

Digital Images for Projection

Introduction

With effect from September 2009 Steyning Camera Club will be using new software for projecting digital images in competition. As a consequence some very minor changes are required to the 'File Format and Save' procedures. This will reduce the amount of administrative work; and enable the system to automatically generate a computerised results summary that can be published on the club's website.

Working with your image editor (PhotoShop, PhotoShop Elements, Paint Shop Pro etc.) the procedure will involve:

- Resizing the image (No change)
- File information e.g. Document Title and Author (Relocated information)
- Saving the file (No change)
- Copying the image files to a USB Flash/Key drive (Supplied by the club and which will replace the current mixture of memory card(s) pen drives and CD-R etc.)

Image Resolution

Pixel dimensions of an image are to correspond with the number of pixels that can be found on the projector that will be used. Steyning Camera Club's projector is high definition and displays an image 1920 pixels wide by 1050 pixels high. Therefore digital images for club competitions should be adjusted accordingly. Procedures for resizing and naming conventions for images used in club competitions are explained in this document.

Resolution and File Format

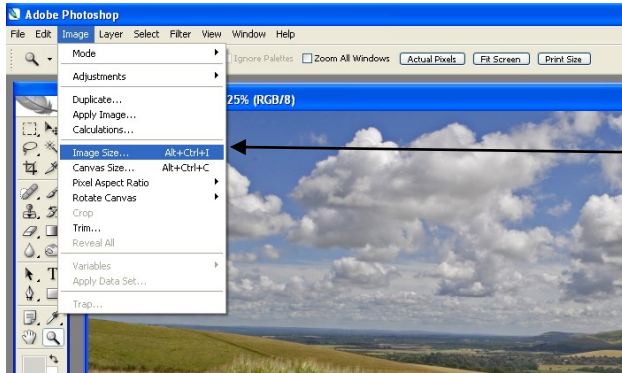
Files should be resized to a maximum of 1920 pixels width and 1080 pixels height, and must be submitted in high quality (10) **.jpg format**.

- **Landscape** images should be a **maximum** of 1920 pixels wide; this corresponds with the number of pixels across the projected image with any pixel height up to a **maximum** of 1080 pixels, the height of the native resolution of the projector.
- **Portrait** images should be a **maximum** of 1080 pixels high and the pixel width will be constrained automatically.

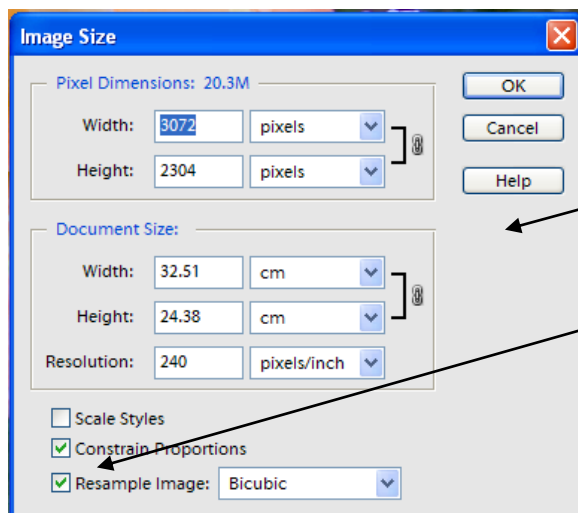
Square image files should be a **maximum** 1080w x 1080h.

NOTE: YOU MIGHT WISH TO RETAIN THE ORIGINAL IMAGE FILE AND WORK ON A COPY. ADOPTING THIS PRACTICE WILL ENSURE THAT THE ORIGINAL FILE IS PRESERVED FOR USE IN DIVERSE SITUATIONS.

