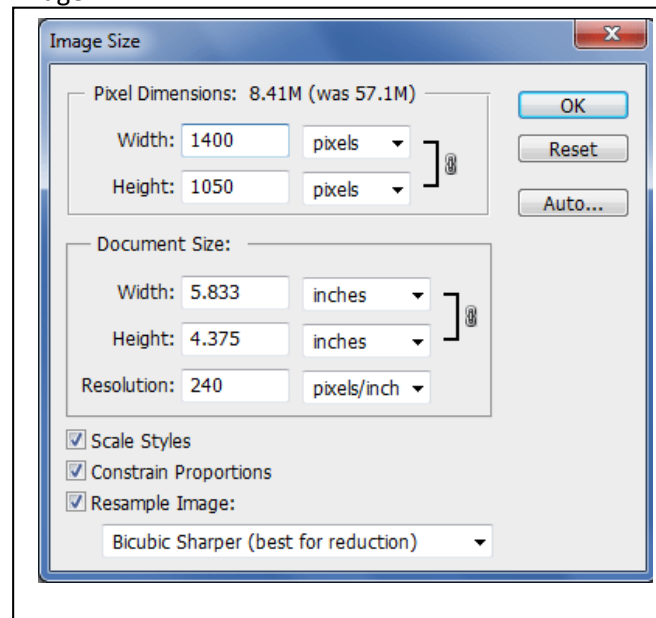


Digital Competition Preparation

Resize Images

Steps

1. Open the Image Size Dialog
 - CS Family: Menu Selection - **Image > Image Size**
 - Elements Family: Menu Selection - **Image > Resize > Image Size**
2. On the Image Size Dialog check “**Scale Styles**”, “**Constrain Proportions**”, and set the **Resample Image** selection to “**Bicubic Sharper**” if reducing the size of your image. Choose “Bicubic Smoother” if increasing the size of your image.
3. For a landscape oriented image
 - a. Enter **1400** in the pixel dimensions “**Width**” field
 - i. If the corresponding amount in the pixel dimensions height field changes to less than or equal to 1050, press “**OK**” to dismiss the “Image Size” dialog.
 - ii. If the corresponding amount in the pixel dimensions height field changes to more than 1050, change the pixel dimensions **height** field to **1050** then press “**OK**” to dismiss the “Image Size” dialog.
 - b. For a portrait oriented image enter **1050** in the pixel dimensions height field
 - i. The corresponding amount in the pixel dimensions width field should change to less than or equal to 1050 pixels (otherwise it's a landscape image).
 - ii. Press “**OK**” to dismiss the Image Size dialog



IMPORTANT

Try to perform sizing with re-sampling/resizing only once and not several times as it can have a degrading effect on your image every time it's performed. (Re-sampling is either adding/interpolating or discarding pixels from your original image and since neither is desirable, try to only do it once as each sizing has an accumulating impact

Crop to Fit Method

Tools Used: Crop Tool & General Preferences

Advantages: Good control of what is cropped

Disadvantages: Resamples the image so for best results you should set the default Image Interpolation in General Preferences to Bicubic Sharper. Crop can only use “Bicubic” Image Interpolation in Photoshop Elements (not a big deal).

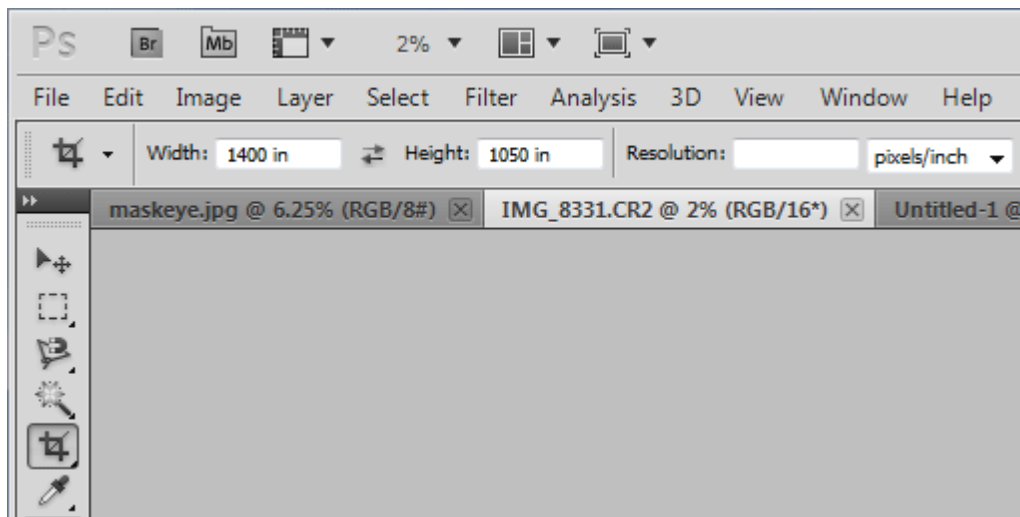
Steps

1. Set Default Image Interpolation

· CS Family: **Edit > Preferences > General** and set the default “**Image Interpolation**” to “**Bicubic Sharper**”

