<u>HOW TO 'SIZE' YOUR FILE FOR SPF COMPETITIONS –</u>
1600x1200

These notes are supplied only as basic guidance to anyone who wishes to enter our competitions and may require some assistance. There are several different ways to do everything in photoshop, and several different image-editing programs to use too.

Using Photoshop & Elements –

Remember if you have done work in layers in photoshop you should 'flatten' the image before resizing
-   LAYER   >   FLATTEN
If you wish to submit in sRGB see the separate instructions 'Digital Guidance Notes 2'. This should be done before you resize your image.

a)   **FILE   >   OPEN**
        and 'left mouse-click' on 'your chosen file' and click 'OPEN'

b)   **IMAGE >   MODE   >   RGB Color   & 8 BITS**
        (In Elements - if you are not prompted on opening, convert to 8 bits)

c)   **IMAGE >   IMAGE SIZE**
        (In Elements – IMAGE   >   RESIZE >   IMAGE SIZE)
        and tick all three boxes -   'Scale Styles', 'Constrain Proportions' and 'Resample Image' and choose one of the 'Bicubic' options (if you are not sure then just select 'bicubic') (note - older versions of Photoshop only have two boxes, tick both of these and carry on as above)

d)   **Still in the image size palette; you require to set the PIXEL DIMENSIONS -**
        If a 'landscape' (horizontal) image
        in 'Pixel Dimesions'   >   Width   >   type '1600'
        (the height will be automatically filled in)
        <u>OR</u>
        If a 'portrait' (vertical) image
        in 'Pixel Dimesions'   >   Height   >   type '1200'
        (the width will be automatically filled in)
        and left mouse click 'OK'

e)   **you are now ready to save;**
        FILE   >   SAVE AS

f)   **Create a 'NEW FOLDER' by left mouse clicking on the folder icon** (if you are not sure which icon, hold your cursor over the icon to find the right one) **& type in your 'Name', as the 'New Folder' name,** (just type where you see 'New Folder' appear) **and then press the 'RETURN' key**

g)   **Type in your 'filename' (**see the relevant COMPETITIONS Rules for more details *Note – SPF Competitions do not now require any specific file names all are done by the website upload***),**
        Select 'jpeg' from the 'format' drop down list and click 'SAVE'
        when the next box comes up select 'Image Compression' option 'NONE' and 'OK'

h)   **You can now continue to do your remaining images following steps a) to e) & g) and place them in the folder you created at step f).**

After you have done all the images you wish to submit, you are ready to go out of photoshop and upload your images (or create your CD)