

# North Shore Camera Club DPI Preparation Instructions

The following instructions will help you prepare image files for NSCC's digital projected competitions. It will assure that your files will display properly and be named correctly. There are several steps to prepare entries – flatten the image (if needed), re-size the image, assign the sRGB color space profile and save the file in Jpeg format. Here are the requirements followed by the specific steps needed to prepare an image.

## What is Required

1. All images must fit within the maximum pixels. This size has been changed for 2018-2019 at CACCA (Chicago Area Camera Clubs Association). As a member of CACCA, we are changing to this new size: **1400 wide by 1050 high**. Horizontal images (images wider than high) can have a maximum dimension of 1400 pixels width and any height up to the maximum of 1050 pixels. Vertical images (images taller than wide) can have a maximum height of 1050 pixels and any width up to 1400 wide.
2. All images must be submitted in **8-bit Jpeg file format with sRGB color space** profile recommended.
3. All image files must be submitted in the following format:  
Last name, first initial, Category (A indicates general category), image sequence number, name of image
4. Remember to save the document as a new file name so you don't over write your master document.

## So how do you prepare the image?

Once you have completed editing your images and are ready to prepare them for submission, open the image in your image editing software. (Photoshop, Photoshop Elements, etc.)

1. **Flatten your image** if it consists of multiple layers, so it is only a single layer. Photoshop/Photoshop Elements: Under Layer scroll down and select Flatten image.
2. **Now resize your image** to fit within the 1400 pixels wide by 1050 pixels high maximum dimensions. To resize in Photoshop Elements: Under image scroll down to resize and go to image size. In Photoshop: Under image scroll down to image size.

At this point, both programs have an image dialog box appear. In the image dialog box in Photoshop Elements, first make sure the **3 check boxes (scale style, constraint proportions, and resample image) at the bottom are selected. This is automatic in Photoshop.**

The image dialog box in both programs will have a top section and has an area entitled "Pixel Dimensions". The units should say pixels (there are two choices: pixels or percents). If the image is horizontal, change the width to 1400 pixels OR if the image is vertical change the height to 1050 pixels. (Whichever dimension you change, Photoshop/Photoshop Elements adjusts the other due to the "constrain proportions" option. At this point, double-check your dimensions. Remember the width can be no greater than 1400 pixels and the height no greater than 1050 pixels.

The last thing to do in this dialog box is to select "Bicubic" or "Bicubic Sharper" in the drop-down menu just below resample image in Photoshop Elements. In Photoshop this is the last drop-down menu.

3. ***Make sure color space is sRGB.*** Though not required it is highly recommended. In Photoshop, go to Edit and go down to Convert to Profile, select sRGB and select OK. In Photoshop Elements, go to Image and select convert Color Profile and select Convert to sRGB profile. You might notice a shift in color to warmer tones when you do this.
4. ***Make sure your image is 8 bit so it can be saved as a jpeg file.*** In Photoshop/Photoshop Elements, under Image select mode and then 8 bits/Channel. You should also note that RGB will be checked here as well.
5. ***Sharpen after resizing.*** After resizing an image, it typically will require some re-sharpening. Be careful not to over sharpen your image however. In Photoshop, go to Filter and select Sharpen and then either use Unsharp Mask or Smart Sharpen. In Photoshop Elements, use Enhance and Unsharp Mask.
6. ***(Optional) Since the projected background is black, you could add a narrow white or colored border around the image in order to separate it from the background.*** A simple method of doing this is to directly stroke the image with a 2 pixel stroke.

In Photoshop/Photoshop Elements, type D to set the default colors to Black and White (the foreground color will be black). Type X to switch the foreground color to white. Under the Select Menu – Select All. Then go to the Edit menu and select stroke (In Elements this will say Stroke Outline selection). In the Stroke dialog box enter 2 pixels for the Width, confirm the color is white, the location is inside. The Blending options should be Normal and 100%. Click OK.

***For an enhance option, you can first stroke your image in 4 pixels of black and then stroke it again in 2 pixels or white.***

7. ***Save your image as Jpeg.*** Under File use the command Save As in both Photoshop/Photoshop Elements. A dialog box will open that will allow you to name the image as well as select the format for the image.

In the drop- down box for format select JPEG. The ICC Profile option should also have sRGB checked as well.

**8. Before you hit SAVE name your image in the following manner:**

Full last name first initial (space) Class (number of entry) (space) Title of entry. Example of this: **Campbell J A1 Orchid**. Enter your full last name, not the first four letters of your name. Maximum title length is 35 characters, including spaces. Please do not use dashes or underscores as separators. There should be no space between your last name and the first initial.

This would tell us this image is by John Campbell, he is in class A, it is his first image, and the title of the image is Orchid.

If you are unsure of your class, just put A as we generally judge images as one class. Each member can enter 3 images on a regular competition.

**9. Send in your images!**

Email your images to [dpi@northshorecameraclub.com](mailto:dpi@northshorecameraclub.com)

In your e-mail client send your e-mail to the above address and attach your images to the e-mail. Please do not embed (paste) the images directly into the message or place them in a folder. In the body of the e-mail indicate your name and month/year for competition (ex. Doe - October 2018). In the email, you should list the names of the images that you are sending. This is helpful to those preparing the images for competition.

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