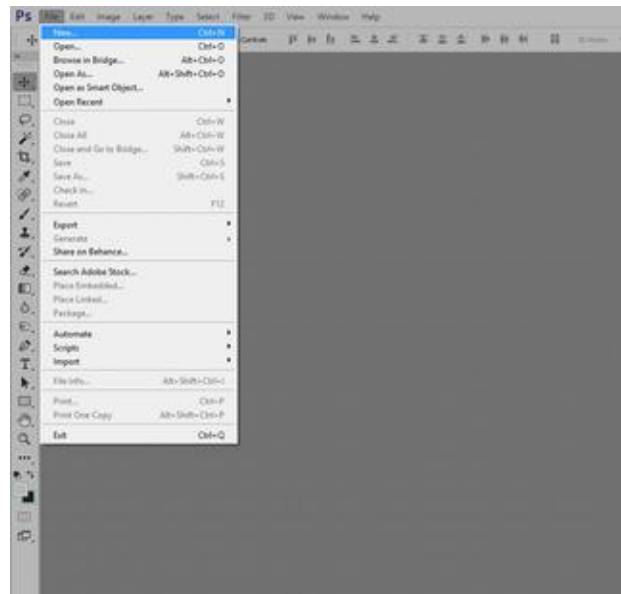# Preparing images for digital presentation - Resizing

Whilst there are numerous methods for sizing images for competition and web use, I find that the following is the easiest and most accurate.

I will attempt to make the following clear enough for all potential users but not overly patronising – as always please feel free to send over and questions.

=> indicates a menu path.

1. **File => New** (ie go to the File menu on the top left of the screen and then select New)
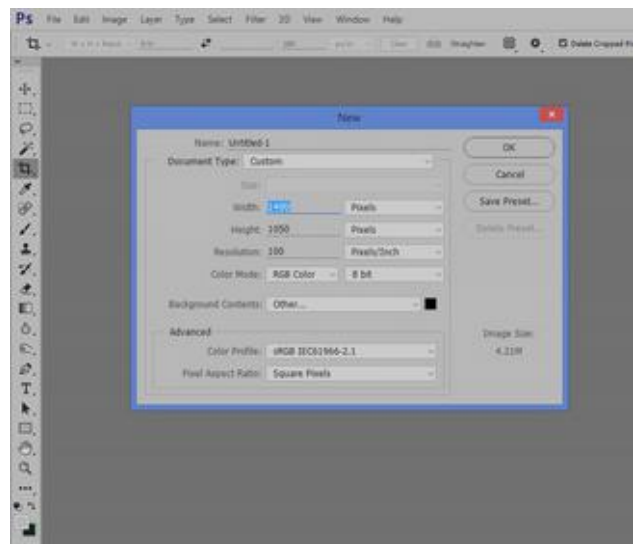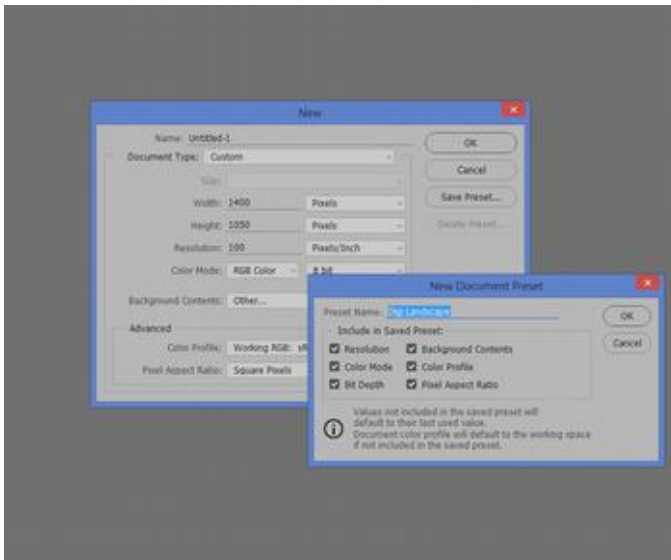

2. First time, enter the appropriate
1600 x 1200 pixels which will give a landscape oriented "canvas" irrespective of your image orientation.

You will see that the aspect ratio is 4:3, ie 1600 and 1200 have 400 as a common denominator.

Here I have 100 Pixels per inch and a black background.

Note that the colour profile, whilst not crucial here, is set to sRGB which is more appropriate for viewing digitally than it is printing.