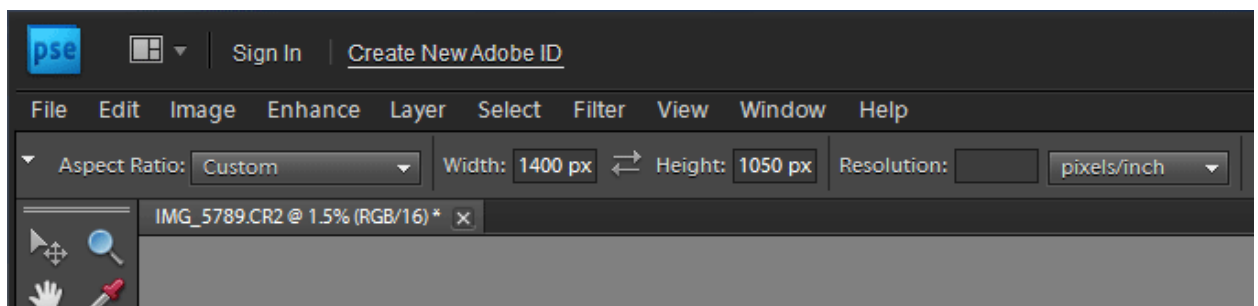
· Elements Family: Not available

2. Choose the Crop Tool from the tool pallet the toolbar and specific fields for the crop tool are displayed.



3. For a landscape-oriented image:

· Enter **1400 px** in the “**Width**” field of the toolbar and clear any entry from the Resolution field. Optionally enter **1050 px** in the “**Height**” field of the toolbar.



For a portrait oriented image:

· Enter **1050 px** in the height field of the toolbar and clear any entry from the resolution field.

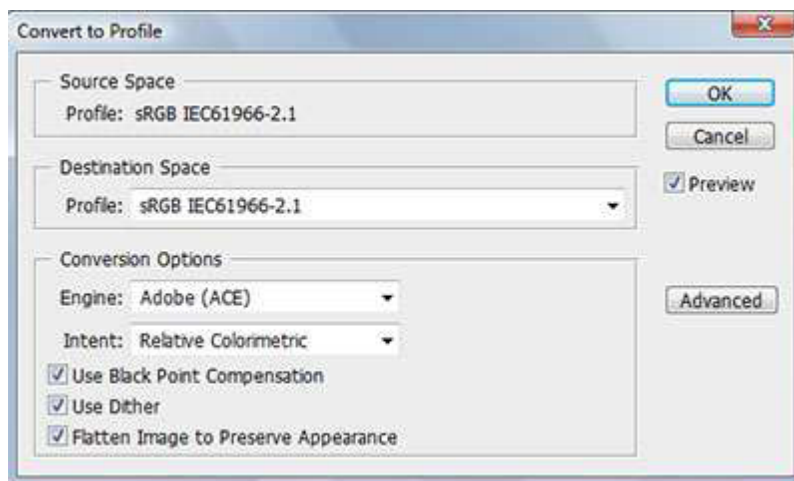
TIP

Be sure to add the letters “px” with the numbers in the crop tool width and height fields; otherwise it may interpret the numbers entered as inches or centimeters depending on your defaults. Setting both the “Height” and the “Width” will constrain the aspect ratio of the crop tool so you will only be able to select a height and width that conforms to the size entered. If the image doesn’t conform well to this aspect ratio, you can leave either field blank and then use the “Canvas Size” dialog or the “Marquee Tool” to remove any excess image required to get the image to fit the target size. Leaving both fields blank allows for free-form cropping.

4. Click and drag the crop tool and select either all of the image or the area you want to remain after the crop
5. Press the **enter** key or click the **checkmark** (the checkmark is on the toolbar in the CS family and on the image in Elements), to perform the crop.

Step 3: Setting the Color Profile

Next you should change your image color destination space profile to sRGB IEC61966-2.1. This is the best color space to use with 8-bit JPEG files on the web and for NVPS digital projection. If you do not convert to this color profile, your images may appear flat and de-saturated.



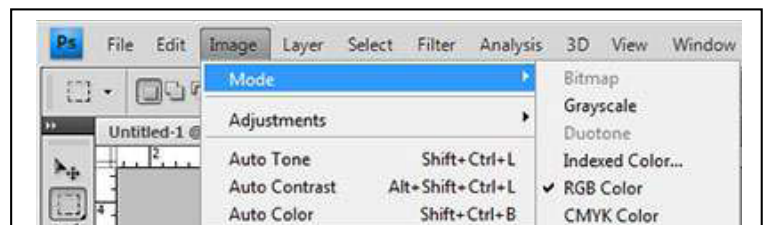
Instructions for CS family

Tools Used: Convert to Profile

Steps

1. Go to Menu Selection – **Edit > Convert to Profile**
2. Select the **sRGB IEC61966-2.1** color profile in the destination space
3. It is recommended that you use the following conversion options in the convert to profile dialog
 - a. Engine: **Adobe**
 - b. Intent: **Relative Colorimetric**
 - c. Use Black Point Compensation (**checked**)
 - d. Use Dither (**checked**) – Makes larger files, but smoother color (may not be active)
 - e. Flatten Image – (**checked**) if you care to be able to further alter this file using any previously created adjustment layers, turn flattening off. (may not be active)
4. Press **OK** to accept your settings

