PREPARING YOUR IMAGES and CONVERTING THEM TO JPEGS FOR COMPETITION

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I: TO MAKE SURE YOUR HIGHLIGHTS DON'T GET BLOWN OUT WHEN THE IMAGE IS PROJECTED: (Especially if your pictures look too bright with no highlight detail when projected, but look fine on your monitor.)

> **A: Go to "IMAGE>DUPLICATE" and "OK" in the next dialogue box, which will have your image's name and "COPY" added to it. DO THIS EVEN IF YOU ARE NOT GOING TO ADJUST THE HIGHLIGHTS, SO THAT YOU DO NOT INADVERTENTLY OVERWRITE YOUR GOOD FILE!**
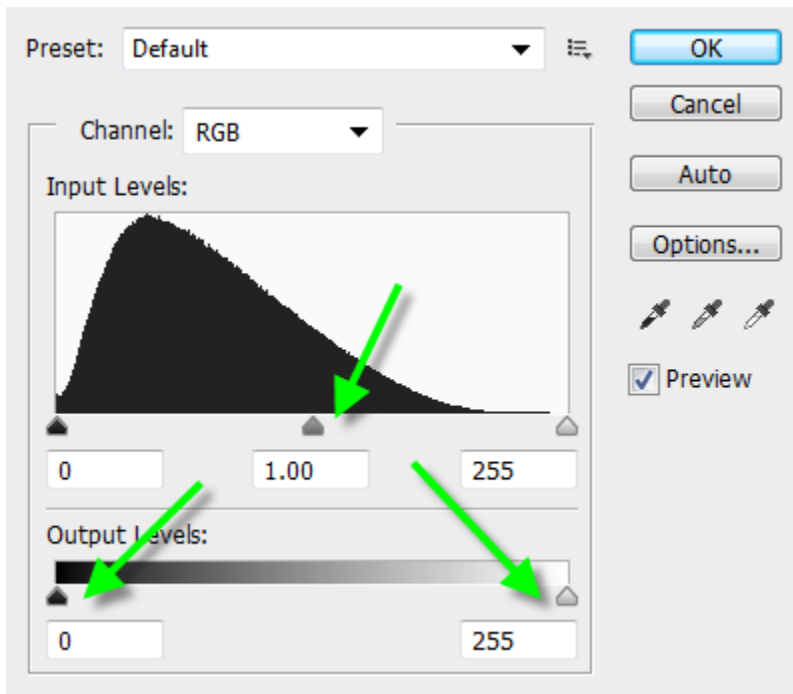
> **B: CLOSE YOUR ORIGINAL FILE!**

> **C: Go to "IMAGE>IMAGE ADJUST>LEVELS. Note at the bottom, the OUTPUT sliders and arrows as well as the middle arrow on the INPUT slider.**

>> **1: Type into the space at the lower right where it says "255" and make it"245" or "250."**
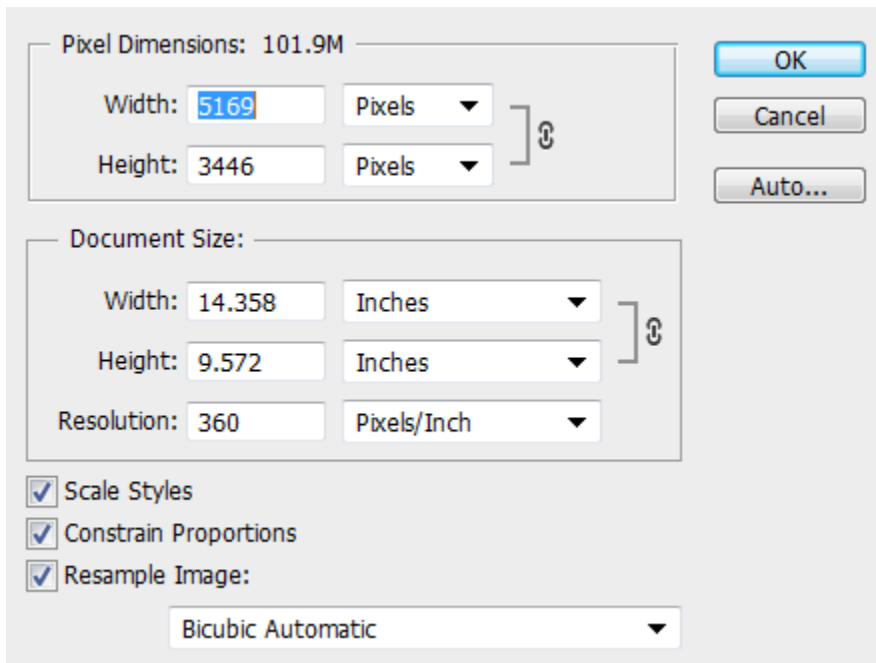
2: At the lower left, type "05" where it says "0," especially if your shadows get plugged up when projected.