If you wish you can then save this as a preset for future use. Not that it saves more than a few seconds but you can recall this setting / template with one click later.

When you hit "ok" this will then open a black rectangular canvas of the correct size for digital projection – this will become the background to your image.
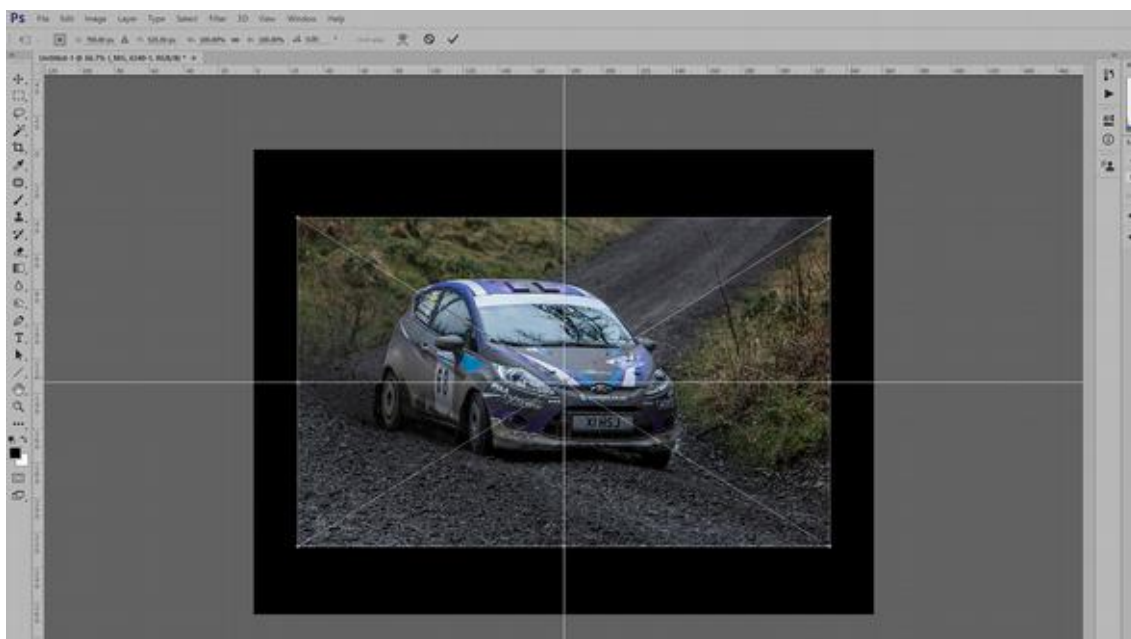
Ensure that you have your measurement rule activated, if not then use View => Rulers to switch it on. The measurement scale is not relevant at this time.

3. **File => Place** or **File => Place Embedded** (depending on which version of Photoshop you have)

Then navigate to the appropriate folder and select your required image.

Photoshop will place the image into the centre of the background as a separate layer – do not move or resize it yet!

Now, if you click and hold on the Rule / Scale then you can drag a guideline down/across to your image. Place a line for each axis across the centre of your image. We'll come back to the relevance of those momentarily.

If you look closely at your image you will see a feint line around it and some anchor points in the corners. If you hold down the Shift key then this will allow you to maintain the required aspect ratio whilst dragging the corner to resize the image – in case you wish to fill more of the canvas.

