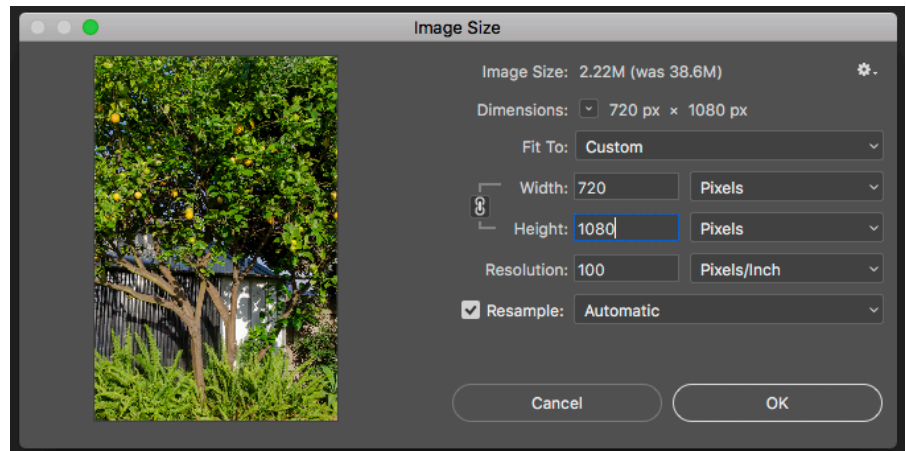# How to Resize and Save Images in Photoshop for Electronic Digital Image Competitions

1. Open Photoshop, Select File>Open and navigate to desired image.
   After all adjustments are made, ensuring the image is in sRGB colour space, select Image> Image Size. The image size dialogue box will appear (see diagram)

2. Ensure the Resample box is ticked and "Automatic" is selected.

3. In the Resolution box, set the resolution to 100 (may be up to 300) - it is important to change the resolution amount _before_ changing pixel sizes.
   Images must be no more than 1920 pixels wide and no more than1080 pixels high.

   In Landscape orientation (horizontal), set the width to 1920 Pixels, ensuring the height is no more than 1080 pixels.

   In Portrait orientation (vertical), set the height to 1080 pixels

   This will change the height or the width (depending on orientation selected above) but will maintain the aspect ratio (ie, image proportions). The aspect ratio bracket (to the left of Width/Height) must be checked to keep the image's aspect ratio.

   If working in landscape orientation and the new image height is less than 1080 pixels you don't need to do anything else. If more than 1080 pixels, change the height to 1080 pixels and let Photoshop set the width
   When working in portrait orientation, the width will always be well below the maximum width of 1920 pixels.

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

4. Select File>Save As

   Important: **Use "Save As"** … Do not use "Save" because it will irreversibly overwrite your original high resolution image. It will also not give you the "jpeg options" dialogue box which is usually required to ensure the maximum file size is not exceeded.

   The dialogue box will open to allow 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 format for club competitions, ie YYYYMM_ Image Title_Your 3 digit Competition Number_EDI or PRI (for EDI or Print section) eg 201912_My Title_000_PRI

5. In the Format box, make sure the file type is JPEG. If not, select JPEG from the drop down list.
   The last dialogue box in this area shows the colour profile of the image - ensure the Embed Colour Profile box is ticked and shows sRGB (if not, before proceeding you will need to go back and change the colour profile to sRGB).

6. Choose the folder to save the file into (you may want to make a special "Competition Entries" folder); click Save.

7. The JPEG Options dialogue box should appear (see diagram).
   Provided the Preview box is ticked it will show an estimated file size in K (Kb) or M (Mb). The club rules require files to be no larger than 5mb – using the slider, choose the highest Quality setting that keeps the file under the 5mb limit.
   Click OK.

8. The new renamed, reduced size file that conforms to the club competition requirements for digital images will be saved. Congratulations … your photo is now ready to submit.

9. Go to the website: bellarinecameraclub.org.au
   Hover over the Competitions tab and select 'Upload Competition EDIs and Print Images' from the dropdown 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. Each image will upload separately, so repeat for each EDI and Print image.