3: If your image usually looks too bright when projected, look in the middle box under the gray slider and type in "0.95", which will slightly darken your image. Then click "OK."

NOW your image is ready to be resized:

II: RESIZING AN IMAGE: Image>Image Size dialogue box

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┌─ Pixel Dimensions: 101.9M ─────────────┐          ┌──────────┐
│                                        │          │    OK    │
│   Width: [5169    ]  [Pixels    ▼] ┐   │          └──────────┘
│                                    ]⌘  │          ┌──────────┐
│  Height: [3446    ]  [Pixels    ▼] ┘   │          │  Cancel  │
│                                        │          └──────────┘
└────────────────────────────────────────┘          ┌──────────┐
┌─ Document Size: ───────────────────────┐          │  Auto... │
│                                        │          └──────────┘
│   Width: [14.358  ]  [Inches       ▼] ┐│
│                                       ]⌘
│  Height: [9.572   ]  [Inches       ▼] ┘│
│                                        │
│ Resolution: [360  ]  [Pixels/Inch  ▼]  │
└────────────────────────────────────────┘
 ☑ Scale Styles
 ☑ Constrain Proportions
 ☑ Resample Image:
      [Bicubic Automatic           ▼]
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A: If you UNCHECK "RESAMPLE IMAGE:

1: The File Size, Width and Height (PIXEL DIMENSIONS) will be GRAYED OUT and remain UNCHANGED.

2: In the DOCUMENT SIZE window: If you DECREASE the RESOLUTION, the WIDTH and HEIGHT INCREASE, and VICE-

VERSA. YOUR ARE <u>NOT</u> resizing the file itself, or the pixel dimensions.

B: If you LEAVE THE "RESAMPLE IMAGE" BOX CHECKED:

1: CHANGE THE LONGER DIMENSION, either WIDTH or HEIGHT, to <u>1024 PIXELS</u>. The other dimension will take care of itself. NOTE that the FILE SIZE has changed but the RESOLUTION has not. That is OK.
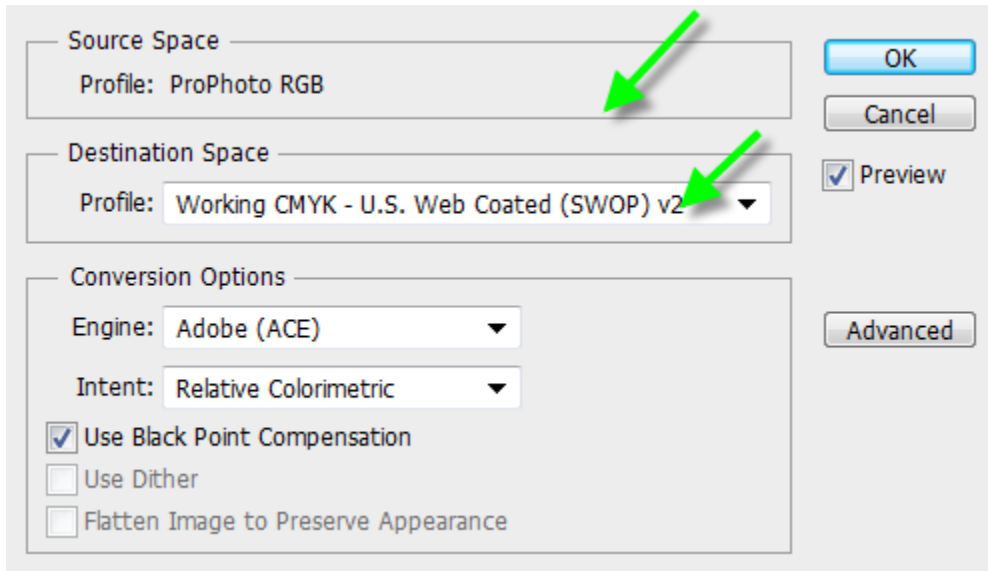
2: If you have Photoshop CS6, the drop-down menu at the bottom should have "BICUBIC AUTOMATIC" selected. Photoshop will choose "Bicubic Sharper" if you are DOWNsizing the image, or "Bicubic Smoother" if you are UPsizing it.

If you have an earlier version of PS, choose "Bicubic Sharper" to down-rez the picture.

