

Checklist before sending your images for a PDI competition

- Step 1: Check that you have correctly named your file and saved as a jpeg.

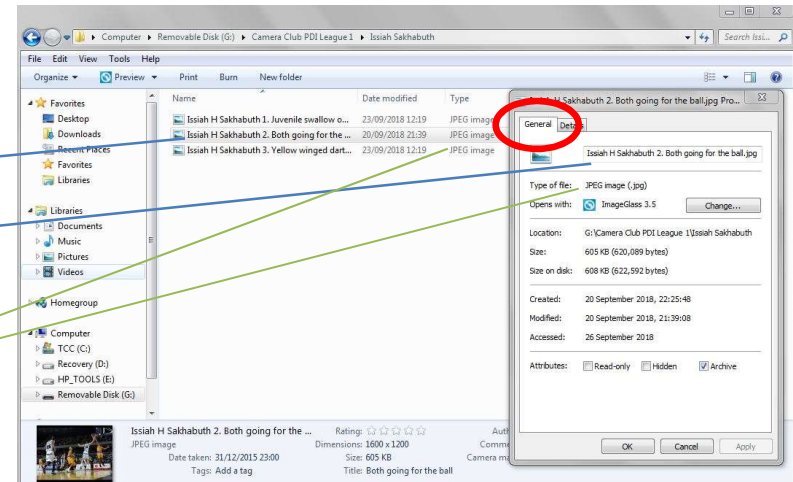
Files should be saved by using the following naming convention:

Your name_photo number_title.jpeg

You can check this in two ways:

1. In the file name in Explorer or
2. Right click on your file/ photo in Explorer, click on Properties, then go to General tab and the file name is next to the photo icon.

You can check that your file is saved as a jpeg in these two places too.



- Step 2: Check that you have completed the title and author in Properties

Right click on your file/ photo in Explorer, click on Properties, then go to the Details tab and make sure that you have completed the "Title" and "Authors" fields. Make sure you click "Apply" then "OK".

If you don't do this step, the title of your image and your name will not appear on the slideshow!

- Step 3: Check that your image is of correct size

Right click on your file/ photo in Explorer, click on Properties, then go to the Details tab and make sure that the canvas/ image is no more than 1600 pixels in width and 1200 pixels in height, irrespective of whether your image itself is in portrait format or landscape format.

If you don't do this step, your image will not project properly on the slideshow! You can follow the instructions here to resize your images:

<http://thurrockcameraclub.co.uk/section847449.html>

