

Ipswich and District Photographic Society

Preparing Images for DPI Competitions and Annual Exhibition



After you have done all the adjustments, manipulations and cropped your images to your requirements so that it is in its finished form as you wish it to appear on screen before doing anything else **Save this image file (at full size in case you want to print it later)** then you need to prepare the image to:

- A. [Image size – must fit into size 1600 x1200 pixels](#)
- B. [The image colour space profile must be sRGB](#)
- C. [The following information must be provided within EXIF data for the image file:](#)
 - 1. **Author/Creator**- the author's name (format: First Name Last Name) e.g. Barry Freeman. You must use the same spelling of your name for each image and throughout the season's Competitions. For example if you are Fred Bloggs you must use that spelling throughout and not Freddy Bloggs or Fredrich Bloggs
 - 2. **Title** - the title of the image e.g. A slow drive home – **NB the same title must also be entered in the filename - see E below**
 - 3. **Description/Subject** – enter Set or Open and for cup competitions use Nacton or Steeds as appropriate
- D. [File format must be JPEG \(.jpg\)](#)
- E. [Files must be named for Monthly Competitions and the Exhibition:](#)

Monthly Competitions:

"title_author_set.jpg" or "title_author_open.jpg"

e.g. "sunset_joe blogs_set.jpg" or "sunset_joe blogs_open.jpg" as appropriate

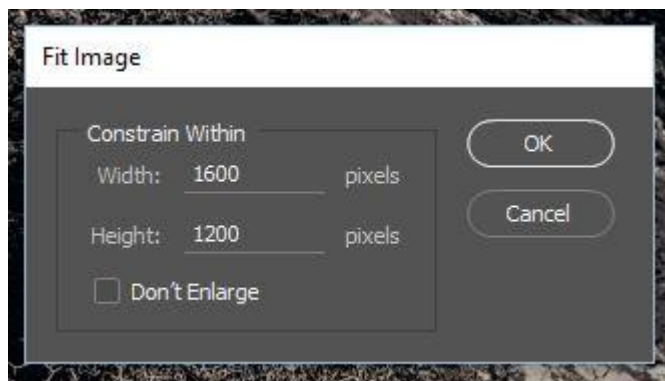
Exhibition:

All digital image files to be named NN_title_members name where NN is the entry number on the entry form, e.g. 01_Red Kite_Matt Clarke.

- F. [Send Images](#) – Email dpicompsec@idps.org.uk is preferred for monthly competitions. Otherwise images must be provided on USB memory stick.

The following shows how to do this in either Adobe Photoshop or Elements. Other imaging packages have similar features.

A - Change Size to fit within a size of 1600 pixels by 1200 pixels:



The quickest way to do this is in Photoshop or Elements is from the top menu bar select **File, Automate (Automation Tools in Elements), Fit Image** and you will get this dialogue box:

Complete the image size as shown – Photoshop/Elements will deal with fitting the image into this size – it will not distort your image.

