How to prepare an image for a digital competition

The following instructions are for Photoshop but should be similar in most image editing programs.

1. Open the image: File>open.

2. Flatten the image: If there are multiple layers.

3. Convert the Mode: Select Image>Mode - tick 8 bits.

4. Convert to Profile: Select Edit>Convert to Profile. From the Destination Space drop down list select "sRGB IEC 61966-2.1" then click OK. This step ensures your image is in the same colour space as the projector.

5. Image Size: Select Image>Image Size. First change the Resolution to 72 pixels/inch. For a landscape image change the Width to 1920 pixels (the height will be automatically adjusted providing the Constrain Proportions box is ticked). **Make sure the height is equal to or less than 1200px, if it is not you'll have to enter 1200px in the height box and accept the width is less than 1920px.**

For a portrait image change the Height to 1200px. A square image should be 1200px by 1200px. Ensure that the Scale Styles and Resample Image boxes are ticked. Bicubic resampling is the best. Click OK.
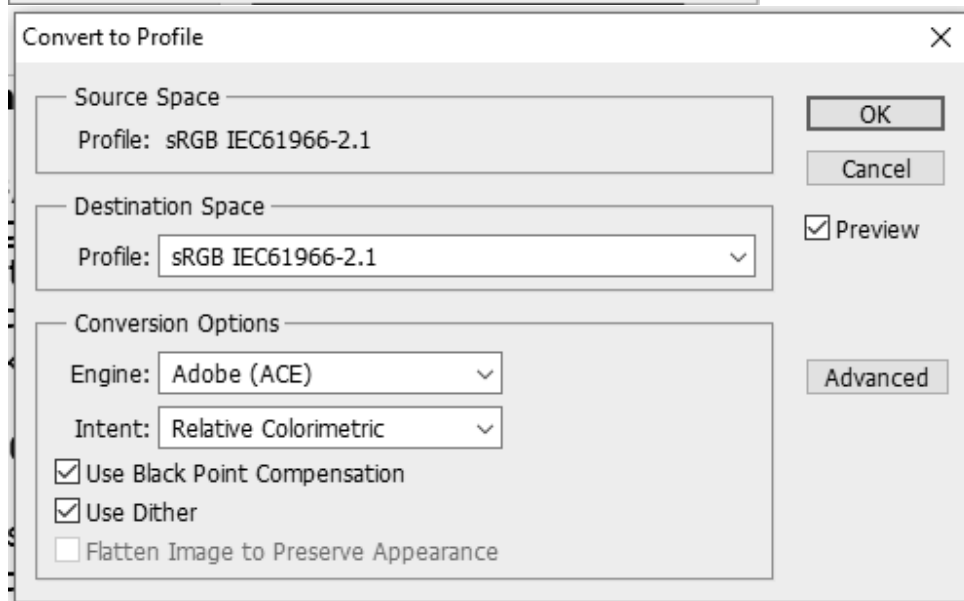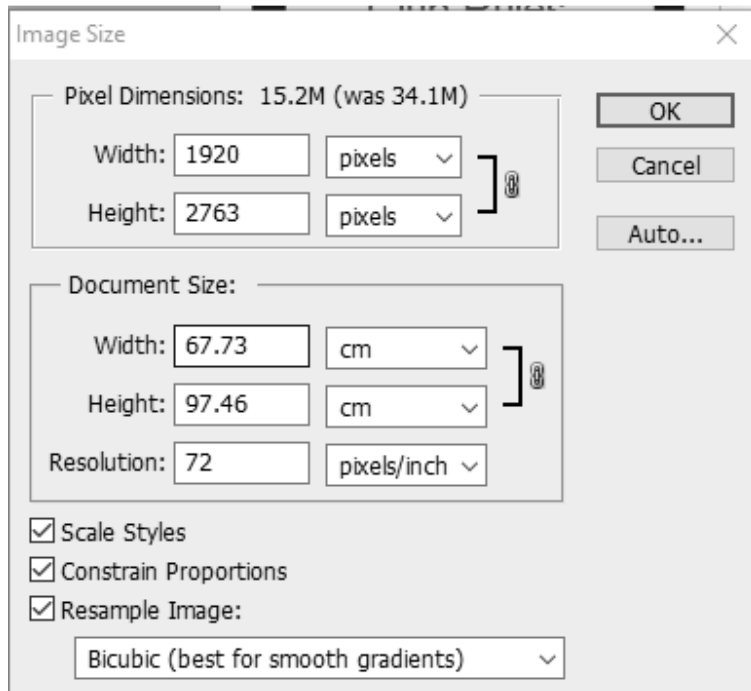
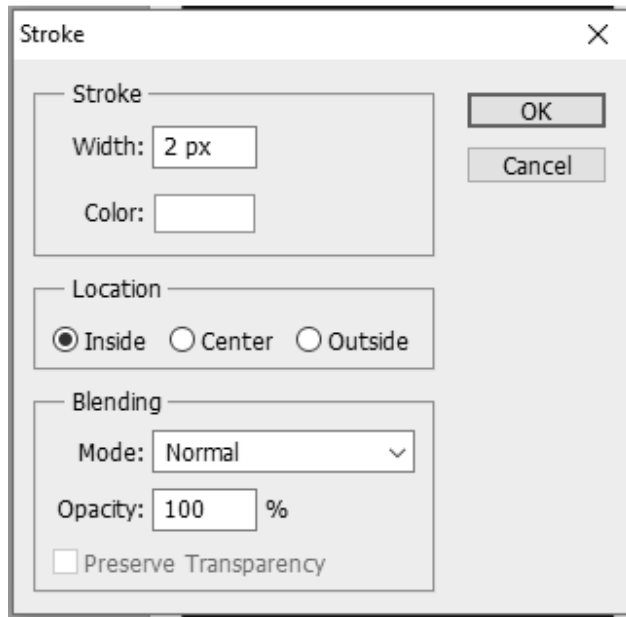6. Add a 2 pixel wide border if desired:

