



APPENDIX 4

PROJECTED DIGITAL IMAGE (PDI) COMPETITIONS – IMAGE PREPARATION GUIDANCE NOTE

The purpose of this note is to give guidance to members on preparing images for digital projection for Club PDI competitions and should be read in conjunction with the rules for such competitions. Members should find this guidance straight-forward, but should seek advice from the Competition Secretary – PDIs if any problems arise. A projected digital image (PDI) can be prepared in a few minutes following this 5 step process. The actions set out below and the examples shown are from the Adobe CS3 version of Photoshop. Later versions have virtually the same functionality and screens but may differ slightly. Similar functionality will be found in other photo editing software.

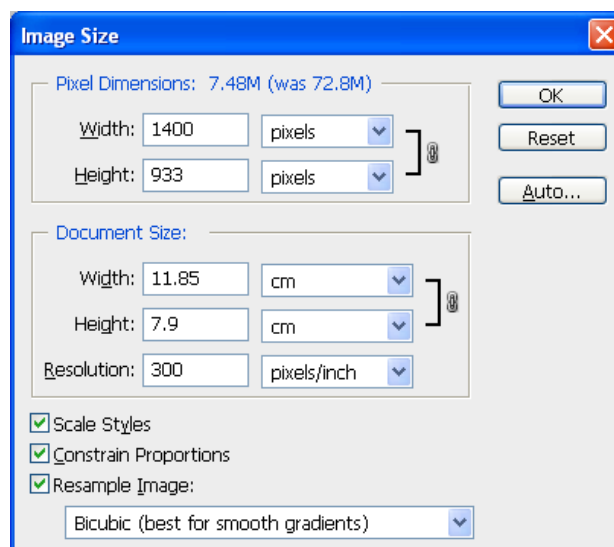
Step 1 - Create the Original Image.

Take or scan your picture at your usual (high) resolution, and manipulate the image in your image editing program. At this stage you should carry out any necessary manipulation which might include colour/exposure adjustment, cropping and use of filters. When you have finished, save the image in your usual file format – PSD, TIFF, etc.

Step 2 – Resize the Image.

It needs to be understood that the native resolution of the Club’s projector is **1400 pixels wide by 1050 pixels high**, and this is therefore the “ideal” number of pixels for a full-size PDI which will fit the screen exactly. However your PDI can be any size or shape that fits within the above parameters ie no wider than 1400 pixels and no higher than 1050 pixels. When your PDI is less in width or height than the ideal size, the projector will project dark grey in the image-less areas.

Your original image is likely to be much larger than the above ideal size, so to carry out the re-sizing in Photoshop, go to Image/Image Size. In the “Image Size” dialogue box, first ensure that the “Constrain Proportions” and “Resample Image” boxes are ticked, with “Bicubic” chosen, and change the parameters in the “Pixel Dimensions” box to read “Pixels”. For an image in **landscape** format alter the width to 1400 pixels. The pixels for the height will appear automatically and must be 1050 or less. If the resulting number of pixels for the height is lower than 1050, do nothing, but if it is in excess of 1050, alter it to 1050 and the number of pixels for the width will automatically decrease. For an image in





portrait format, the maximum height is 1050 pixels, so enter this number first. The width will be significantly less than 1400 pixels in this format.