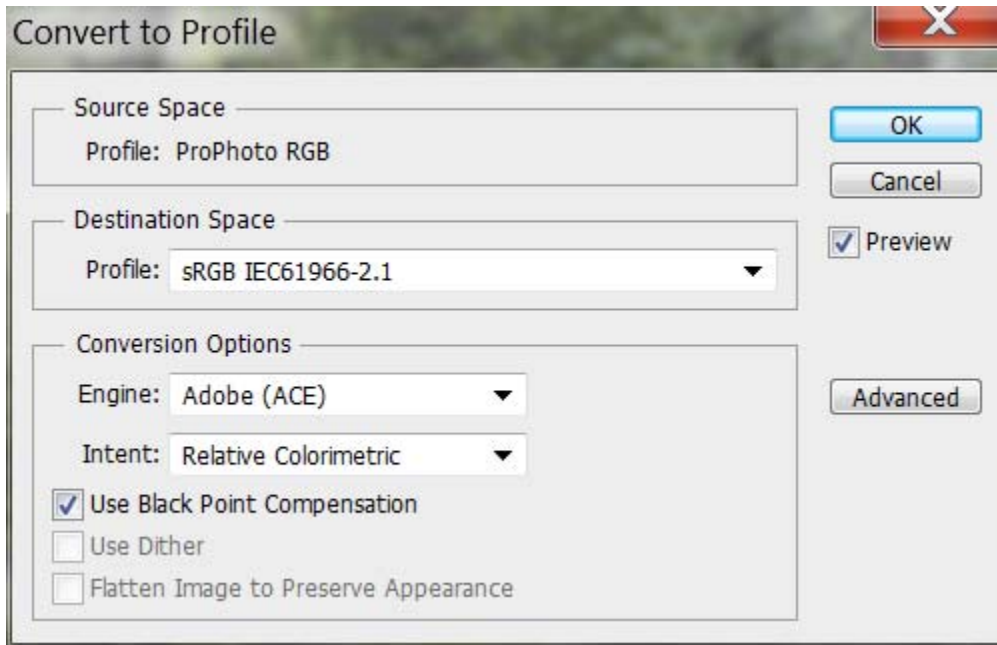**3: Click on "OK" to complete the downsizing.**

III: CONVERT THE COLOR SPACE TO "sRGB." If you leave the file as "Untagged," or "Adobe RGB," or "ProPhoto RGB," it WILL NOT look as good as it does on your monitor or print when projected.

A: Go to "EDIT>CONVERT TO PROFILE"

B: If the "Source Space" says sRGB, press "OK"