Ensure the foreground colour is set to White.

Select the whole image Select>All, (keyboard shortcut Ctrl+A.) Select Edit>Stroke. Set the Stroke width to 2 px. Make sure the colour is white. Set the Location to Inside. Click OK.

7. Sharpen: Select Filter>Sharpen>Unsharp Mask.

The amount of sharpening will depend on the original size of the image you started with, 40% to 50% should be sufficient with Radius set to 0.7px. Once you've done this make sure you image looks OK and doesn't look over sharpened. When you are satisfied click OK. Note: The image will need sharpening after resizing regardless of any sharpening applied previously.

Image Size

Pixel Dimensions: 15.2M (was 34.1M)

Width: 1920 pixels

Height: 2763 pixels

Document Size:

Width: 67.73 cm

Height: 97.46 cm

Resolution: 72 pixels/inch

☑ Scale Styles
☑ Constrain Proportions
☑ Resample Image:

Bicubic (best for smooth gradients)

OK
Cancel
Auto...

Convert to Profile

Source Space

Profile: sRGB IEC61966-2.1

Destination Space

Profile: sRGB IEC61966-2.1

Conversion Options

Engine: Adobe (ACE)

Intent: Relative Colorimetric

☑ Use Black Point Compensation
☑ Use Dither
☐ Flatten Image to Preserve Appearance

OK
Cancel

☑ Preview

Advanced

8. Save the image: Select File>Save As (keyboard short cut Ctrl+shift+s). Select the folder you created for the competition images. Select jpg as the file format. Rename the file with the title and your name e.g. Morning by Joe Bloggs.jpg, click OK. In the next window select 9 or 10 as the quality, click OK.

Do not select 11 or 12 for the quality setting. It's not necessary and produces image that may well exceed the 2.5MB limit.

9. Close: File>Close (keyboard short cut Ctrl+W)

10. Check the size of your image file after you've saved it and make sure that it does not exceed 1200 pixel high, that it does not exceed 1920 pixels wide and that it is not larger than 2.5MB.