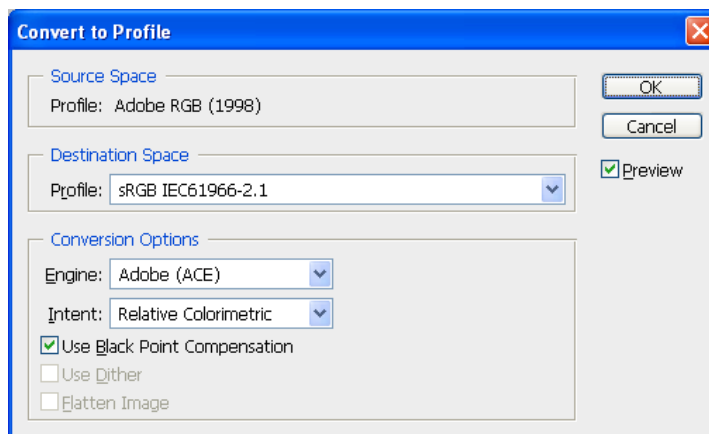
You will notice that the “Pixel Dimensions” at the top of the box will have reduced considerably from the original size shown in brackets. You need not alter anything in the “Document Size” box, including “Resolution” as this is irrelevant for our purposes. Then click “OK” to save the changes.

Step 3 – Undertake some Fine-Tuning Tasks.

There are a few adjustments/checks that need to be done before the PDI can be finalised:

a) Change the Colour Space to sRGB – there are a number of “colour spaces” that are used for differing purposes and each provides a different gamut (or range of colours). A “profile” is information describing the mapping between the actual image data and the colour space. A digital projector uses sRGB as the colour space for projecting the image. Most digital cameras use sRGB as the default colour space, but RAW images fit no specific colour space until a profile is given to them at the time of RAW conversion. Photographers may apply an Adobe 1998 profile at this stage as this colour space is thought best for the purposes of printing. If however an image has a colour profile other than sRGB, the image may not project as you might expect because an Adobe 1998 image projected in an sRGB colour space will lose a fair amount of colour information ie the colours may not look right and the PDI may appear flat. The solution is to convert the profile of the image to sRGB before it is saved.

This can be simply done in Photoshop by going to “Edit/Convert to Profile”. The “Convert to Profile” dialogue box shows the existing profile in “Source Space” and allows you to choose the new profile in the “Destination Space” box by picking sRGB from the drop down list. Click OK to proceed and then view the image to ensure that you are happy with the colours. If necessary



make colour adjustments before proceeding. (Note: if you use the “Save for Web and Devices” method for creating JPEGs below, it is possible to skip this step and follow the instructions in Step 4a)i), but you must remember to tick the “Embed Color Profile” and “Convert to sRGB” boxes.)

b) Close Layers – if you have used more than one layer to create your image and these are still open, they must be closed before the image is saved. In Photoshop, go to the Layers menu and click on “Flatten Image”.

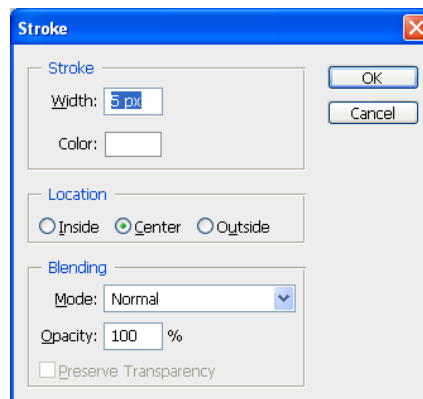
c) Convert to an 8 Bit Image – your PDI needs to be an 8 bit image, but your camera or software may have created an image which is higher than this. Therefore you need to check by going to Image/Mode and clicking “8 Bits/Channel” if it is not already ticked. (Note: if



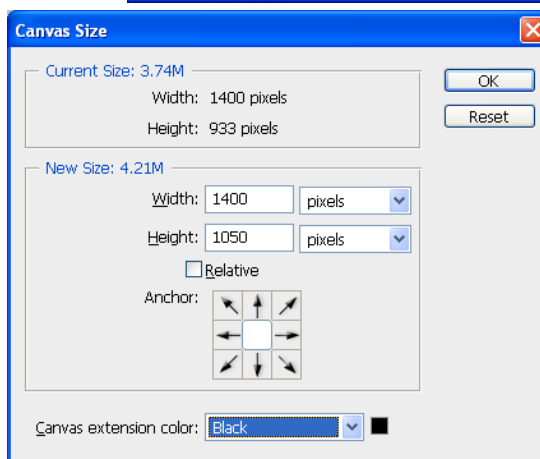
you use the “Save for Web and Devices” method for creating JPEGs below, it is possible to skip this step.)

