



Technical Guidelines for Entering Projected Digital Images (PDIs)

1. Introduction

- i. It is essential for the smooth running of the PDI Competitions that authors comply with the following Input Requirements. These should be read in conjunction with the appropriate Club Competition rules.
- ii. Sections 2.i, 2.ii and 2.v of these requirements are in accord with the PAGB recommendations for Projected Digital Image (PDI) Events.
- iii. These requirements may be altered at the discretion of the Committee.

2. Input Requirements

- i. IMAGE RESOLUTION – a maximum of 1600 pixels wide and a maximum of 1200 pixels high. Neither of these dimensions shall be exceeded.
- ii. COLOUR MODE and SPACE – the colour mode should be 8-bit RGB (that is not CYMK, etc.) and the sRGB colour space should be embedded in the image file.
- iii. FILE NAME – the name of the PDI file will be formatted as follows: **nn_Author_Title** where:
 - nn** is a sequence number, say 1, 2 or 3. Leading zeros are allowed, but not necessary.
 - Author** is the author's name. Spaces are permitted, but not underscores.
 - Title** is the title of the image. Spaces are permitted, but not underscores. The maximum length of the title field is 40 characters.
 - _** is an underscore character (not a hyphen). It is used to separate the three parts of the file name.Examples of a PDI's name : 1_Joe Bloggs_RisingSun.jpg
2_Joe Bloggs_Early-Morning View of the Malvern Hills.jpg
- iv. The use of upper and lower case letters for the information entered in section 2.iii shall be as per the following examples: Boats and Joe Bloggs. Do not use all capitals or all lower case. Make sure that your name (in the Author field) is exactly the same for each PDI that you submit.
- v. FILE FORMAT – Maximum quality JPEG.
- vi. INPUT MEDIA – The preferred method for inputting digital files is by e-mail direct to the Internal Competitions Secretary's email address i-comp@worcscc.uk
Input via CD-ROM or USB memory stick is also acceptable. The memory media must bear the author's name to ensure its safe return. Input must be received by the hand-in date published in the programme or as requested by the Internal Competitions Secretary.

3. Guidance on sizing the image and setting the colour profile

Due to the variety of image editing software available, guidance is only given for the Adobe Photoshop range. It is hoped that those using other software will be able to adapt this information in conjunction with their Help menu. The instructions and pictures below were done on a Windows system, but Mac users should be able to adjust them where necessary.

i. Using Photoshop Elements

This is often referred to as just Elements. The version used here was 10.0 but other versions should work in a similar way.

a. Re-size the Image

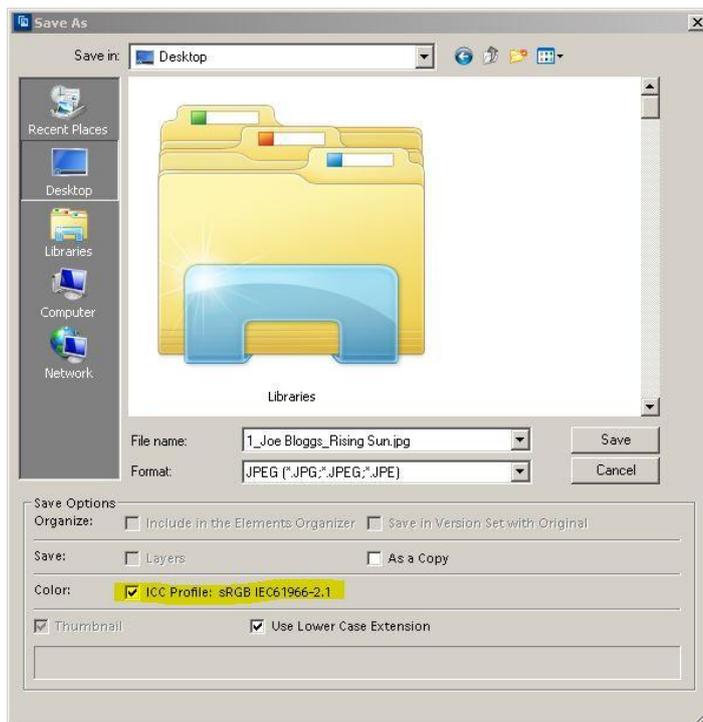
Make a copy of your image file and work on the copy so that you do not inadvertently overwrite the original. On the menu bar, under Image, go to Resize then click on Image Size.

