PDI Aide-memoire

1. Introduction

I have produced this memoire to help standardise the way images are entered for the PDI competition. This will allow me to process the images faster with less chance of any image being rejected. It is the photographers responsibility to ensure that the images entered adhere to the following guidelines. For any queries on this document please contact the current Internal Competition Secretary.

2. Current PDI Rules

Images should be submitted as JPG files sized to fit a max width of 1400 pixels or a max height of 1050 pixels.
Photographs must be entirely the work of the member and must have been taken in the last two years.

Photographs that have been entered into any previous Monthly Competition will be disqualified.

The same image may not be used for both the print competition and the PDI competition.

Each member may enter up to TWO images in each individual competition round. Only the highest scoring of the images will count towards the photographer's annual total. The photographer with the highest total at the end of the year will be confirmed as PDI photographer of the year and will be presented with a trophy to be held for one year.

The committee reserves the right to reject any image which is considered to be inappropriate.

The Filename should contain the photographer's competition code and the image title.
(see filename nomenclature section)

The PDI competition will comprise 4 individual rounds.
Judging will be undertaken by an invited judge who will mark each entry out of a possible maximum score of 20 points. (unless the judge has a specific marking schedule that he/she prefers to use).

Images should be sent to

pdientries@morristoncameraclub.co.uk

No other e-mail address should be used

3. <u>How to resize an image</u>

Re-sizing to the dimensions below allow your pictures to be sent by email at a greatly reduced file size compared to the original size as captured by your camera.

The sizes to enter our Projected digital image competition are:-

For Landscape pictures - 1400 pixels wide at 72 ppi (pixels per inch)
 For Portrait pictures   - 1050 pixels high at 72 ppi (pixels per inch)

<u>STEPS TO RE-SIZE AN IMAGE</u>

<u>Step 1</u>. Open your image in Photoshop or Elements then click on 'Image' in the menu bar then down to 'Image Size' as in Fig.1 below.
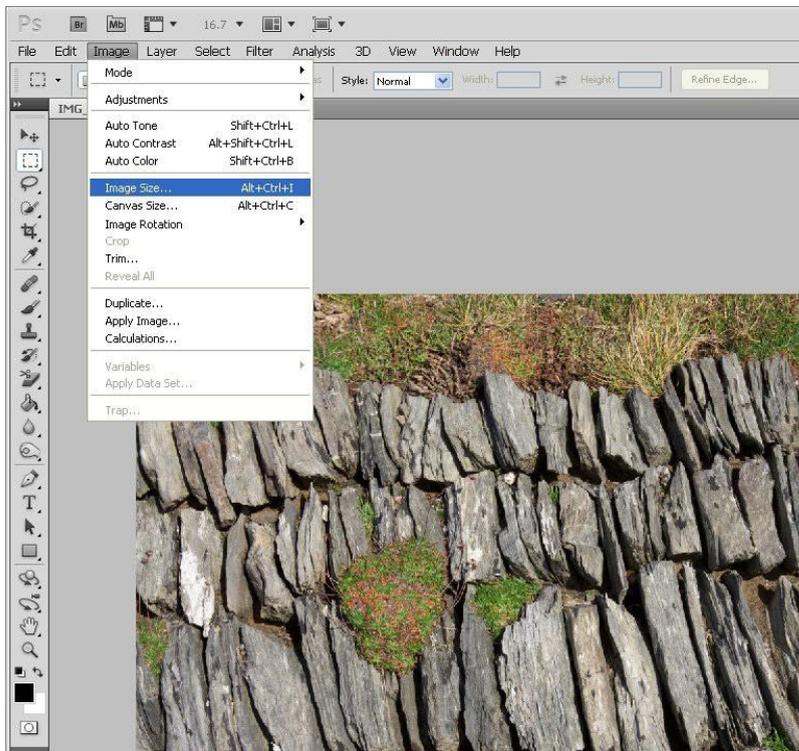