d) Create a Border and/or Surround – these are optional adjustments, but may enhance the presentation of the PDI, especially where the image is less than 1400 pixels wide or less than 1050 pixels high – be aware that the projector will project this image-less area as dark grey. Accordingly, the image may benefit from adding a border, or by filling the surround with a suitable colour, or by doing both if you wish. A border is of particular benefit if the edge of the image is dark, as it may not be possible to see where the image stops.

i) create a Border around the image. To do this, select the whole image by clicking Select/All and then Edit/Stroke. In the “Stroke” dialogue box, choose width and colour to suit, select “Inside” with “Normal” mode and 100% opacity. Click OK and then Select/Deselect. When creating a border, it is advisable to make it narrow, say 2 or 3 pixels only, and to choose a neutral colour such as grey. Please be aware that a broad white border can have a negative impact on the appearance of your image when projected.



ii) re-size the Canvas to match the ideal image size and fill the blank area with colour. Click Image/Canvas Size and the “Canvas Size” dialogue box will open. If necessary change the units to pixels by clicking on the down arrows, and then increase the respective pixels to 1400 width by 1050 height. Choose the colour for the canvas extension (only black is recommended, as a large colour space will have a material affect on the appearance of your image when projected) by clicking on the arrow at the bottom. Click OK.



e) Do the Final Sharpening – a PDI may need more sharpening than a print, so having completed all the above tasks you should carry out the final sharpening of the image in “Unsharp Mask” or “Smart Sharpen”. Beware of over-sharpening – experience will tell what is acceptable.

Step 4 - Save the Image.

The final step in the process is to save the image in the appropriate format, and for this purpose you must choose **JPEG**.

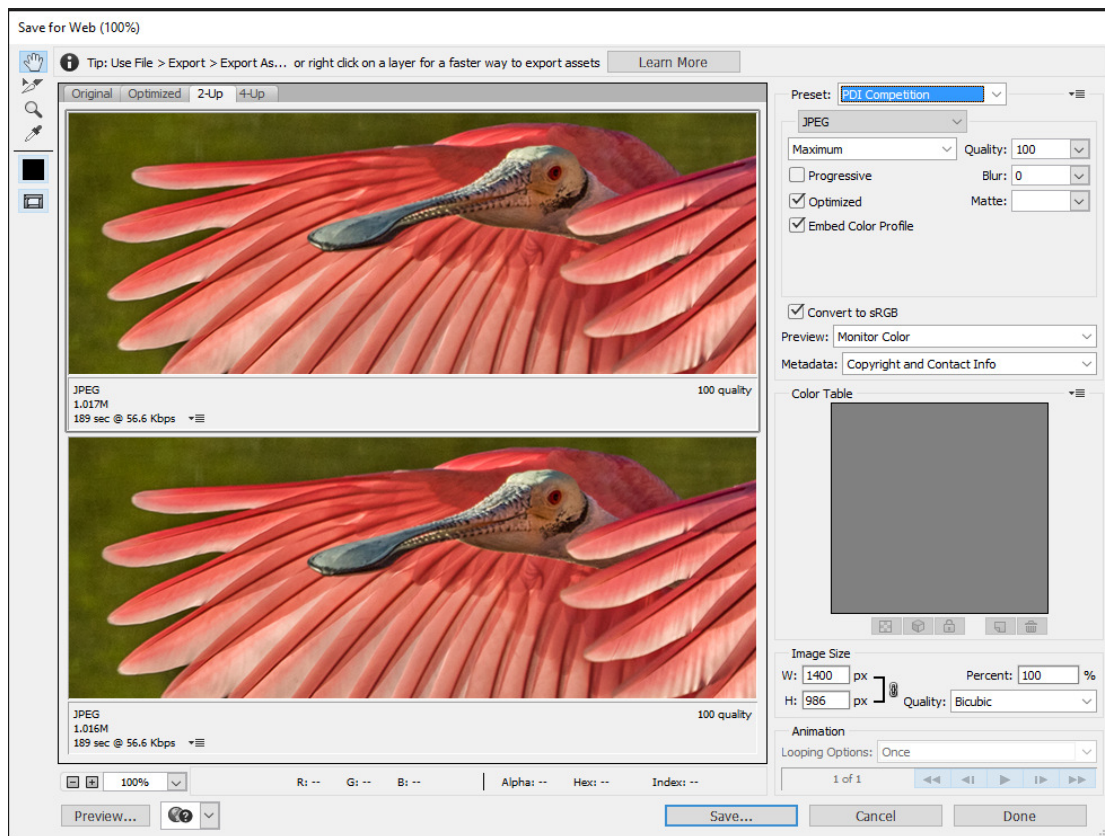
JPEG is a format that uses “lossy compression”, meaning that some colour data is lost when the file is compressed, but by creating a “maximum quality” JPEG image there will be no noticeable reduction in quality of the projected image. Multiple opening, editing and re-saving of a JPEG image will decrease the colour information in the image and can lead to a



