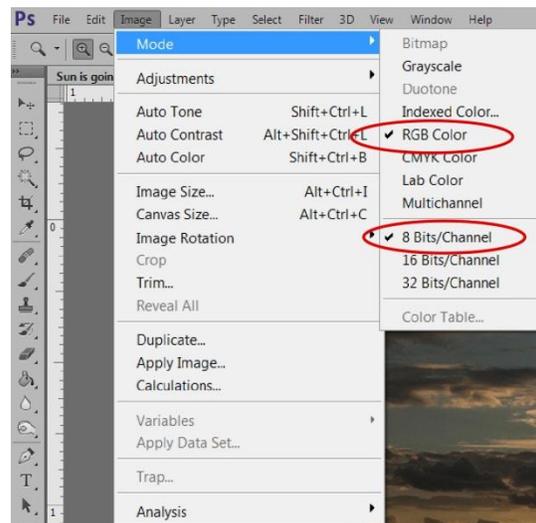The following instructions will help you prepare image files for the digital competitions:

1. Once you have completed editing your images and are ready to prepare them for submission, open the first image in your image editing software.

2. If the image consists of multiple layers, flatten the image so that it consists only of a single 'Background' layer. To do this in Photoshop, use the command: 'Layer > Flatten Image'.

3. Your image should be 8 bit. To check this in Photoshop, use the command: 'Image>Mode' which opens a box. '8 Bits/Channel' should be checked. If your image is '16 Bits/Channel', click on '8 Bits/Channel' to convert it.
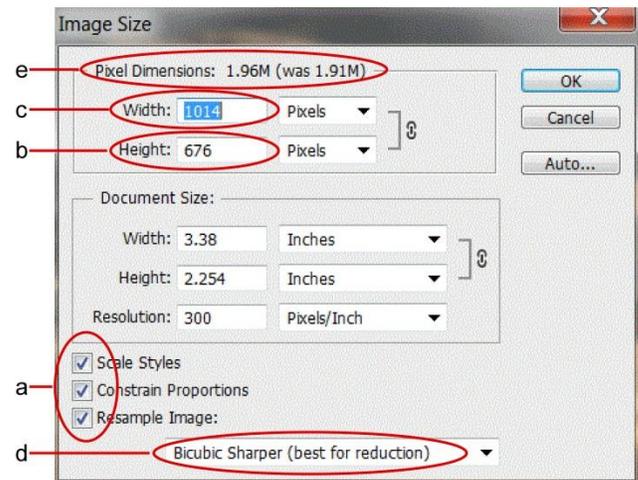
4. Your image should be in the 'sRGB' color space. To check this in Photoshop, use the command: 'Edit>Convert to Profile'. If the 'Destination Space' is not 'sRGB', click on the dropdown box, and select 'sRGB IEC61966-2.1' and click 'Enter'. Note: this is often a long dropdown box; 'sRGB IEC61966-2.1' is near the top in a group titled 'Other'.

5. Resize your image and add a narrow white border. Resize your image to a maximum width of 1014 pixels and/or a maximum height of 758 pixels (step 6), sharpen (step 7), and then add a 5 pixel all-around border (step 8). The Club specification is a digital image 1024 pixels wide and 768 pixels high. If your image is larger than this window, portions of it will be off of the projection screen.

6. To resize your image in Photoshop, use the command 'Image>Image Size'. In the Image Size dialog:
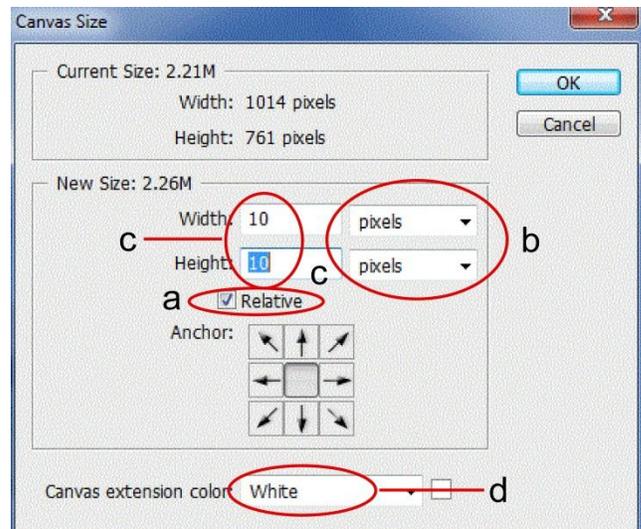
  a. Make sure the 3 boxes near the bottom of the dialog are checked ('Scale Styles', 'Constrain Proportions', and 'Resample Image').

  b. In the top section titled 'Pixel Dimensions'. Examine the Width and Height. The units should be 'pixels'. If they're 'percent', click the drop down box and change to 'pixels'.

  c. Change the image width to 1014 pixels. Next, if the image height is more than 758 pixels, change the image height to 758 pixels. The image is now sized to fit into the Club window.

  d. In the drop-down box below the 'Resample Image' box, choose 'Bicubic Sharper'.

  e. Your resultant image should be in the 1M-2M size range. See size immediately to the right of 'Pixel Dimensions' at the top of the dialog. Now click 'OK'.