Step 4: Bit Depth Conversion



Since your intended file format is JPEG, and if your image is currently a 16-bit image, you should convert it to an 8-bit image. I do not recommend doing this to your master image if it can be avoided as you will lose subtle color information which provides good dynamic range that is particularly apparent in prints. *Note:* there is limited support for 16 bit files in Elements.

Tools Used: Image Mode Menu

Steps

1. Go to Menu Selection – **Image > Mode**
2. Select **8 Bits/Channel**

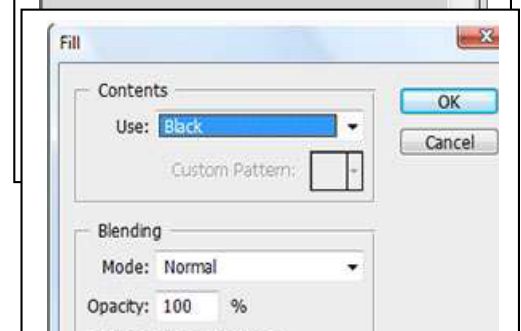
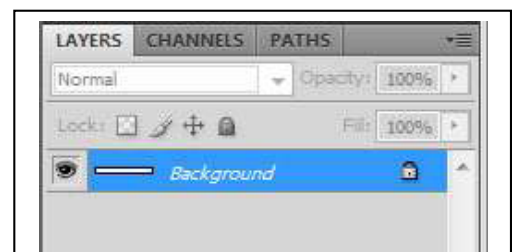
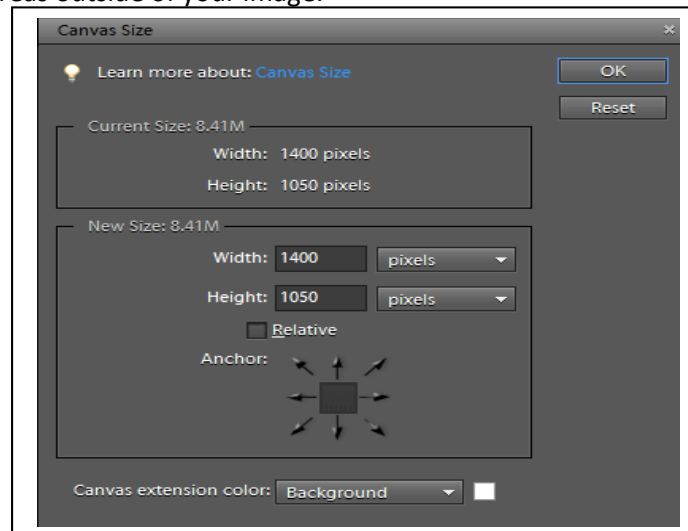
Step 5: Add Black Background

If your image is less than 1400 pixels wide or less than 1050 pixels high you should fill the background with black so you ensure that there is no distracting bright areas outside of your image.

Tools Used: Canvas Size Dialog, New Layer and Fill Dialog

Steps

1. Unlock your background layer (If layer shows lock as in the image to the right)
 - a. Double click the background layer
 - b. Rename or accept name layer 0
 - c. Press "OK" on layer dialog
2. Open the Canvas Size dialog
 - a. **Image > Canvas Size**
 - b. Change the units to **pixels**
 - c. Set **Width to 1400**
 - d. Set **Height 1050**
3. Create a new layer
 - CS & Elements Family:
 - Menu Selection - **Layer > New > Layer**
 - Alternately click the new layer icon in the pallet well
4. Move new layer to the bottom of the stack
 - Click on layer to move
 - Menu Selection - **Layer > Arrange > Send to back**
 - Alternately drag layer to the bottom with mouse
5. Fill layer with black
 - a. Menu Selection - **Edit > Fill**
 - b. Select "**Black**" in the "Use" drop down
 - c. Press "OK"



Step 10: Save File as JPEG

Tools Used: Save for Web & Devices

Steps

1. Choose menu **File > Save for Web & Devices**
2. Save for Web dialog opens (see image on next page)
3. Choose **JPEG**
4. **Maximum** quality (**100**) (reduce if image is larger than 2 MB)
5. **Progressive & Optimize** - unchecked
6. **Embed Color Profile** - checked
7. **Convert to sRGB** - checked
8. Preview - **Monitor Color**
9. Metadata - **All**
10. Image size - **100%**
11. Press **Save** - no specific naming convention is required