Fig 1

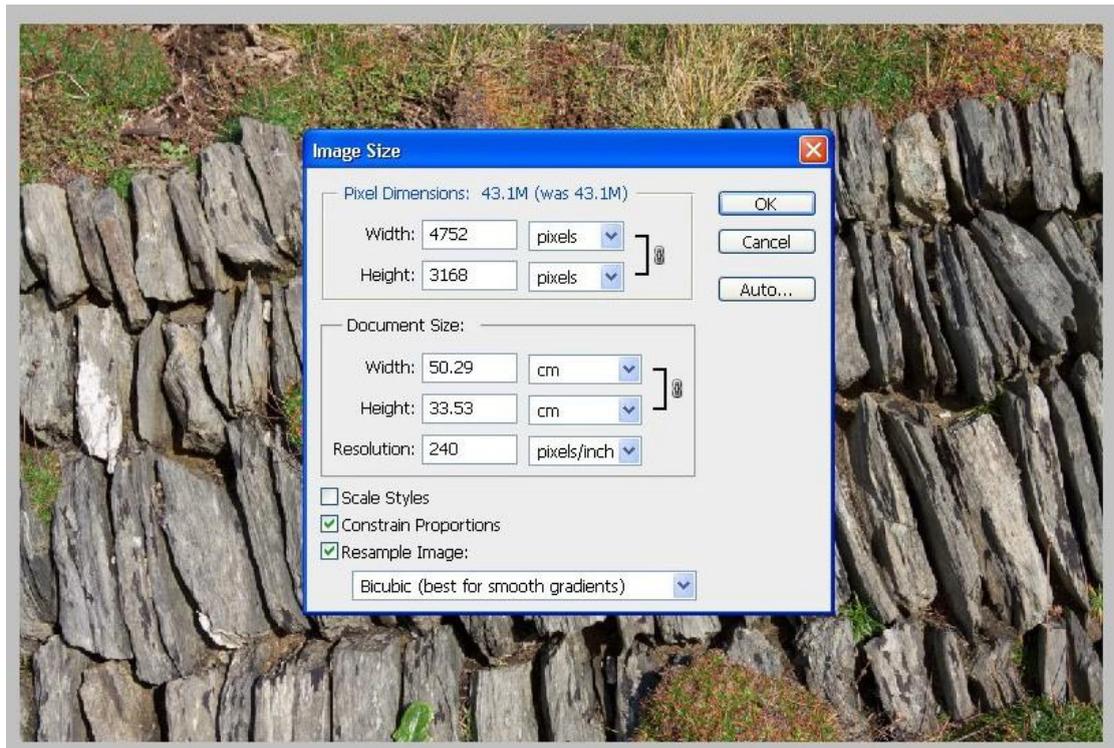The following dialogue box will appear – (Fig 2)

Fig 2

This shows the dimensions of the picture in Pixels (top section) and the actual document size in 'cm' (middle section).
You can click one of the down arrows in the Document Size section to see the size in 'inches' as 'cm' is the default measurement.

Also in the Document Size box is 'Resolution'.
This is the resolution that the camera was set to record the image when it was taken. Mine records at 240 ppi. Different cameras record images at different resolution, check your handbook to see if you can change this in camera, as it's always best to record at the highest resolution your camera will allow for competition purposes.

Note. If you multiply the number of pixels in the Width box by the number in the Height box, this will give you the number of pixels that your camera supports. In this case it's 15 Megapixels, my Canon 50D.

Make sure the 'Constrain Proportions' box is always ticked (bottom section) to ensure that the picture keeps its original proportions when we change the pixel numbers in either the height or width boxes.

Step 2   Changing the Resolution – this is always the first action in re-sizing

Untick the 'Resample Image' box (bottom section). This ensures that the number of pixels does not change when reducing the resolution. See Fig 3 on next page.

Note that the 'Pixel Dimensions' section is now greyed out to prevent any change to the pixel count.
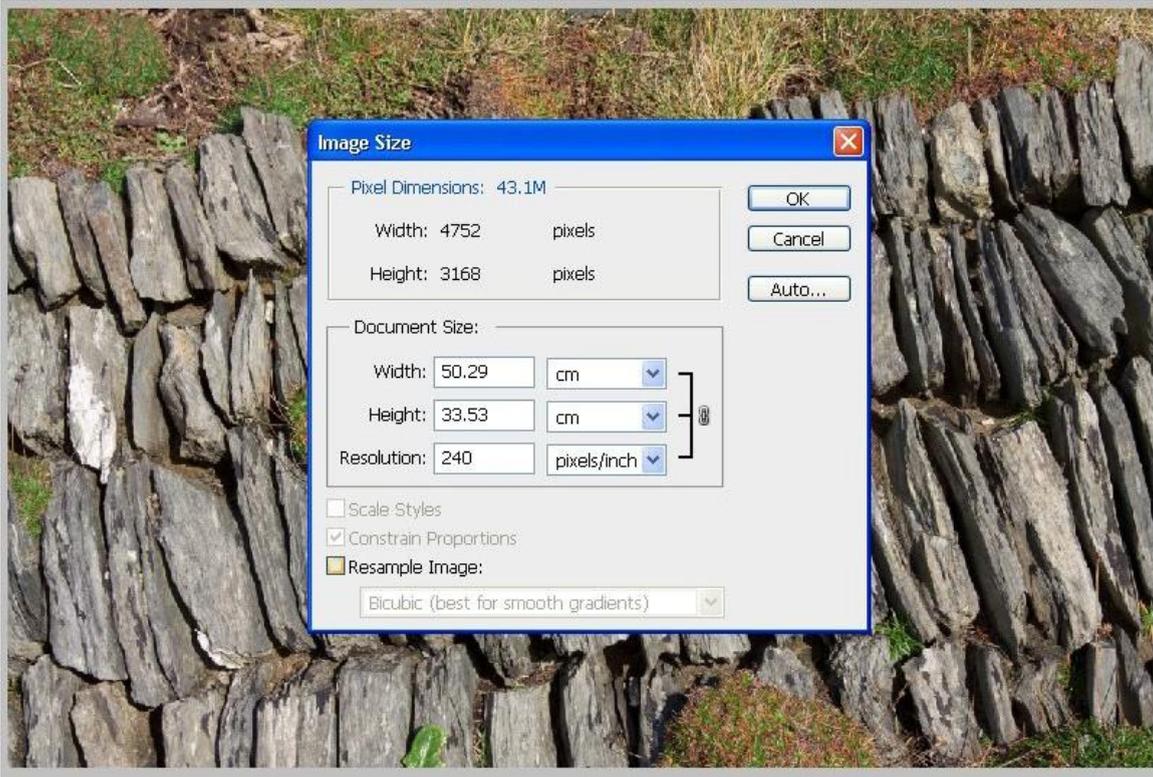
Fig 3.