deterioration in quality, but it should be understood that the Club's PDI competition software does not involve the "opening, editing and re-saving" of the image, and that there will be no adverse impact on JPEG images. A JPEG file will be relatively small (around 1mb) which enables images to be uploaded to the Club website – see Step 5 below.

a) Creating a JPEG PDI - in Photoshop there are at least two ways of doing this:

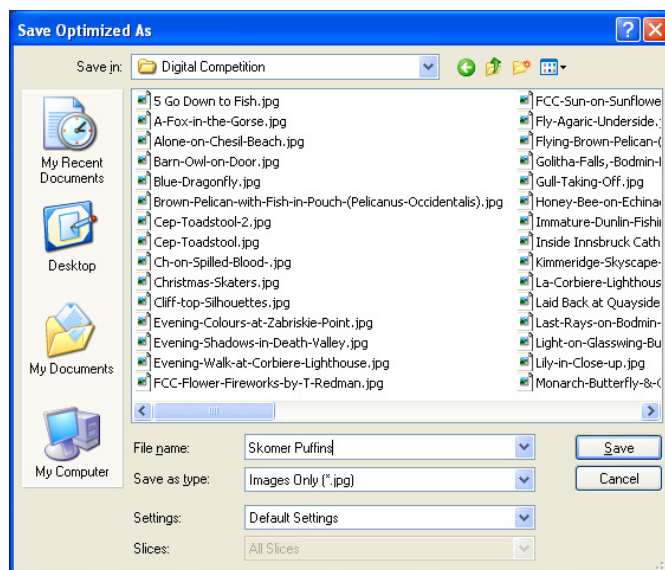
i) Using "File/Save for Web and Devices" (in Photoshop CC: File/Export/Save for Web) – when the window opens, click on "2 Up" at the top. You then have 2 screens showing your original image on the left and how it will appear as a JPEG on the right. Check the "Image Size" box to check the pixel dimensions you have already entered above and ensure that the "Percent" box is at 100; "Constrain Proportions" should be ticked and "Quality" should be "Bicubic". At the top right, select JPEG as the file format and then you can choose the quality of the JPEG image in the box below, or use the slider by clicking on the "Quality" arrow to the right. The effect of reducing the quality level is visible on the image and the resultant file size is also shown. This method is thus more user-friendly. Choose Maximum and 100% Quality. Ensure that the "Embed Color Profile" (or "ICC Profile" in older versions) box is ticked, and then tick the "Convert to sRGB" box (in older versions of PS, click on the small arrow in the top right corner above "Optimised" - a drop down menu will appear, and you should click "Convert to sRGB"). This will convert the colour profile to sRGB and you can see the effect on the second image. If you are happy with the result, click on "Save". In the unlikely event that you are unhappy with the colours, you will need to abandon this screen by clicking "Cancel" and then go back to the image to convert the profile - revert to paragraph 3a) for guidance.



