

NCC Guide: Preparing Digital Images

The club has a high quality digital projector which enables images to be projected directly from a computer. Digital Projected images are accepted into the monthly competitions.

The club's digital projector has a resolution of 1024 x 768 pixels. Pictures for projection should be submitted in this size for the best reproduction. The image size in inches or cm, and the pixels or dots per inch are irrelevant for screen or projector use.

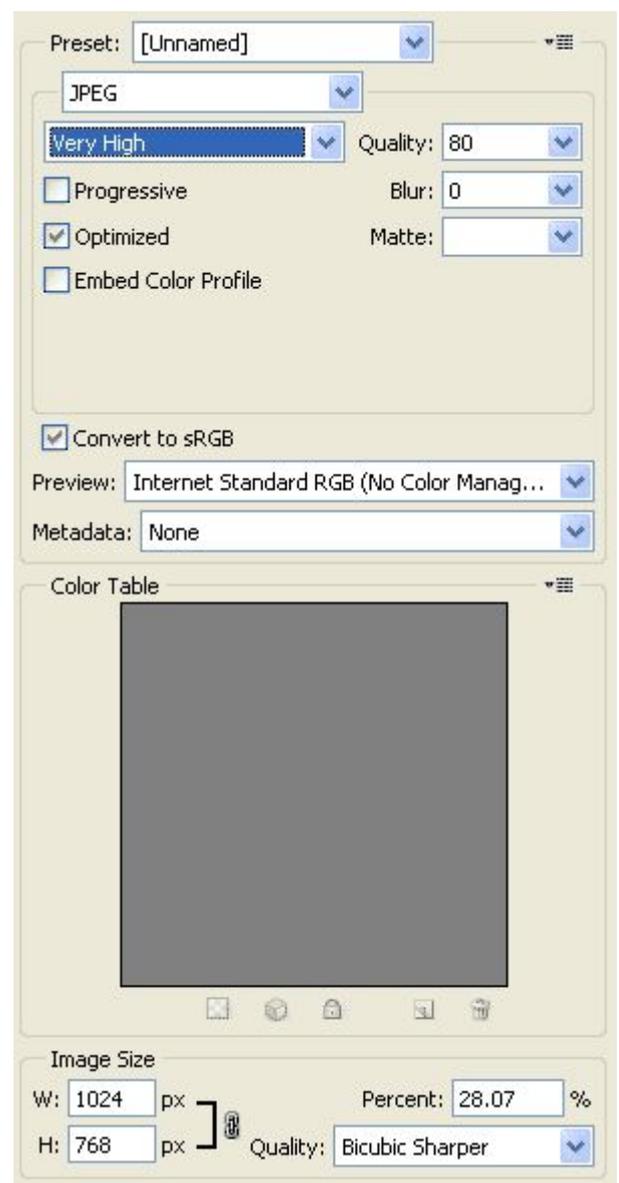
If you are using a digital camera and you are taking pictures only for projection, and you do not want to crop the picture, set your camera to this resolution. Otherwise use a higher resolution and make a correct size copy using Photoshop.

This also applies if you are scanning slides or negatives.

To resize the picture in Photoshop:

(The dialog box shown is from Photoshop CS5. Other versions may show slight differences)

1. Open the file
2. Make adjustments or crop as required
3. If your image uses anything other than sRGB colour space, convert (not assign) it to sRGB.
4. Select File - Save for Web and Devices. (You may see a warning box about image size being too large. It's usually safe to ignore this.)
5. Check that the 'chain link' icon shows linking the Image Size Width and Height boxes to Constrain Proportions
6. Select Quality as 'Bicubic Sharper'
7. Enter the required New Size. The result must fit **within a window of 1024 pixels wide and 768 pixels high**
 - For Landscape format pictures make the **width 1024 pixels**.
 - For Portrait format pictures make the **height 768 pixels**.
 - Whatever shape the picture, **the height must not exceed 768 pixels**
8. Press Enter key
9. Select JPEG and High or Very High in the Settings box.
10. Click OK and save the copy.



File Naming

If you are entering an image in a club competition, then the file name must adhere EXACTLY to the following convention:

IMAGE TITLE by Author Name.jpg

Note:

- The IMAGE TITLE must be all in UPPER CASE
- The word 'by' must be used to separate title from author name
- Underscores may be used instead of spaces

Examples:

- BOATS AT NIGHT by John Smith.jpg
- BOATS_AT_NIGHT_by_John_Smith.jpg

N.B. If you use the 'Save for Web' feature in Photoshop and use spaces in the filename, they will be replaced by dashes (not underscores). Unfortunately this is not acceptable. Please make sure you use underscores _ and not spaces in this case, or rename the file afterwards.

Other Programs

If your version of Photoshop (or whatever you are using) doesn't have the Save for Web option, then:

1. Select Image.. Image Size and change the size in a similar way as described above, making sure the Resample Image box is ticked.
2. Then click File - Save As and select JPEG in the Format box and give it a file name. Click Save.
3. Select High in the JPEG Options panel that appears.

The resulting file size will probably be between 100 and 300 kbytes, depending on the amount of detail in the picture. Copy the file to a USB memory stick (preferably) or other media, or email directly to the competition secretary as an attachment.