

Slide 1

EACC DPI Competition
How to size images correctly
How to name your image files
How to submit them to the club

Slide 2

Image file Specifications

- Images must be JPEG
- MAX Dimensions of an image including borders – 1024 x 768 pixels,
- Landscape – 1024 wide x 768 high
- Portrait – 768 high x whatever (depends on cropping)
- There is no MAX file size
- CACCA's system rejects files that do not meet specs in both dimensions and filename format
- Images that are smaller are acceptable, but might not project well and could loose points

Slide 3

Creating the image file – part 1

- Open the image in Photoshop
- Edit / Crop the image as necessary
- If you have multiple layers, flatten the image
- Image must be 8 bit mode – set it to 8 bit by going to IMAGE>MODE and check off 8 bit
- Image must be in the sRGB color space – go to EDIT>CONVERT TO PROFILE, and set Destination Space to sRGB
- You are now ready to re-size the image

Slide 4

Creating the image file – part 2

- To resize the image, go to IMAGE>IMAGE SIZE
- In the dialogue box, make sure the units are 'pixels'
- Make sure the Constrain Proportions and Resample Image boxes are checked (Bicubic is the default)
- Set the new image size
- If the image is landscape, set the **width** to 1024
- If the image is portrait, set the **height** to 768
- If you are going to use a border, subtract 2 times the border width from these dimensions

Slide 5

Creating the image file – part 3

- A white or colored border of 5 pixels is recommended, but not required
- The border is included in the MAX dimensions
- When creating an image with a 5 pixel border, reduce the image by 10 pixels in both dimensions
- Make a landscape image 1014 x 758
- Make a portrait image 758 high x ????
- The next step is to set the canvas to the correct dimensions

Slide 6

Creating the image file – part 4

- Example: Make a 5 pixel border
- To set the canvas size, go to IMAGE>CANVAS SIZE
- In the New Size area of the dialogue box, check the 'Relative' box
- Set the units to 'pixels'
- Set the width and height to 10 (5 pixel border width x 2)
- Set 'Canvas Extension Color' to White (or what ever color you want) and click OK to close the box
- You can use other methods, but this one ensures the correct file size and keeps the image as cropped
- Save the image

Slide 7

Creating the image file – part 5

- Use SAVE AS to save the image as a JPEG
- FILE>SAVE AS
- Select JPEG from the pull down list of file types
- You can change the file name now, or do it later
- Click the SAVE button
- In the 'Image Options' area of the dialogue box, set the compression level you want
- The higher the number, the better the image quality and the larger the file – use 11 or 12
- This is the recommended method – do not use SAVE FOR WEB and DEVICE

Slide 8

File name convention (CACCA)


- Specific file name format required by the software used by CACCA
- CACCA's system rejects image files with improper names, so EACC will use this format
- Use the method demonstrated. Using SAVE for WEB and DEVICE adds “_” characters in place of spaces
- Some email systems add the “_” characters, we will just have to live with this and edit the file names
- CACCA rejects images with the “_” characters
- If you have WINZIP, put the image files in a .ZIP file – this will solve the “_” problem

Slide 9

File name template

09~CPI~1~John Doe~Image Title.jpg

- 09 – Club identifier (09 is EACC)
- The Tilde “~” is a field separator
- “CPI”, competition code, stands for “Color Projected Images” (monochrome is also acceptable for now)
- “1” is your unique sequence number; the order you want the image projected at the meeting
- Maker name – first and last names only
- Image title – limit of 35 characters including spaces
- More than 35 characters will be shortened to 35



Submitting the images to EACC

- 2 images per member per month
- Make-ups are allowed, sequence numbers 3, 4, etc.
- You can use images of prints you have entered
- Email your entries to jhslater@wideopenwest.com
- Entries must be received by 6:00 pm the Friday before the club competition date
- I will check the dimensions and filenames and notify you by email if there are errors
- Corrections must be sent by 6:00 pm the next day, or the images will not be in the competition.