(Photoshop CC Screen grab)

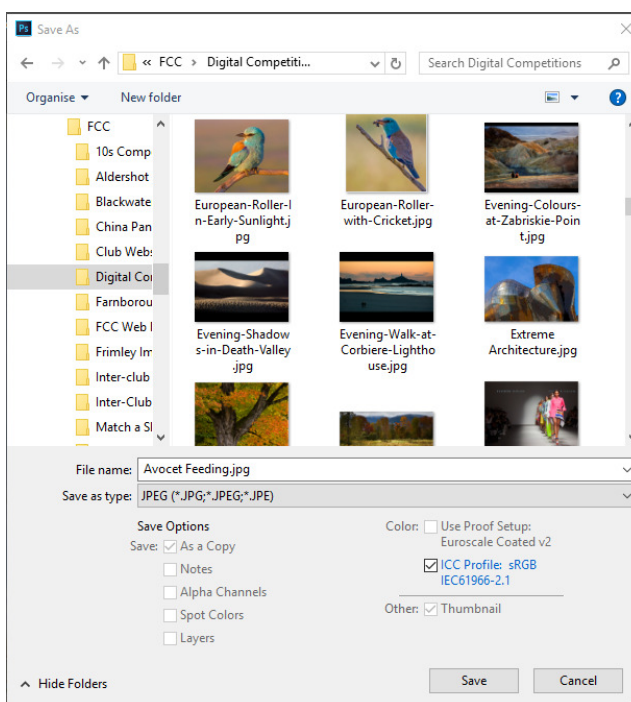


If you clicked on “Save”, in the next dialogue box choose the Folder where you want to save the image and enter into the “File Name” space the title that you intend to use for the image in the competition. This should be the **full name of the image**, and nothing more. Please note that the File Name will appear in all records for that image, including when the image is projected on screen in the competition, so **do not add any extra information and avoid using non-alphanumeric characters such as ? & \ / ^ \$ £ * ~ # < >** as the system cannot accept them. Click “Save”.



Now proceed to para iii) below.

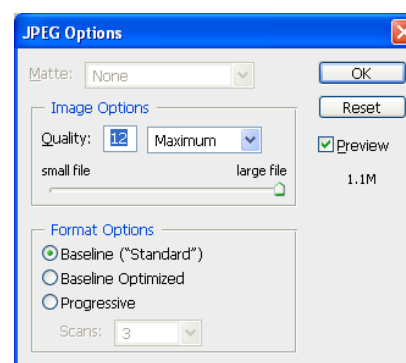
ii) Using “File/Save As” – when the Save As dialogue box opens, first choose the Folder where you want to save the image, then enter in the “File Name” box the title that you intend to use for the image in the competition. This should be the **full name of the image**, and nothing more. Please note that the File Name will appear in all records for that image, including when the image is projected on screen in the competition, so **do not add any extra information and avoid using non-alphanumeric characters such as ? & \ / ^ \$ £ * ~ # < >** as the system cannot accept them. In “Save as type” click on the arrow and choose “JPEG”. Ensure that the “Colour - ICC Profile” box is ticked, and that it displays an sRGB profile – if not close and go back to 3a to change it. Then click “Save”.



(Photoshop CC screen grab)

You should then see the “JPEG Options” dialogue box – in “Image Options” select the highest quality (Maximum - 12) and use the “Baseline (Standard)” format option. The box shows you the file size for the new JPEG file. Click “OK”.