STAGE 1 – RESIZING THE IMAGE

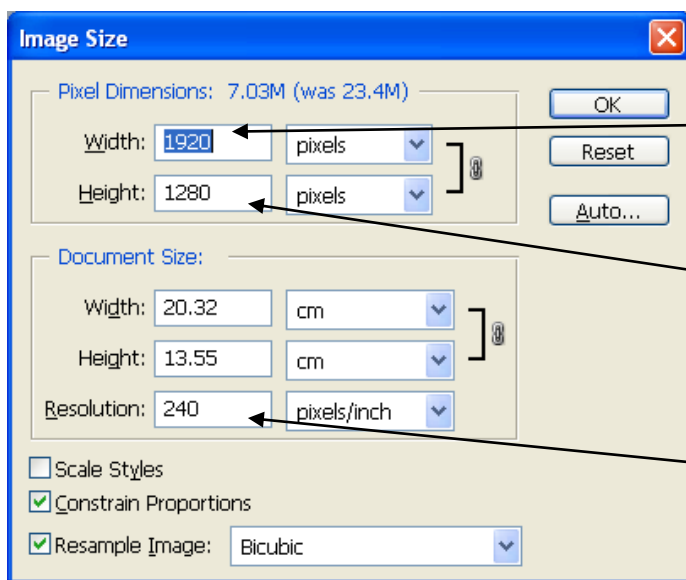


1. To resize
Click **Image** on the menu bar and select **Image Size** (Alt+Ctrl+I)



2. The Image Size dialog window may look something like this and therefore needs to be resized for digital projection

3. Make sure the 'Resample Image' check box is ticked

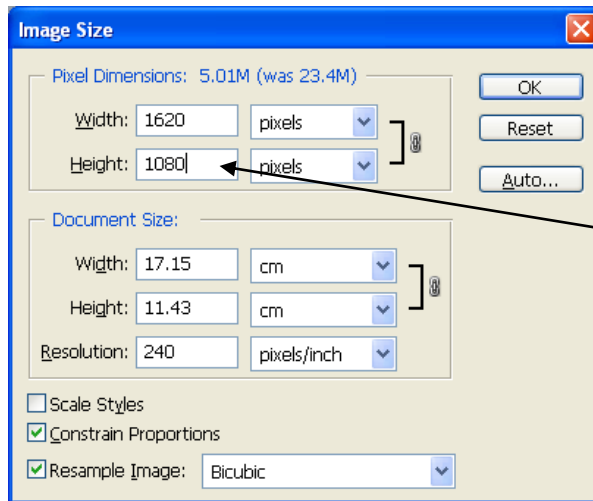


4. For a landscape image change the pixel width to 1920 pixels

5. **IMPORTANT** If the pixel height is then **greater** than 1080 set the pixel height to 1080. The pixel width will then be constrained in proportion **automatically**.

