To process images for internal competitions:

1. Open the required image in photoshop.

2. Having made any changes you wish, select the dropdown "Image" menu at the top of the screen and click on "Image Size".

3. Ensure that there is a chain link showing between the height & width boxes to constrain the aspect ratio - this means that when one size is changed, the other will do so automatically so the image does not get distorted. Make sure that the unit of measurement selected is pixels.

4. Start by typing 1920 in the "width" box. If the number in the "height" box is more than 1200 at this point, you will need to type 1200 into the "height" box. The image should be no more than 1920px wide or 1200px high. These are the maximum values for projection so that the images shown on the screen on competition night look as good as they can through our projector. If either of these values is exceeded, you need to alter it to fit, this will often mean that one value is significantly lower than the maximum, this is not a problem.

5. Select the "Save As" option from the "File" drop down menu at the top of the screen.

6. Save your file with the correct title format e.g. **1#Your Name#Image Title.jpg** This is IMPORTANT - you can have spaces between your Christian name and Surname or in the title but NOT either side of the # symbol. Also, please ensure that you are underline consistent with how you spell your name. Putting an additional space or . in by accident or not using capital letters every time will confuse the software into thinking that you are 2 separate people and consequently you will not have the correct aggregate score at the end of the evening.

7. To enter these into a competition, you may either enter via FFP having clicked on the link on the competition page of the website and signed in, or by sending them in an email directly to st.ivescomps@mail.com

Please be aware that if you are a Mac user and using Mac Mail, it is preferable to send them as a compressed file because otherwise they get embedded into the email message and it becomes very difficult to extract them. If you need help to do this, please ask.

If you use a different editing software, please enquire as the actions may differ slightly.

Remember: You can enter up to 3 images per category (Digital Projected Images - DPI or Prints), but they may not all be used depending on the overall number of entries in the competition.

If you wish to enter prints, you need to follow the same guidelines as for DPI because the scoring is done via the same system. They still need to be sized and named correctly for the software to recognise them. You then just need to **bring the print on the night** of the competition.

If you require help with or want advice about any aspect of preparing digital files, printing or mounting, there are several club members who would be happy to assist. Please don't be shy - ask Alice either on a club evening or by emailing her via **st.ivescomps@mail.com** or **alice@hunterphotos.co.uk**

If Alice cannot help you, she will be able to direct you to someone who can!