



## Preparing Digital Images for BPS Competitions 2017-18

### Overview

You are expected to upload digital images for all BPS competitions, including print competitions, unless you are submitting darkroom prints. The BPS web site contains information about how to upload these:

<http://www.beckenhamphotosoc.org.uk/Competitions/2017-18/CompetitionEntries.html>

This note provides help in preparing the necessary digital images from a master image.

### Standard Digital Image Format

File format	RGB JPEG ( <i>i.e. not CMYK, nor TIFF or PSD</i> )
Maximum size	1400 px <u>wide</u> x 1050 px <u>high</u>
Colour space	sRGB ( <i>not Adobe RGB (1998) or others</i> )
File name	Title of the image.jpg ( <i>do <u>not</u> include your name or anything else</i> )

### Preparation using Photoshop CC

Assuming that you have your image open in Photoshop, proceed as follows.

1. Ensure that you have saved it as a Photoshop file (.psd).
2. **Image > Image Size ...**
3. Ensure **Resample** is checked and select either **Automatic** or **Bicubic Sharper**.
4. Set the **Width** to **1400 pixels**.
5. If the Height is now greater than 1050 pixels, then set the **Height** to **1050 pixels**.
6. Click **OK**.
7. **Edit > Convert to Profile ...**
8. Set **Destination Space** to **sRGB IEC61966-2.1**
9. Click **OK**.
10. **File > Save As ...**
11. Set **Save as type** to **JPEG**
12. Set the **File Name** to the title you want for the image.
13. Navigate to your desktop or wherever you want to save the file
14. Click **Save**.

## *Preparation using Photoshop Elements*

Assuming that you have your image open in Photoshop Elements, proceed as follows.

1. Ensure that you have saved it as a Photoshop file (.psd).
2. **Image > Resize > Image Size ...**
3. Ensure **Constrain Proportions** is checked
4. Ensure **Resample Image** is checked and select **Bicubic Sharper**.
5. Set the **Width** to **1400 pixels**.
6. If the Height is now greater than 1050 pixels, then set the **Height** to **1050 pixels**.
7. Click **OK**.
8. **Edit > Color Settings ...**
9. Select **Always Optimize Colors for Computer Screens**
10. Click **OK**.
11. **File > Save As ...**
12. Set **Format** to **JPEG**
13. Set the **File Name** to the title you want for the image.
14. Navigate to your desktop or wherever you want to save the file
15. Click **Save**.

## *Preparation using Lightroom*

Assuming that you have your image open in Lightroom, proceed as follows.

1. **File > Export ...**
2. **Export Location: Export to: Desktop** (or other preferred location)
3. **File Naming: Rename To: Custom Name**
4. Set the **Custom Text** to the title you want for the image.
5. **File Settings: Image Format: JPEG**
6. **Quality 100**
7. **Colour Space sRGB**
8. **Image Sizing: Resize to Fit: Width & Height**
9. Set **W: 1400** and **H: 1050** (Resolution is not important.)
10. Click **Export**

September 2017