Preparing Images for Digital Projection
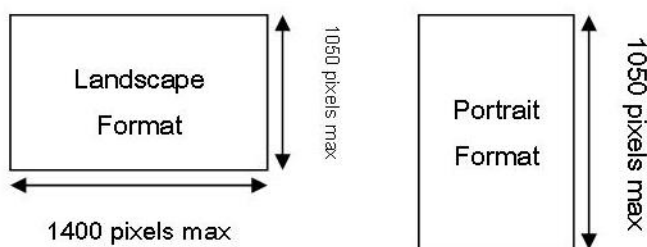
Digital images are judged at a resolution of **1400 x 1050 pixels. They should be saved in .jpeg format**.

1400 pixels is the <u>maximum</u> width of an image and 1050 pixels is the <u>maximum</u> height of an image – regardless of whether the image is in landscape or portrait format. Images are shown against a black background. Any cropped areas will show as black. If the image is smaller than the maximum size it will automatically be placed in the centre of the projection space and the borders will be adjusted.

Resizing
1. Open your image.
2. Photoshop Elements users go to <u>Image>Resize>Image Size</u>. Photoshop users go to <u>Image>Image Size</u>. The 'Image Size' dialogue box opens on screen.
3. At the bottom of the dialogue box there are three boxes labelled 'Scale Styles', 'Constrain Proportions' and 'Resample Image'. Ensure that all three boxes **ARE** ticked and use 'Bicubic (best for smooth gradients) –normally the default.
4. In the 'Pixel Dimensions' section at the top change the units to show <u>pixels</u>.
5. If the image is in landscape format enter the width as <u>1400 pixels</u>. The height will adjust automatically, maintaining the proportions of the image.
6. If the image is in portrait format enter the height as <u>1050 pixels</u>. The width will adjust automatically, maintaining the proportions of the image.
7. **Before** clicking OK check that the height is 1050 pixels or less and that the width is no greater than 1400 pixels.

Changing the 'Mode' of an image
1. From the 'Image' drop down tab, choose 'Mode'.
2. Tick 'RGB' and '8 bits/channel' so that a tick appears to their left. In most cases these will already be ticked.

Assigning titles and names to EXIF data
Either:
a) In Photoshop go to the <u>File>File Info</u> and enter the information in the appropriate boxes. OR
b) In Windows locate the file and right click on the file name. Go to the tab named 'Details' and enter the information in the boxes below.

To save your images in .jpeg format
1. Go to <u>File>Save As</u> and key in the name that you would like to call the file.
2. Check that the <u>Format</u> field is set to <u>jpeg.</u>
3. Click the <u>Save</u> button and when the dialogue box appears, set the quality to 12, to obtain the best quality, and ensure that the <u>Format Option</u> is set to <u>Baseline (Standard).</u>
4. Click OK.