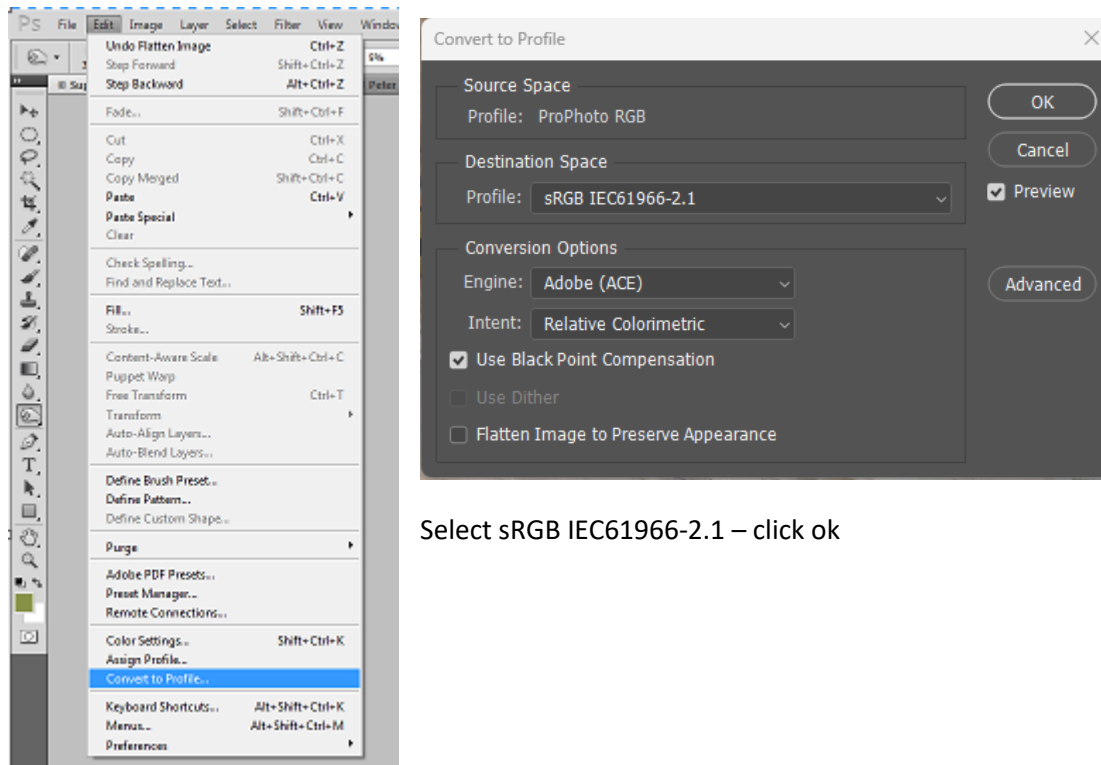
Click Ok

B - Convert to sRGB

First if you have layers in your image on the top menu bar click Layer and then Flatten Image.

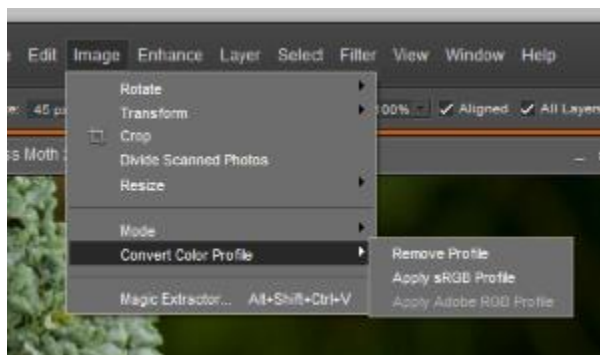
Then in Photoshop:

Select Convert to Profile



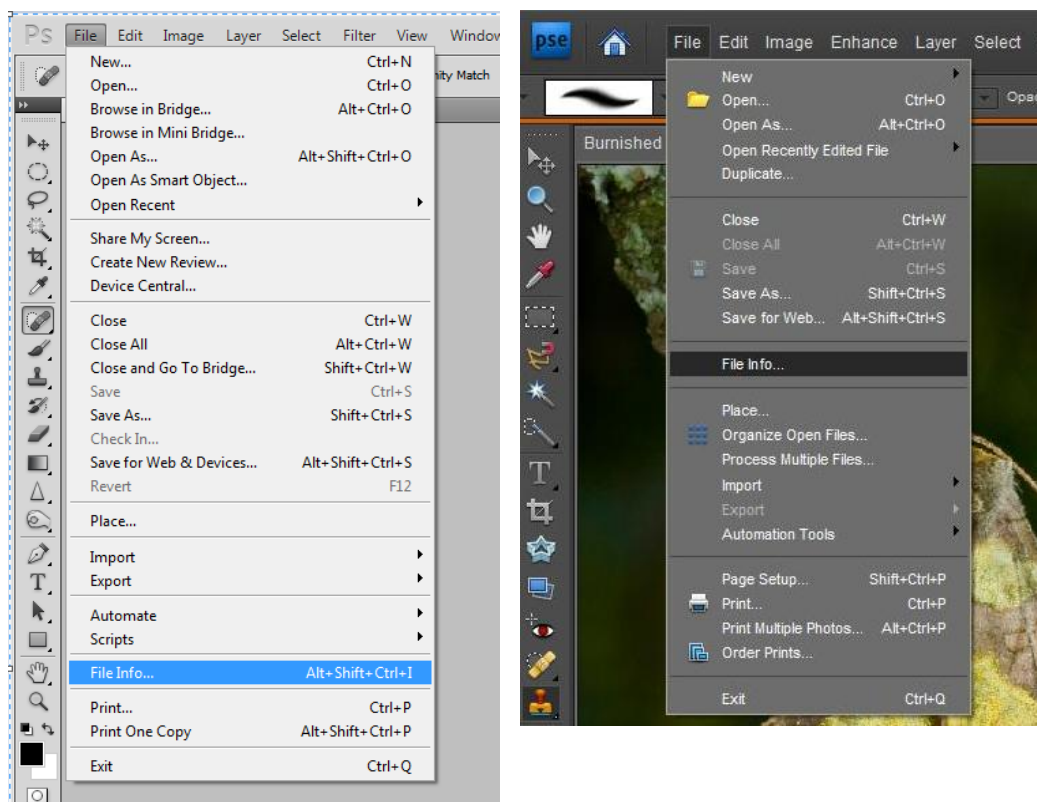
Select sRGB IEC61966-2.1 – click ok

In Adobe Elements access this dialogue box via Image, Convert Color Profile, Apply sRGB Profile:



C- You now need to add the EXIF data

so that the Competition Secretary can display your image and record your score. From the top menu bar select File, then File Info:

The image shows a screenshot of a dialog box titled 'Feathers and Eye.psd'. The dialog has a sidebar on the left with categories like Basic, Camera Data, Origin, IPTC, GPS Data, Audio Data, Video Data, Photoshop, DICOM, AEM Properties, and Raw Data. The main area contains several input fields: 'Document Title' (containing 'Flamingo Feather and Eye'), 'Author' (containing 'David Robinson'), 'Author Title' (empty), 'Description' (containing 'OLYMPUS DIGITAL CAMERA'), 'Rating' (five stars), 'Description Writer' (empty), 'Keywords' (empty), 'Copyright Status' (a dropdown menu set to 'Copyrighted'), and 'Copyright Notice' (containing 'David Robinson'). At the bottom, there are buttons for 'Preferences', 'Template Folder', 'OK', and 'Cancel'. Four red arrows point from the right side of the image to the 'Document Title', 'Author', 'Description', and 'Copyright Status' fields.