Next, highlight the number of pixels in the 'Resolution' box (currently 240) and change to 72.
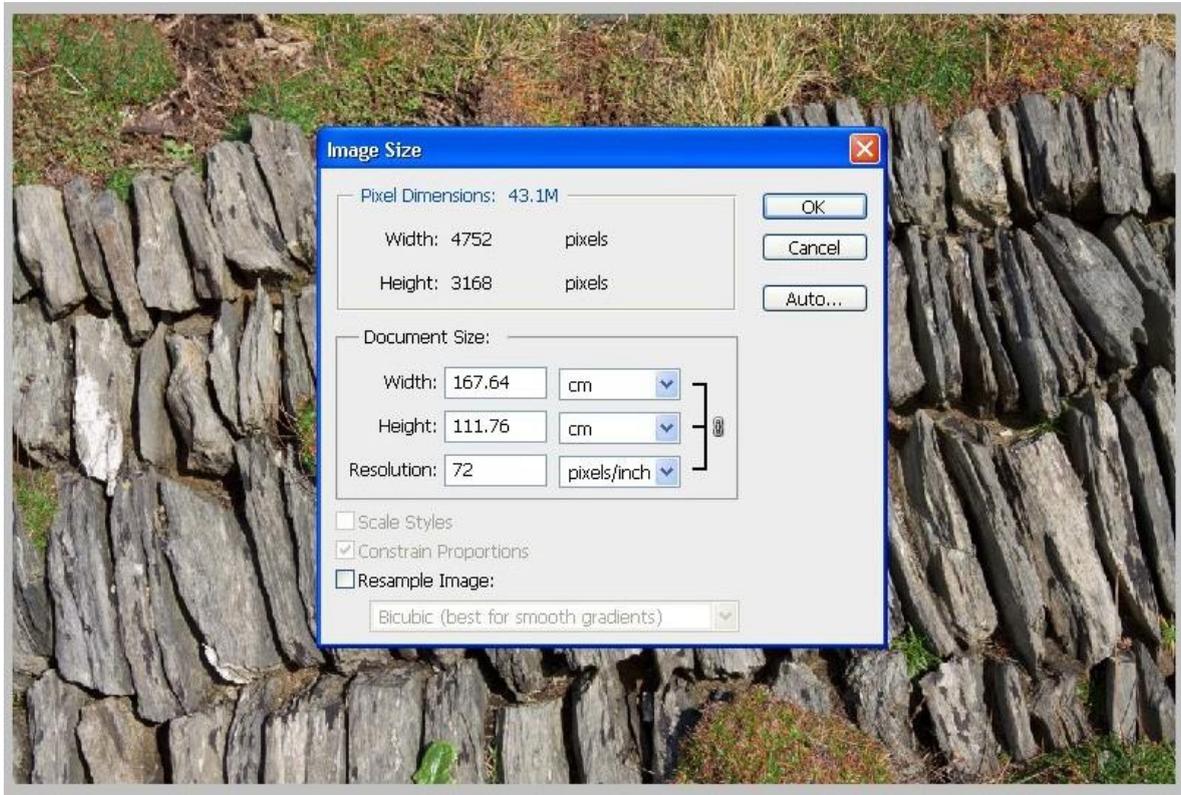See Fig 4 below. **Do NOT click the OK box yet!**

Fig 4.