Tick the 'Resample' and 'Constrain Proportions' boxes. Ignore the 'Document Size' box.

In the 'Pixel Dimensions' box, enter either 1600 for the width for landscape formats or 1200 for the height for portrait formats - with 'Constrain Proportions' ticked, the other dimension will sort itself out. Be careful to check that the specified maximum dimensions are not exceeded especially for nearly square formats. Click on OK.

b. Set the file's name and extension

On the menu bar, under File, click on Save As and you will see the picture below. The name of the file should be formatted as shown in section 2.iii.



The file's extension .jpg should be added by Elements when you select the JPEG format in the Format box. If not check your software settings/ preferences.

c. The image file's colour profile

In the picture on the left, the line that is highlighted in yellow shows the colour profile that is associated with the file. The ICC Profile should show sRGB. If it does not, then click on cancel. Then, on the menu bar under Image, go to Convert Color Profile and select Convert to sRGB Profile then start section 3.i.b of this document again.

Make sure the box next to ICC Profile is ticked then click 'Save' and in the next dialogue box (JPEG Options), set Quality to 12 (the maximum) then click on OK to save the file.

ii. Using Photoshop

The version used here was CS6 but other versions should work in a similar way.

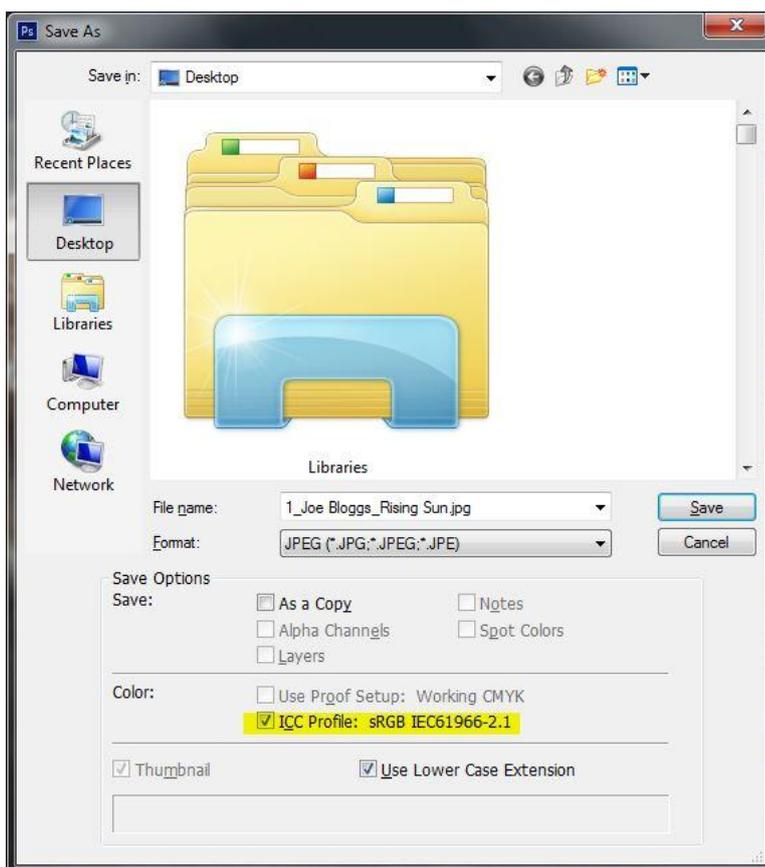
a. Re-size the Image

Make a copy of your image file and work on the copy so that you do not inadvertently overwrite the original. On the menu bar under Image click on Image Size. Tick the 'Resample' and 'Constrain Proportions' boxes. Ignore the 'Document Size' box.

In the 'Pixel Dimensions' box, enter either 1600 for the width for landscape formats or 1200 for the height for portrait formats - with 'Constrain Proportions' ticked, the other dimension will sort itself out. Be careful to check that the specified maximum dimensions are not exceeded especially for nearly square formats. If in doubt, you can avoid this problem by using the 'Automate/Fit Image' facility (normally under the File menu). Just enter 1600 in the 'Width' box and 1200 in the 'Height' box, click OK and Photoshop will do the rest ensuring that neither of these dimensions is exceeded.

b. Set the file's name and extension

On the menu bar under File, click on Save As and you will see the picture below. The name of the file should be formatted as shown in section 2.iii.