Insert image title here

Insert your name here*

for **Annual Exhibition entries** insert letter B here for entries to Beginners' section

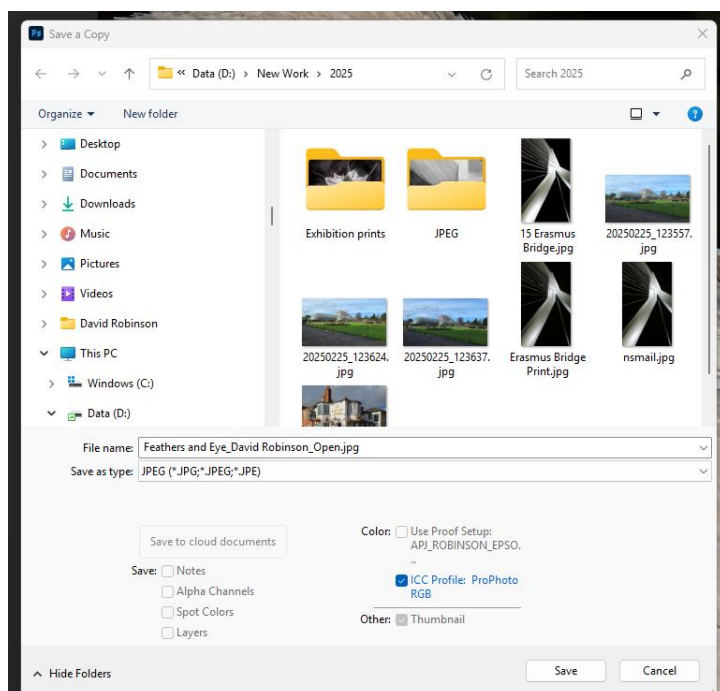
For **Monthly Competitions** enter Set or Open as appropriate

***ALWAYS use the same format for all future entries. This is important because it allows the software to automatically maintain an accurate record of your cumulative results**

Other entries are optional but it is recommended that you enter the copyright information

Click Ok

D & E - You are now ready to title and save your image as jpeg.



From the top menu bar click on File, Save A Copy (not Save!!)

In Format select JPEG from the drop down list (click on down arrow to right of box). Delete the file name in File Name box and rename for

For Monthly Competitions:

Files must be named:

title_author_set.jpg e.g. sunset_joe

blogs_set

or

title_author_open.jpg e.g. sunset_joe

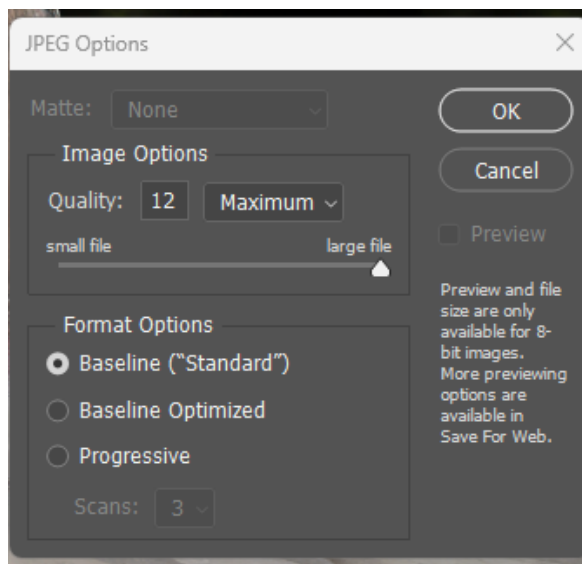
blogs_open

as appropriate

For the Annual Exhibition:

All digital image files to be named NN_title_members name where N is the entry number on the entry form, e.g. 01_Red Kite_Matt Clarke.

Now click on **Save**.



You will see this dialogue box. If not already selected choose quality as Maximum and 12, use Baseline Standard. Click Ok – You have now saved the file with the new filename, sRGB colour space at the correct *resolution and with the EXIF data added*.

F – Send Images

All that remains is to copy your entries to a USB stick or email them to dpicompsec@idps.org.uk for monthly or other competitions.

NB Email is Preferred for Monthly Competitions. If entering by email you will receive an email back from the DPI Competition Secretary acknowledging receipt. To avoid disappointment, please note that if this doesn't happen the onus is on you to make contact and check if your images have been received.

For the Annual Exhibition follow the advice on the entry form.