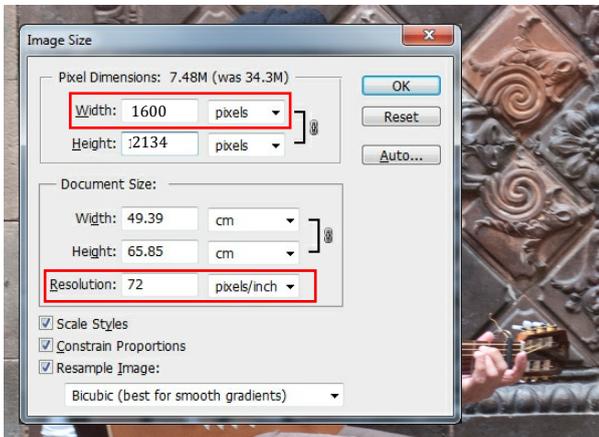# Preparing Pictures for Digital Projection

When you are preparing pictures for the club's digital projector it's important that they are not wider than 1600 pixels or taller than 1200 pixels. With portrait or square format pictures setting the height to 1200 means the width will be less than 1600, which is correct and no filling of the unused area is required. In Steps 1 and 2 we'll show you how to adjust your pictures to the correct size and in Step 3 we will title them to suit the software used to organise our PDI competitions.

These examples use Photoshop CS5, though any differences in Photoshop CC 2015 (PSCC) or Photoshop Elements 14 (PSE) are noted in the steps below. Other programs, such as Paint Shop Pro and Serif's PhotoPlus have similar tools, though you may need to refer to their Help files.
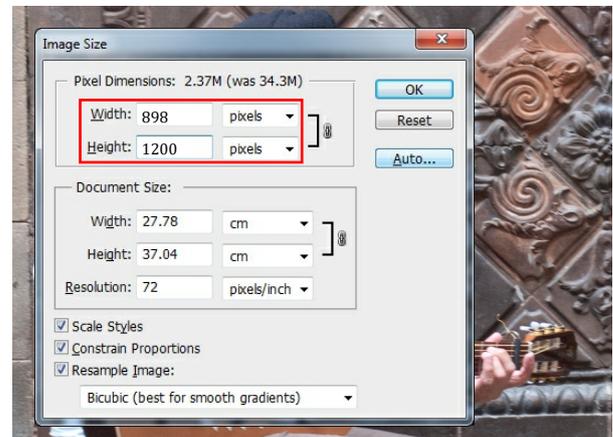
Step 1

CS5 Open your image and on the Image menu select Image Size. In the window that appears make sure Constrain Proportions and Resample Image (Bicubic) are checked. In the Document Size box set the Resolution to 72 Pixels/Inch (ignore the other two settings in this box). In the Pixel Dimensions box at the top of the window set Width to 1600 pixels and click OK.

PSE Open your image and on the Image menu select Resize and then Image Size. When the new window opens follow the instructions for CS5 above.

PSCC The Image Size window is different in PSCC. Ensure the link symbol between Width and Height is selected and the Resample box is ticked. Set the Fit To option to Custom and then set Resolution to 72 Pixels/Inch. Set the Width to 1600 Pixels and click OK.

Step 2

CS5 Open the Image Size window again and check that Height is 1200 pixels or less. If it is you have finished resizing the picture and can go to Step 3. If Height is greater than 1200 pixels then change the Height to 1200. This makes the width less than 1600, but that is fine. Click on OK and then go to Step 3.

PSE Follow the instructions for CS5 above.

PSCC Open the Image Size window again and check that Height is 1200 pixels or less. If it is you have finished resizing the picture and can go to Step 3. If Height is greater than 1200 pixels then change the Height to 1200. This makes the width less than 1600, but that is fine. Click on OK and then go to Step 3.

Step 3

Save each of your resized images as a jpg file with minimum compression (maximum quality). Use the following format of file name, that is **Title--Your Name--Priority.jpg** with spaces only between the words in your name and between words in the title. Separate the sections using two consecutive hyphens (not underscores) without any spaces. Use the priority number 1 to indicate your strongest image, 2 for the next and then 3 for the weakest. In the event of a large entry we may remove priority 3 images. When you save each file please check that the software hasn't added a second .jpg to the file name, eg file name.jpg.jpg

Example file names: Wild Eagle--John Smith--2.jpg

Arches under the railway viaduct--Fred Jones--1.jpg