The guidelines that you placed a moment ago then allow you to easily re-centre the image.
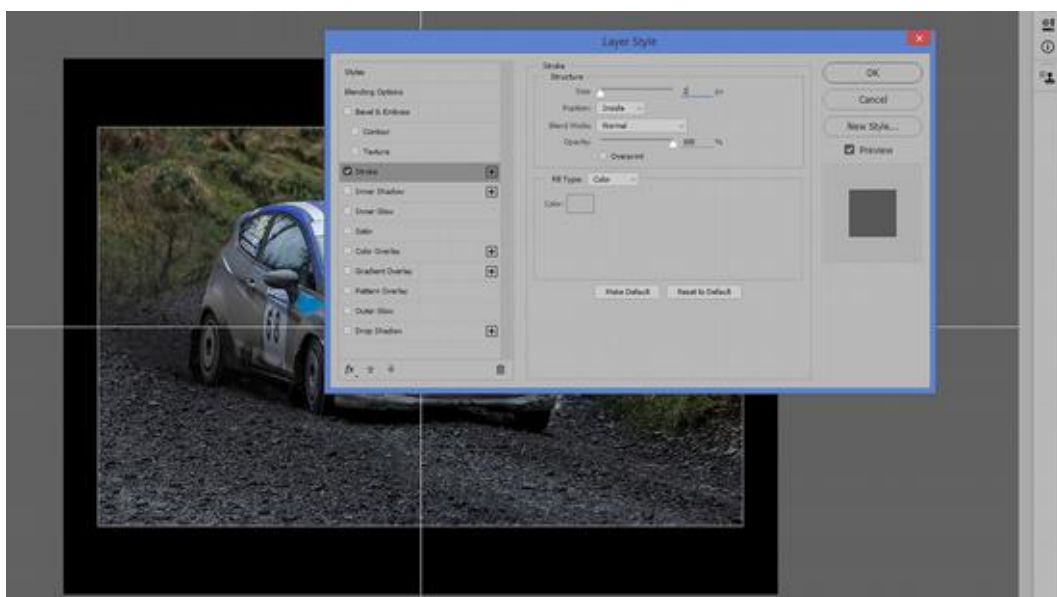
Let's not quibble at the moment about correct positioning of an image within a frame but suffice to say that technically it should not actually be central.

4. If you wish to then apply a stroke line around the image then go to the fx menu, via a button on your palette area
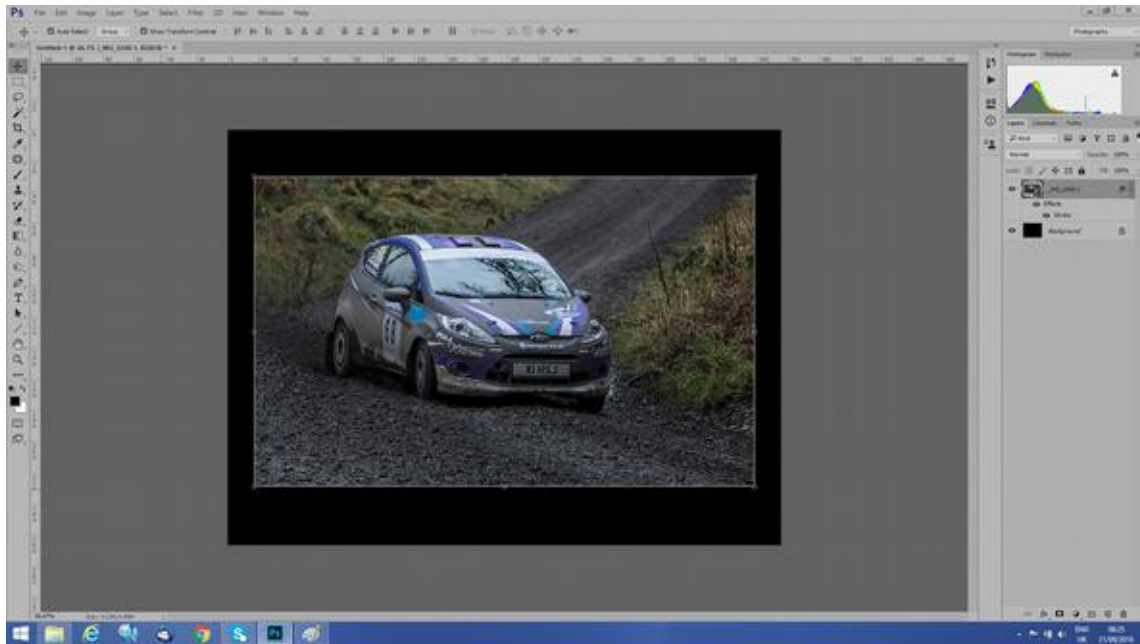

You can then choose your stroke colour and thickness via the stroke dialogue box.

I tend to choose a light grey rather than a pure white and find that 1-3 pixels is adequate, any more becomes a frame rather than a stroke. Coloured strokes are rarely flattered in judged competition.

You then have a correctly sized, competition friendly image with a stroke all within perhaps 15-20 seconds.