Now put a tick back into the 'Resample Image' box so we can make adjustments to the 'Pixel Dimensions'
Note that you are now able to make changes to the number of pixels in the top section.

Step 3   Re-sizing the image – reducing the number of pixels in the image

If your picture is in landscape format, highlight the number of pixels in the WIDTH box of the 'Pixel
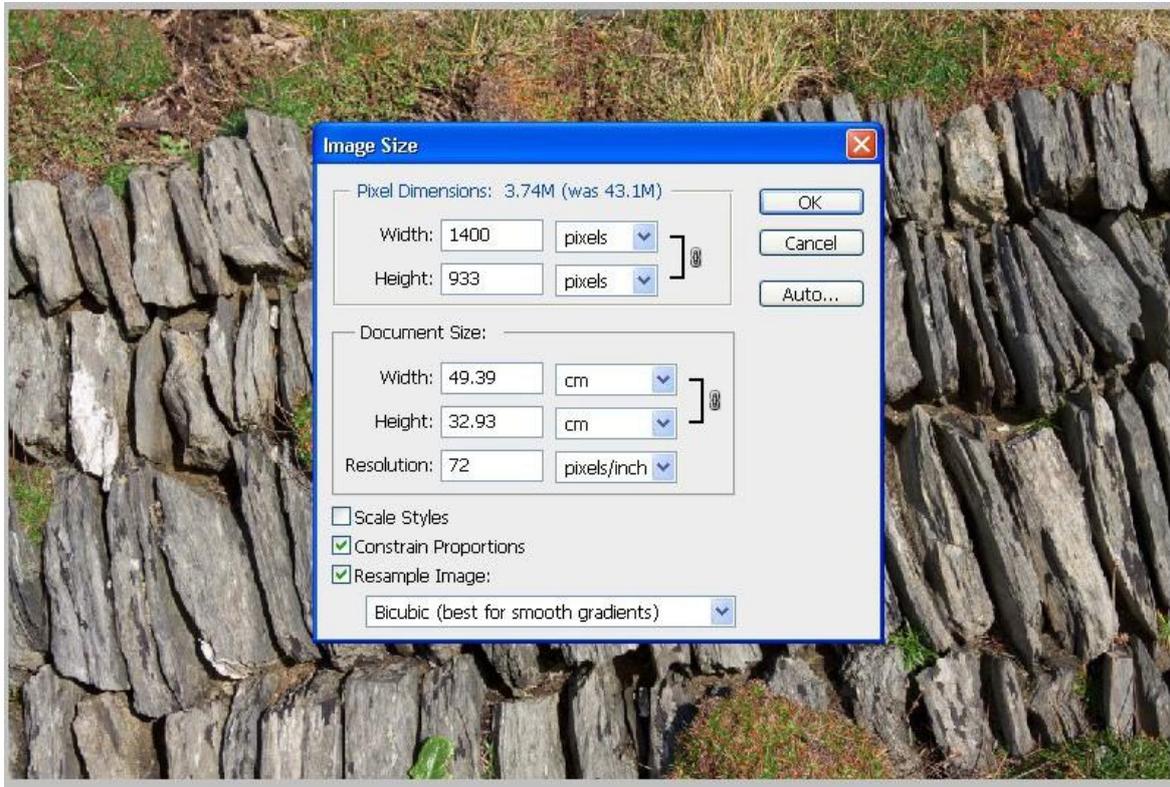Dimensions' section and replace with 1400 pixels. See Fig 5 below.

Fig 5

If your picture is in portrait (upright format), highlight the number of pixels in the HEIGHT box of the
'Pixel Dimensions' section and replace with 1050 pixels.

As the 'Constrain Proportions' box is still ticked (bottom section), any changes you make to the number of pixels in the Width box, automatically changes the corresponding figure in the Height box and vice versa. You only have to make changes to ONE of the boxes, Photoshop makes the appropriate changes to the other box to maintain the proportions of the picture.

CLICK OK to confirm the re-sizing of your picture.

NB. Make sure you save the re-sized picture as a 'JPEG' using 'SAVE AS' and give it a different file name to the original image otherwise you will overwrite the original and loose it!! Also make sure you know the destination folder where you are saving the picture to.

The same procedure is used to send pictures for the website, except using 800 pixels wide for landscape pictures **or** 600 pixels high for portrait pictures.

4. <u>File naming nomenclature</u>

This is to ensure that there is uniformity in the way you name your images.
The format should be as follows

XY_Title.jpg

Where
XY is your competition code (issued to you upon joining the club)

_   This is the underscore symbol and on a windows PC is obtained by pressing the
    Shift key and minus key together

Title The title you wish to give your image.

.jpg File format you save your image as.