6. Resolution for the document size makes no difference so can be left as it is.

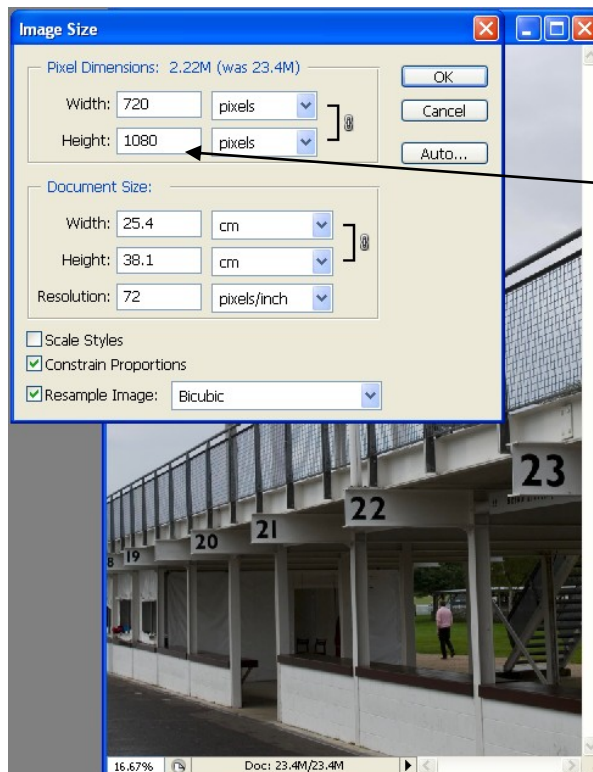
Resizing the Image continued



6. The re-adjusted size for a landscape image file should be as opposite where the pixel height is no greater than 1080

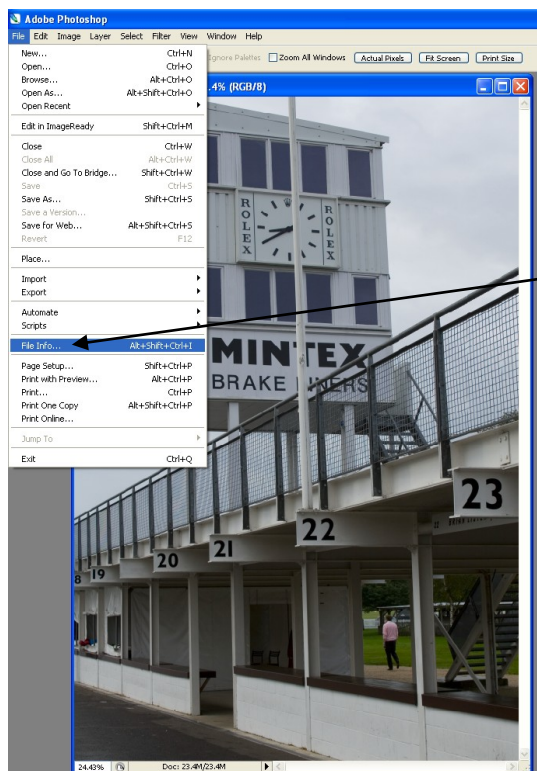
7. If you are satisfied that the image is re-sized correctly click the OK button.

Portrait Orientated Image File



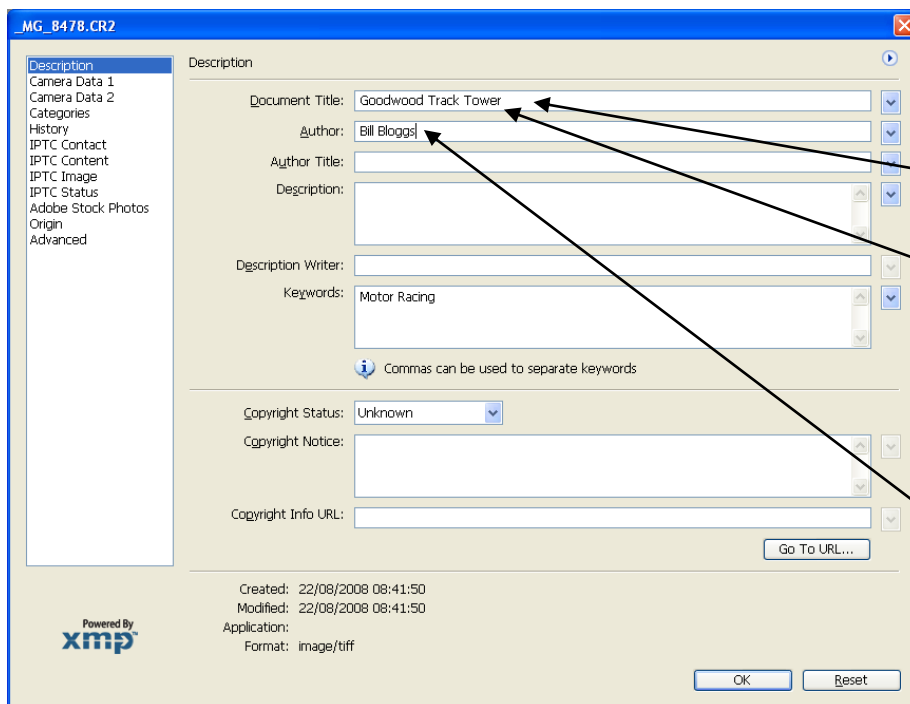
8. Alternatively a portrait orientated file should have the pixel height set at 1080 and then the pixel width will be constrained in proportion automatically

STAGE 2 – ADDING FILE INFORMATION



Open File Information

1. File and select **File Info**



Insert File Information

2. Enter 'Title of Image' e.g. name for the image and **not** to be confused with the file name. Use upper & lower case.
3. Please keep the title as short as possible; **3 words maximum!**
3. Enter your name – use upper & lowercase
4. Click OK.