The file's extension of .jpg should be added by Photoshop when you select the JPEG format in the Format box. If not check your software settings/preferences.

c. The image file's colour profile

In the picture on the left, the line that is highlighted in yellow shows the colour profile that is associated with the file. The ICC Profile should show sRGB. If it does not, then click on cancel. Then, on the menu bar under Edit, click on Convert to Profile. In the dialogue box that pops up select RGB in the Destination Space then choose sRGB as the Profile from the dropdown menu and click on OK. Then start section 3.ii.b of this document again.

Make sure the box next to ICC Profile is ticked then click 'Save' and in the next dialogue box (JPEG Options) set Quality to 12 (the maximum) then click on OK to save the file.

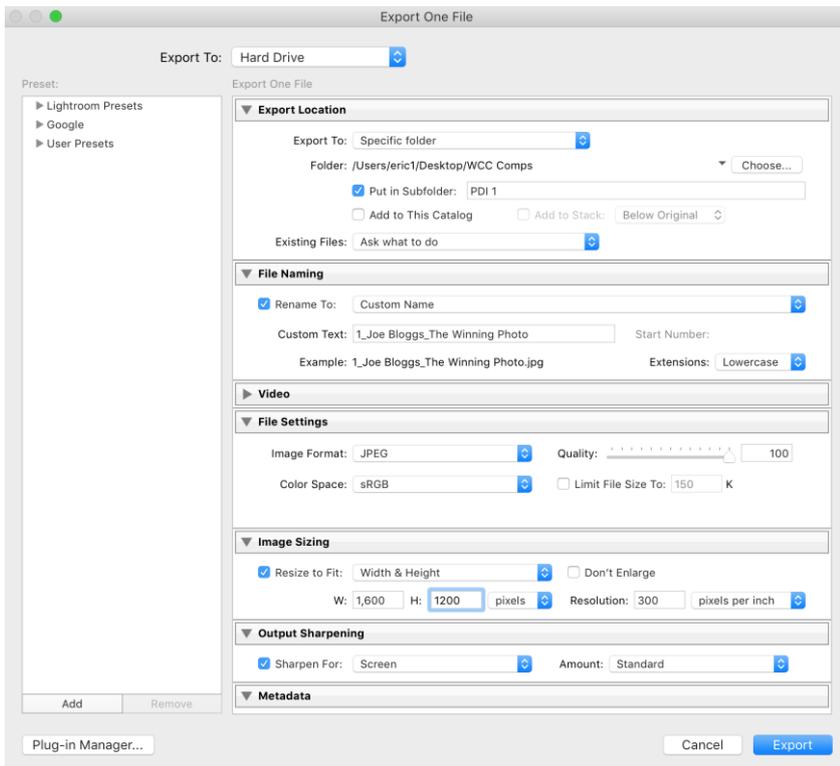
iii. Using Lightroom

The version of Lightroom used here was CC 2015 but other versions should work in a similar way.

Exporting the image

All of the parameters needed to create your PDI file are set by using Lightroom's Export command. Select the photo to be exported then Right-click (Mac is Control-click) on the image and hover over Export then select Export (at the top of the list). The dialogue box shown below should pop up.

In the Export To: dropdown at the top select Hard Drive and choose where to store your PDI in the Export Location section.



In the File Naming section ensure that the Rename To: box is ticked and select Custom Name from the dropdown. In the Custom Text: box type in the file's name according to the format shown in section 2.iii above.

In the File Settings section: make sure sRGB is the Colour Space selected from the dropdown (highlighted in yellow); select JPEG from the Image Format dropdown and set Quality: to 100.

In the Image Sizing section click the Resize to Fit box and choose Width & Height from the dropdown. Set W: to 1600 and H: to 1200 and in the box to the right of H: set the dropdown to pixels. The Resolution can be left alone as it does not affect the image.

In the Output Sharpening section tick the Sharpen For: box and select Screen from the dropdown and Standard from Amount. Some images may require more or less output sharpening, but the Standard setting usually works well. In the Watermarking section (lower down and not shown), ensure that the Watermark: box is un-ticked.

[When all of the parameters are set up correctly, click on the Add button (bottom left) then in the New Preset dialogue box, call it something like WCC PDI comp and click Create. Now all of the settings are saved for use another time].

Now click on Export and your PDI will be created in the correct format.