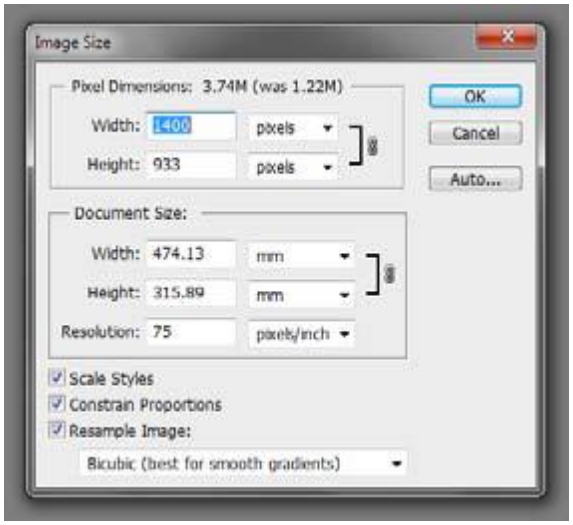
How to Resize and Save Images in Photoshop for Electronic Digital Image Competitions

1. Open the image you wish to use after launching Photoshop and selecting File>Open.

After you have made all your adjustments, cropped etc. and you are happy with your image, select:

Image -> Image Size(Photoshop), or Image>Resize>Image Size (Photoshop Elements).

The Image Size Box will appear:



2. Ensure the "Resample Image" and "Constrain Proportions" check boxes are ticked.

3. Go to the "Resolution" box and set the resolution to 100.

4. If "pixels" is not showing as in diagram above, choose the little drop down arrow to the right and select "pixels"

Club rules require that your images must not more than 1400 pixels wide and no more than 1050 pixels high.

Choose either method a). or b). below:

a). If your image is in Landscape orientation (i.e. horizontal or wider than tall), set the width in the Pixel Dimensions box to 1400 pixels.

b). If your image is in Portrait orientation (i.e. vertical or taller than wide), set the height to 1050 pixels.

This will change the height or the width (depending on orientation selected above) but will maintain the aspect ratio (i.e the proportions).

5. If you are working in Landscape orientation, the new figures for pixels in the box will now show a width of 1400 pixels but the new image height will most likely be 1050 pixels or less. If it is still greater than 1050 pixels, change the height to 1050 pixels and the width will reduce to less than 1400 pixels.

If you are working in Portrait orientation, the height will have been changed to 1050 pixels, and the width will always be well below the maximum width of 1400 pixels.

6. Click OK which locks in the new (reduced) pixel dimensions.

7. Go to File> Save as
Important: Use "Save as" Do not use "Save"
If you use "Save" it will irreversibly overwrite your original high resolution image. It will also not give you the important "jpeg options" dialog box which is usually required to ensure the maximum file size is not exceeded.

8. The box that opens after you invoke File>save as allows you to rename the file. Again, it is important that you do not leave the original name (which would overwrite your source file). Type in a new name for your file according to the file format for club competitions which is:

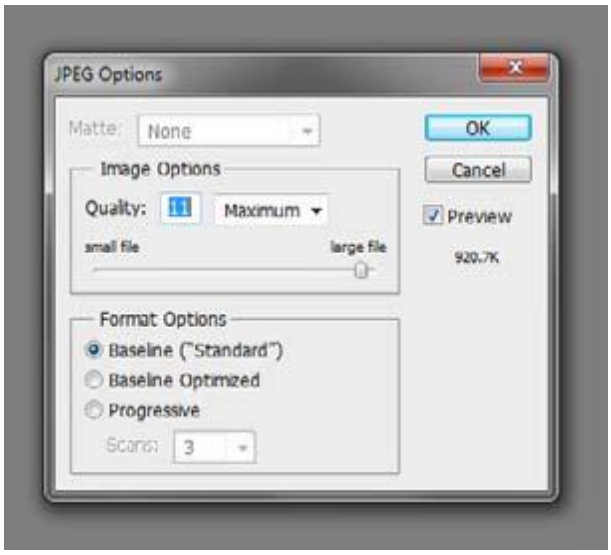
YYYYMM_Your Image Title_Your 3 digit Competition Number_OP or SS (for Open or Set Subject)

e.g. 201502_Lovely Picture_098_OP

9. In the Format box, make sure the file type is JPEG. If not, select JPEG from the drop down list.

10. Choose the Folder you want to save the file into. (You may want to use a special Competition Entries folder). Then click Save.
11. A JPEG (Quality) Options box should appear, such as shown in the diagram below. Provided the Preview box is ticked it will show an estimated file size in K (Kb) or M (Mb). The club rule requires files to be no larger than 1mb (1024Kb). Unfortunately this file size estimate is very unreliable. Move the slider or change the Quality number to a number less than 12 to reduce file size.

To be sure that the file meets the club requirement choose the the highest Quality setting that gives a file size that is under 999K. Note that if it reads 1 Mb it is most likely too big (due to rounding down to display file size.



12. Click OK. The new renamed, reduced size file will be saved, which conforms to the club competition requirements for Electronic Digital Images.
Congratulations, your photo is now ready to submit.

13. Now go to the website: bellarinecameraclub.org.au

hover over the Competitions tab and select Competition Image Upload from the drop down list. Enter the password to reveal the upload page. Complete the various fields in the form, and select your newly renamed and resized images to upload.