

SUBMISSION GUIDELINES FOR DIGITALLY PROJECTED COMPETITION ENTRIES BY EMAIL

A. In Photoshop or Elements–Photo’s Competition Title:

- 1) Open your image and make sure all corrections have been made.
- 2) Under Image drop down menu, click on Duplicate.
- 3) Dialog box appears. Enter Title for photo. This will be the photo’s competition name. Click OK.
 - a. Do NOT include your name, since this will appear onscreen.
 - b. Do NOT use an identifying notice, e.g. copyright, on the photo surface.
- 4) Now close your original photo file, leaving only your duplicate photo open.

B) Resizing the photo. (To find the place to resize in your application, look under File, Image, or Edit in the main Menu bar or go to HELP dialogue & search for "image size, resize, or pixel dimensions, etc.")

- 1) In CS, I go to **Image > Image Size**. When you click, a dialogue box appears.
- 2) **Check (tick) the three boxes at the bottom - Scale Styles, Constrain Proportions, and Resample Image.**
- 3) Make sure that resample image selection is set to **Bicubic**.
- 4) Change the **Resolution**, in Document Size box to read **72 pixels/inch**. IGNORE Width & Height boxes.
- 5) In the Pixel Dimension area, you will enter **ONLY ONE DIMENSION, OR THE OTHER, NOT BOTH!**
 - a. IF your image is a **horizontal** composition, enter **1024** in the **WIDTH box**.
 - b. IF your image is a **vertical** composition, enter **768** in the **HEIGHT box**.
- 6) If your composition is a **perfect SQUARE**, enter **ONLY 768** in the **HEIGHT box**.
(IF you checked the **CONSTRAIN PROPORTIONS** box earlier (Step B-2) the correct other dimension will be automatically calculated for you.)
- 7) Double check that width does not exceed 1024 pixels, nor height exceed 768 pixels. Check O.K.

C) Finalizing preparation of your photo for transmission

- 1) **Go to File > Save As**. Check dialogue box to be sure that the **correct photo name** is entered.
- 2) Select destination for your photo at top under **"Save In"**. **"Desktop"** is easy to find photo to attach later.
- 3) Select **Format (JPEG)**, from drop down menu. (Necessary even if the original photo was a .jpg.)
- 4) Click on save. This brings up the **JPEG Options dialogue box**.
 - a. First, check the **Baseline ("Standard") circle in the Format Options**. It turns colored.
 - b. Then, at the bottom, find the **Size box**. The first number indicates the **file size in kilobytes**.
(Ignore the tilde sign before the number, just look at the value) This needs to be **at or below 350 kb** for efficient transmission. If it is too high a number, you need to reduce it.
 - c. Use **Image Options>Quality slider**, moving **slider left until kb number falls to or below a 350k value**.
Once it does, stop. Click OK & YOU ARE FINISHED! Save a copy of the resized photo for future use.

D) ATTACH YOUR PHOTO(S) to an email listing your name, phone #, competition month, number and titles.

You may enter up to the maximum allowed by the general competition club rules. (See below)

E) If you use a different photo editing program you will need to devise a path parallel to the one above.

SYNOPSIS:

Duplicate corrected photo and Title it. Size it. Under image size, check all 3 boxes at bottom.

Set to Bicubic. Set resolution to 72. If horizontal, set width box to 1024, if vertical or square, set height box to 768. These boxes should not exceed these number of pixels. Click OK.

Go to File>Save as & check title name. Go to Save in slot at top of box & select destination (Desktop makes it easy to find photo to attach to email later). Under Format at bottom, select JPG and click Save.

In Options box, check Baseline Standard, and at the bottom Size box, kb number should be below 350k. If not reduce by moving Quality slider to left until below 350k and click OK.

Attach photo to email listing your name, competition month, phone number, number and titles of photos.

Email address is entries@denverphotosociety.org

GENERAL RULES (Changes for 2010)

- 1) You are allowed five (5) total entries in each monthly competition (including prints and digital), but not more than two (2) entries in any one category.
- 2) **Attendance:** Members should submit entries only at meetings they can attend, as the purpose of the Competition is for the makers to learn from the judges and other members, To accommodate vacations and emergencies, members are allowed **ONE (1) exemption** to this rule per year.
- 3) As a member of Council again, members with winning monthly entries will be asked to leave entries for consideration by a Selection Committee to be entered in Council quarterly competition.
- 4) Digital entry deadline will always be on the **FRIDAY** prior to the competition meeting.