When saving to JPEG this will automatically flatten the image (ie permanently place the image and stroke onto the background layer)

If for competition use then please remember to change your filename and include your name in the appropriate fields prior to saving with that same image name.
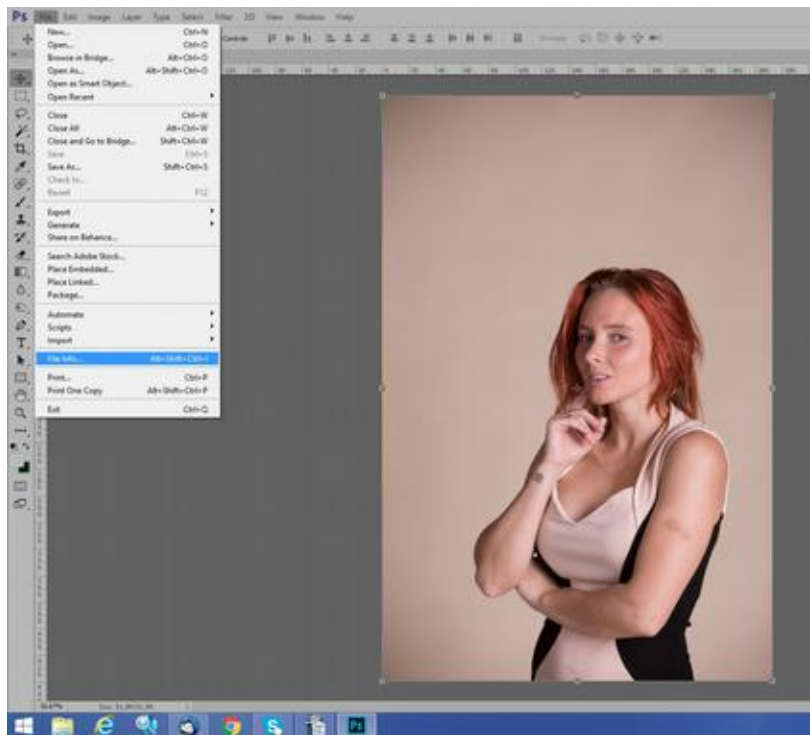
Your name should not be included in the title field or the file name.

Preparing images for digital presentation – naming

Assuming use of Photoshop,

Open your image and go to the properties dialogue;
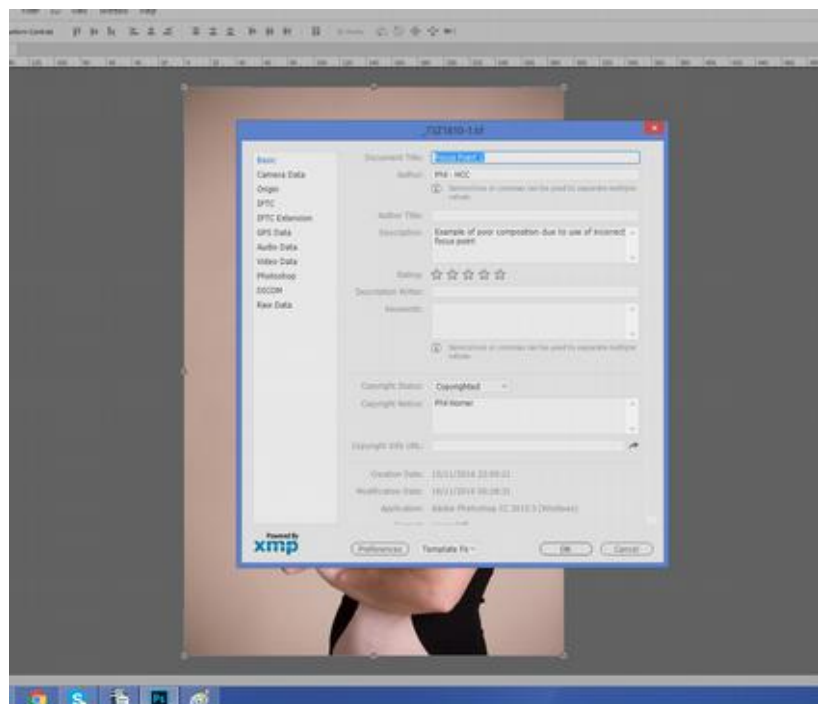
File => File Info

In the "Basic" sub-menu simply type in your chosen name for the file / image.

As you will see, you can also add notes – I do occasionally use these to remind myself of why I took an image.

In this instance from our recent studio evening, it was to demonstrate how composition suffers when using an inappropriate focus point.

This information, including the name is background information and not obviously visible.

When you have added whatever information you wish, then simply save the file with it's new name by following **File => Save As**

In your file saving dialogue box then type in the new name of your file and this is now foreground information, ie it is visible and obvious.