C: If some other profile is mentioned, use the dropdown arrow in the "Destination Space" to select "sRGB" from the list. Then click "OK."
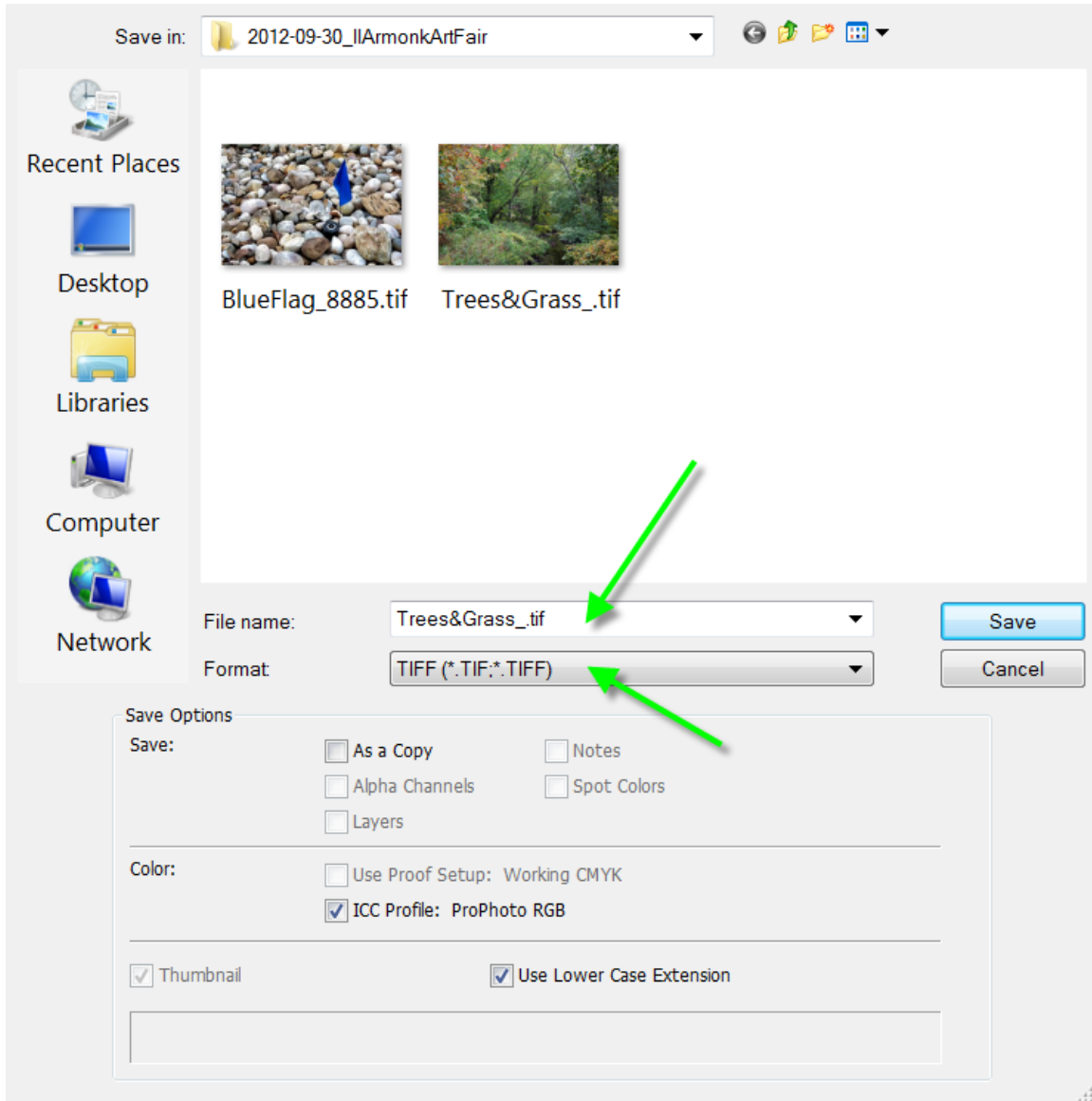
IV: CHANGE THE "BIT-DEPTH" to 8 BITS:

A: Go to "IMAGE>MODE."

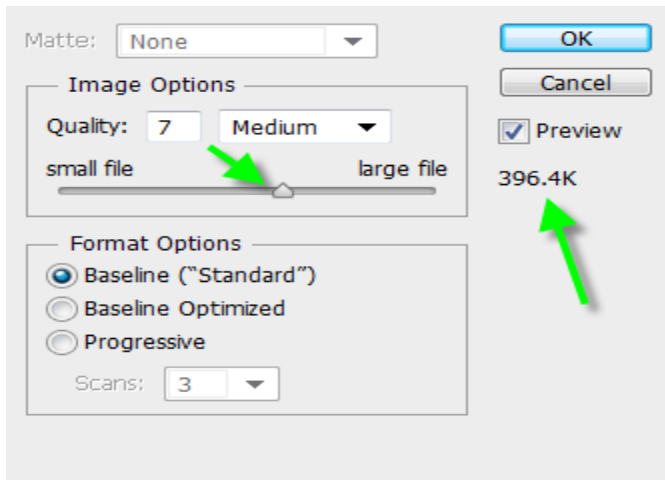**1) If "8-Bits/Channel" is checked, leave it the way it is.**

2) If 16-Bits/Channel" is checked, check "8-Bits/Channel" instead.

V: NOW, you are ready to convert your image to a JPEG that is no larger than 500KBytes:

A: Go to FILE>SAVE FILE AS:

B: Using the Format dropdown menu, select JPEG as the file type. Then type in your new file name, e.g., Lastname_Initial_ColorB-Title. Then hit "SAVE." You will then see the following dialogue box:

1: Under the "Preview" box you will see the actual size of your file. If this reads 500K or less, click "OK."

2: If this figure is LARGER than 500K, move the "QUALITY" slider to the left, increasing the compression of the file. This will reduce the file size. Usually it will be sufficient to set "QUALITY" BETWEEN 10 OR 12, but depending on how much detail is in the image, you may have to go much lower; sometimes there is an appreciable jump from, say, 510K to 350K, but the rule is "500K or Less." You will not see a decrease in quality when the file is projected.

3: Click "OK," and save your file. I STRONGLY SUGGEST THAT YOU RESERVE ONE FOLDER for your digital contest pix for EACH category you enter, and for each contest. That way you will keep track of what has been entered and when.