

DIGITAL IMAGE INSTRUCTIONS

Your digital image file should be prepared according to the following instructions before starting the on-line entry procedure.

Please follow these simple instructions carefully.

Please note that your digital files will not be judged. They are for publication use only.

Images **MUST** be submitted as follows:

- Jpeg, Tiff or PNG file format (8-bit), Colour Profile sRGB.
- Be sized to 1400 x 1050 dpi and a resolution of 300ppi
- No fancy borders or added background whatsoever, however, a thin outline border (1 pixel) around the image is acceptable.
- **NAMING**
 - The title must be ALL IN CAPITALS.
 - The title must be exactly the same as you intend to enter on your entry form including the sequence number, e.g. 1.THE LEANING TOWER.

(For on-line entries the form will be completed automatically using the name of the digital file that you submit which must therefore be the same as the title and entry sequence on the rear of the printed image).

We will not edit digital image file names and therefore the name of your file will be the published text in the catalogue and anywhere else that the image is displayed or referred to. Please check the name of your saved file to make sure that it does not include any information other than the No. and title.

HOW TO RESIZE YOUR IMAGE FILES:

In Photoshop, convert to Colour Profile sRGB

From the main menu choose Image > Image size.

Change the resolution to 300 pixels/inch (for catalogue purposes).

If your image is upright format change the height to 1050 pixels then press OK.

If your image is landscape format change the width to 1400 pixels then press OK.

From the main menu choose File then Save As.

Enter the number and title of the printed image, as it will appear on your entry form. ALL IN CAPITALS. But DO NOT add the .jpg file extension in the 'Save as' field since your photo program will add this in the next step.

Select JPEG Format from the drop down list.

Navigate to the folder where you wish to store the image then press SAVE.

Note: Please DO NOT add borders or backgrounds of any kind to your image, however, a thin outline border is acceptable. The background of the catalogue is white and the background of the slide show is black, therefore any 'same colour' border will not necessarily show up in any publication.

TIP: Create a new named folder for your entry images so that they are easy to find when uploading your entry.

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