Now proceed to para iii) below.





iii) the JPEG PDI is now ready for use in the competition and should not be altered again in any way. You may wish to view the completed image to ensure that you are content with it, in which case open it from the folder where you saved it (make sure that you pick the jpeg version and not the original). If you decide upon further inspection that more image manipulation is required you must go back to the original image and commence the process again, otherwise there may be degradation in the quality of the image which will be evident when projected. Make sure you delete the image that is no longer required. Proceed to Step 5.

Step 5 – Submit Your PDIs.

Completed PDIs may only be entered by uploading them to the Club website using a dedicated URL (web address) provided by the Competition Secretary – PDIs. This URL should be treated as confidential so as to avoid the possibility of non-members disrupting our competitions. Well in advance of each internal competition, the Competition Secretary – PDIs will email all members with a reminder of the forthcoming competition and provide a link to the URL.

The link will take you to a webpage headed “FCC Member Upload”. Choose the competition you wish to enter by clicking on it and the next page will firstly ask for your name and competition class. To upload the PDI images click on the word “Browse” and this will open a new dialogue box which allows you to navigate to the folder where you saved your PDI images. Choose the respective image, click on “Open” and the title will appear in the box on the webpage with the directory address of where it can be found on your computer. Do the same for any remaining entries and then click on “Send”.

The next screen is headed “Review and Confirm Image Uploads” and will allow you to make certain amendments. There is a thumbnail of each of the images being uploaded so that you can be certain that the correct images have been selected, and below each thumbnail is colour coded information on its size. If you have followed the above steps correctly, the numbers will be the same as the numbers you used when resizing the image, but please do check. The system uses a traffic light approach: at present, **green** means that the height is 1050 and the width 1400 or less, so the image is acceptable; **amber** means that the width is 1400 or less and the height less than 1050, so the image is acceptable, but note that where both width and height are less than the maximum the image will project smaller in the screen and need to be resized; **red** means that the height is above 1050 and/or the width is above 1400 so the image is not acceptable as it is too large and parts of it will not be visible when projected – it will need to be resized. If you need to amend the image, because it is the wrong image or it needs to be resized, click in the delete box and on “Confirm”. The image will not be uploaded and you will need to do any necessary resizing (see Step 2) before restarting the upload process.

On this webpage there is also the chance to amend the title, your name and class if necessary. When it comes to titles, please remember the guidance in the Standard Rules for all competitions in Section 5 of the Handbook, and also in Step 4 above – **no extra data is to be added and avoid using any symbols** such as: ? & \ / ^ \$ £ * ~ # < >. If all is well, click on “Confirm” and the images will be uploaded. The final webpage will thank you for submitting your images – you will not receive any other form of acknowledgement.

It is your responsibility to prepare your PDIs correctly in line with these instructions. However should the Competition Secretary – PDIs notice an obvious error, he will endeavour to advise the respective member, but there is no requirement on his/her part to do so.



PDI's must be submitted within the timeframe stipulated by the Competition Secretary – PDI's – this is normally the Thursday before a competition at the latest. Late entries will not be considered.

Flow Chart – a separate document called the “Preparation of PDI's Flow Chart” is part of this Appendix. It summarises the actions required to prepare a PDI and may be used as a handy aide memoire at PDI competition time.

External Competitions

When entering external PDI competitions and exhibitions, members will find that the size and format of images for the entry will be set by the host and that these may vary from the Club's own standard set out above. Similarly the Club enters a number of PDI competitions where the host may require different sizing or format to the Club's standard, in which case the Competition Secretary – PDI's may ask you to provide a fresh PDI. In all cases the process described in this Appendix should be followed, making adjustments to suit the requirements of the respective host.

ADDENDUM – Preparing Images for the Club Website

When preparing images for submission to the Website Manager, the steps in 1) to 4a)i) above should be followed, but note that the size of images required is as follows:

Members/Competition Winners Galleries – **600 x 400** pixels in landscape or portrait format
Pictorial News and other pages – **450 x 300** is the preferred size in either format