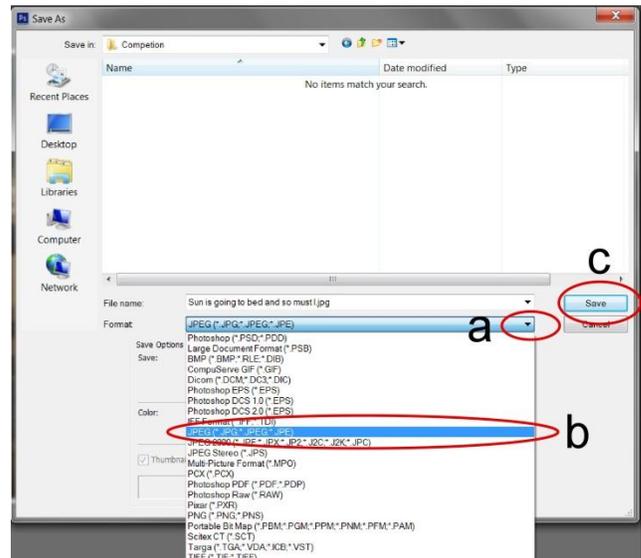7. Sharpen your image. We suggest using Photoshop's Unsharp Mask Filter or equivalent.

8. Create a white border around your resized image. In Photoshop, use the command 'Image>Canvas Size'. In the 'New Size' section of the dialog box:

  a. Click the 'Relative' box.

  b. Set the units to 'pixels'.

  c. Set the 'Width' & 'Height' to '10'; this setting will produce a 5-pixel wide border on all sides.

  d. Make sure 'White' is selected in the 'Canvas extension color' box. e. Now click 'OK'.
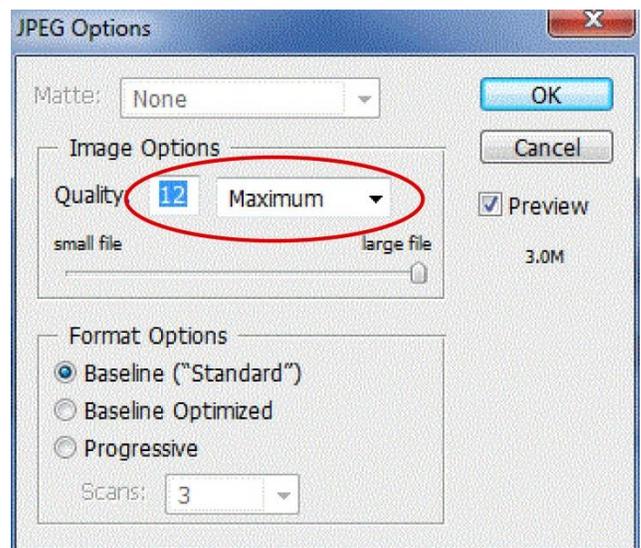
9. Next, save the file in JPG format. This format provides file compression, thus making it simpler to Email images to the competition. Use the command 'File: Save As' to open the Save As dialog:
   a. Click on the 'Format' drop down box.
   b. Select 'JPEG (*.JPG, *.JPEG, *.JPE)', the 8th choice down from the top.
   c. Now click 'SAVE'.

10. This opens the JPEG dialog box. In this dialog box, select:
   a. A 'Quality' of 12. The '12' is the best quality, but the least compression.
   b. The file size is shown.
   c. Now click 'OK'.

11. Repeat steps 2-10 for the rest of your images.

12. Last step: open each image in Photoshop and check:
   a. The image width must not exceed 1024 pixels.
   b. The image height must not exceed 768 pixels.
   c. The image color space must be 'sRGB'.
   d. The image name must be identical to what is on your image identification card and entry form.

13. Before emailing your images, you will have to rename your images using the following template, MSL-Bagis0740-C1-Title.jpg. Everyone uses the same prefix, "MSL-", "Bagis0740-" is the first 4 letters of my last name followed by my first initial and the last 4

digits of my phone number."C1-" is my class and entry number, normally 1 through 3 and lastly the title, the second image should look like this:

MSL-Bagis0740-C2-New title.jpg

14. Attach all your images to an Email and send to: competition@mlnpc.com.

15. Bring the image identification cards and entry forms to the competition.