

## Preparation of Digital Files

Some of the following is to do with your images appearing as they should on screen but most is to ensure that the competition software works correctly.

- **File Type** - must be jpeg (No Tiffs, PSDs, RAW etc.)
- **Colour Space** - must be RGB (or Grayscale, for monochrome).
- **Colour Profile** - any profile is acceptable (eg. sRGB or Adobe RGB). *If you don't understand this, don't worry, your image will probably already be sRGB.*
- **Image Size** - maximum 1400 pixels horizontally and 1050 pixels vertically. A "portrait" format image should therefore be a maximum of 1050 pixels high and a "square" image a maximum of 1050 x 1050 pixels.
- **Image Metadata** - the author's FULL name and the FULL image title must be included in the image metadata. *Although this sounds scary, it's actually easy to do – see overleaf.*
- **File Naming**

For a "non-panel" competition (eg Annual Digital Projected Image), the filename must be of the form:

Authorname Abbreviatedtitle XofY.jpg

(where XofY indicates the X<sup>th</sup> entry out of a total of Y - Note the spaces after authorname & title, but none in the XofY bit)

For a "panel" competition (eg Bamber Trophy), the filename must be of the form:

Authorname Px-Sy.jpg

(where Px-Sy indicates the y<sup>th</sup> entry in Panel number x – Note the filename has a space after the author name, does not include the title, uses capital letters for P and S with a dash between)

*See overleaf for examples.*

## Submission of Images

Images should be submitted either

- via email to [scc.competitions@googlemail.com](mailto:scc.competitions@googlemail.com) by the **Wednesday** of the week before the competition (ie not less than **8** days before the competition), or
- on a memory stick, DVD or CD to the Competition Secretary (or nominated deputy) at the club, by the close of the meeting the week before the competition (ie not less than **7** days before the competition).

In addition, a separate entry list (including your name and the image titles in order of priority) should be submitted to the Competition Secretary (or nominated deputy) by the close of the meeting the week before the competition. This can be either at the club or by email (email address to be confirmed nearer to each competition).

## Important Notes concerning the [scc.competitions@googlemail.com](mailto:scc.competitions@googlemail.com) email address:

- only to be used for submitting images for competitions – **not** for separate entry lists or general emails
- it is set up to automatically send a receipt for emails received. If you don't get a receipt you must assume that your entries haven't got through and you will need to submit your entries by memory stick, DVD or CD to meet the deadlines for that method of entry.
- Do not submit email entries for a competition until the preceding competition has finished. If for any reason (such as holidays) you need to submit earlier than this, please do so only by memory stick, DVD or CD.

## Tips for Photoshop Users ...

- Save as jpeg using “**File\Save As**” menu command with maximum quality (12) selected
- Resize using “**Image\Image Size**” menu command  
Scale Styles, Constrain Proportions & Resample Image should be ticked  
(Bicubic Sharper setting is recommended)
- Use “**File\File Info**” to include FULL author’s name and FULL image title in the image metadata

## Editing Metadata in Windows

- Resize images using your preferred application and save a version
- Select the file you wish to title within Windows, right click on it and select “**Properties**”
- In Windows XP, click on the “**Summary**” tab. In Vista, it is called “**Details**”
- Highlight “Title” and type the FULL image title. Repeat for “Author” and type in the FULL author’s name.

## File naming examples

Non-panel competitions (eg, Annual Digital Projected Image, most Set-Subjects)

Let’s assume the author is *Andy Dearn* and the image title is *Homer Simpson – D’oh!*

- As the full author’s name & title have to appear in the image metadata these can be abbreviated in the filename to stop the filename becoming too large.
- *AndyD* is a suitable abbreviation of the author’s name as no other Andy with a surname beginning with D is currently a member of the club. *Doh* is an obvious shortened title.

Therefore the filename would be:

AndyD Doh 1of4.jpg

1of4 indicates that it’s the first of a total of four images entered in the competition by Andy.

**Note** - Images should be numbered in your order of preference in case the competition is over subscribed and not all of your entries can be accepted.

eg. you put 4 entries forward but only three can be accepted - the file numbered 4of4 will be the one that’s excluded; if only two can be accepted 3of4 and 4of4 will be excluded.

Panel Competitions (eg: Bamber Trophy, Set-Subject 3-of-a-Kind)

Let’s now assume that the above image is to be entered into the Bamber Trophy, as the third of five images in Andy’s second choice panel.

- In this case the filename should be:

AndyD P2-S3.jpg

P2 indicates that it’s the second of Andy’s panels and S3 indicates that it is the third image to be displayed in that set.

- For the panel competitions an abbreviated image title is not needed in the file name, but the FULL image title should still be added to the metadata.

**Note** – Panels should be numbered in your order of preference in case the competition is over subscribed and not all of your entries can be accepted.

eg. you put forward two panels but only one can be accepted – Panel 2 will be the one that’s excluded.

## And Finally.....

If you have any queries on the foregoing just ask a member of the committee for assistance and a personal demonstration of the “technical” bits if required. Don’t let any of this put you off entering competitions though – it’s easy once you know how!!!