Digital Images for Projection

File Names for Club Competitions

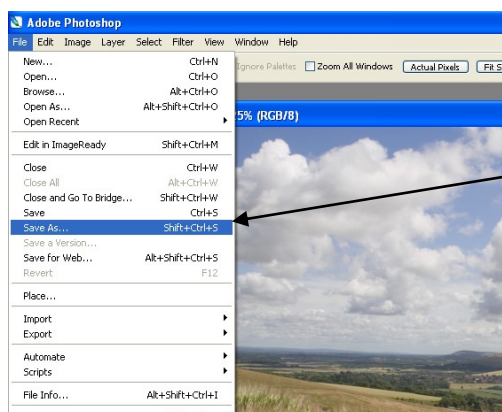
Each digital competition will have a code (initials of West Sussex Gazette Cup for example would be - WSG), followed by your personal code number e.g. 25, R1 (for Round 1), then 01 or 02 (for your image number). Please include *hyphens* – (not underscores) in the places shown below.

Example should look like this: - **WSG-25-R1-01.JPG** (The file extension .JPG refers to the previously mentioned file format and is inserted automatically by the software when you 'Save' to that type of file).

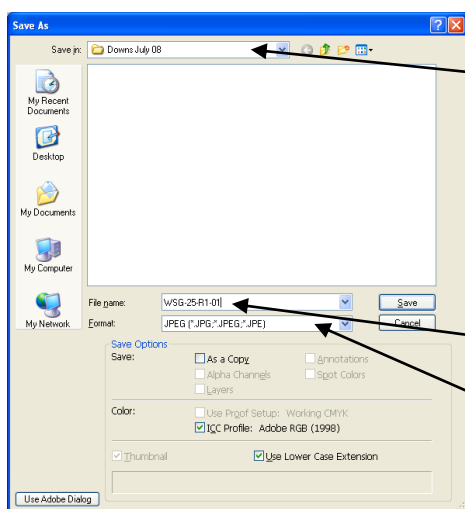
Other competitions will be:

Lewis Cup	LC-25-R1-01
Viewfinder Trophy	VT-25-R1-01
West Sussex Gazette Cup	WSG-25-R1-01
Steyning Digital Trophy	SDT-25-01
(Digital Projected Image of the Year)	

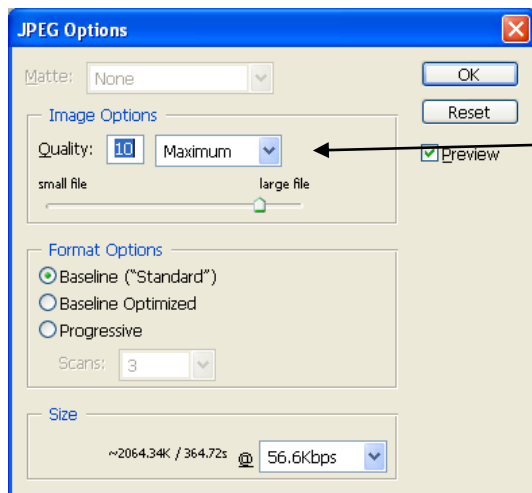
STAGE 3 – SAVE THE IMAGE WITH COMPETITION FILE NAME



1. Choose File on the menu bar
2. Select 'Save As'



3. **Know where you are saving** the file and change the destination if necessary!! This list box is known as the 'Save In' or 'Destination Address Box' and can be changed to where you want to save the file
4. Type the competition file name
5. Format/Type of File - Save the image as a JPEG file.



6. When prompted set the quality to 10 Maximum
7. Click the OK button

STAGE 4 – COPY IMAGE FILE TO YOUR USB FLASH/KEY DRIVE

Members of the club are provided on loan a 1 GB USB Flash/Key Drive permanently marked with a unique number allocated to that member. This number is used in the file name to identify the author.

MEMBERS ARE ASKED TO USE THEIR PERSONAL ISSUE USB FLASH/KEY DRIVES FOR HANDING IN IMAGES. EMAIL ATTACHMENTS ARE ONLY TO BE USED IF THE AUTHOR IS ON HOLIDAY ETC.

The image file must be named in the way described and copied from its existing folder on your computer to the USB Flash/Key Drive. There are several ways this can be achieved.

Once the USB Flash/Key drive is inserted into your computer the same procedure as described in Stage 3 can be repeated **BUT change the destination in the 'SAVE IN' list box to the USB drive.**

Please make sure that any images from previous submissions are deleted so that ONLY the current images for hand in are on the USB drive.

A Word file document of these guidelines is copied to each USB drive and is contained in a folder named 'Guidelines'.

IF YOU HAVE ANY DOUBTS ABOUT THESE PROCEDURES OR WOULD LIKE SOME TUITION PLEASE ASK.