

# Ipswich and District Photographic Society

## Preparing Images for DPI Competitions and Annual Exhibition



**After** you have done all the adjustments, manipulations and cropped your images to your requirements so that it is in its finished form as you wish it to appear on screen before doing anything else **Save this image file (at full size in case you want to print it later)** then you need to prepare the image to:

- A. [Image size – must fit into size 1600 x1200 pixels](#)
- B. [The image colour space profile must be sRGB](#)
- C. [The following information must be provided within EXIF data for the image file:](#)
  - 1. **Author/Creator**- the author's name (format: First Name Last Name) e.g. Barry Freeman. You must use the same spelling of your name for each image and throughout the season's Competitions. For example if you are Fred Bloggs you must use that spelling throughout and not Freddy Bloggs or Fredrich Bloggs
  - 2. **Title** - the title of the image e.g. A slow drive home – **NB the same title must also be entered in the filename - see E below**
  - 3. **Description/Subject** – enter Set or Open and for cup competitions use Nacton or Steeds as appropriate
- D. [File format must be JPEG \(.jpg\)](#)
- E. [Files must be named for Monthly Competitions and the Exhibition:](#)

### Monthly Competitions:

“title\_author\_set.jpg” or “title\_author\_open.jpg”

e.g. “sunset\_joe blogs\_set.jpg” or “sunset\_joe blogs\_open.jpg” as appropriate

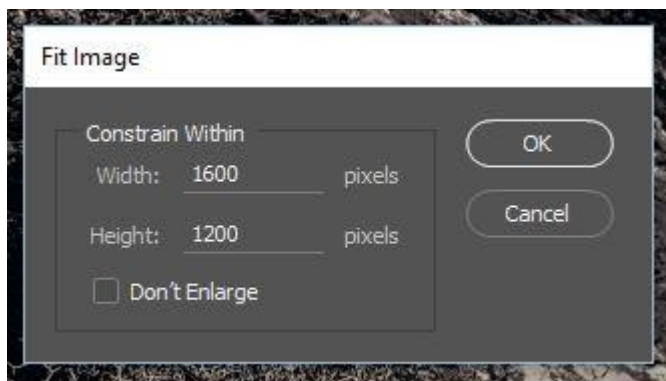
### Exhibition:

All digital image files to be named NN\_title\_members name where NN is the entry number on the entry form, e.g. 01\_Red Kite\_Matt Clarke.

- F. [Send Images](#) – Email [dpicompsec@idps.org.uk](mailto:dpicompsec@idps.org.uk) is preferred for monthly competitions. Otherwise images must be provided on USB memory stick.

The following shows how to do this in either Adobe Photoshop or Elements. Other imaging packages have similar features.

## A - Change Size to fit within a size of 1600 pixels by 1200 pixels:



The quickest way to do this is in Photoshop or Elements is from the top menu bar select **File, Automate (Automation Tools in Elements), Fit Image** and you will get this dialogue box:

Complete the image size as shown – Photoshop/Elements will deal with fitting the image into this size – it will not distort your image.

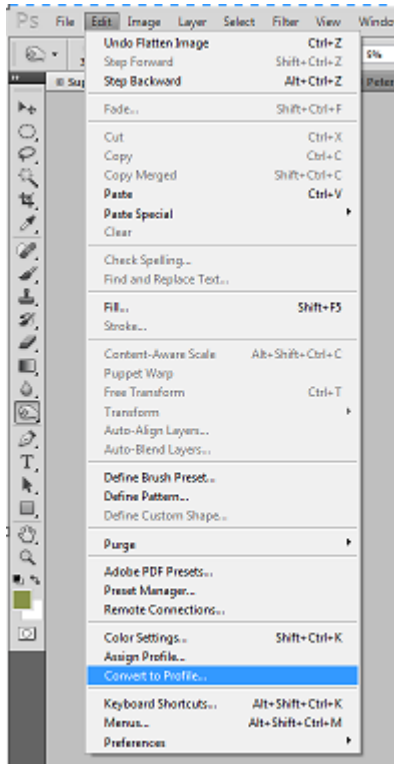
Click Ok

## B - Convert to sRGB

First if you have layers in your image on the top menu bar click Layer and then Flatten Image.

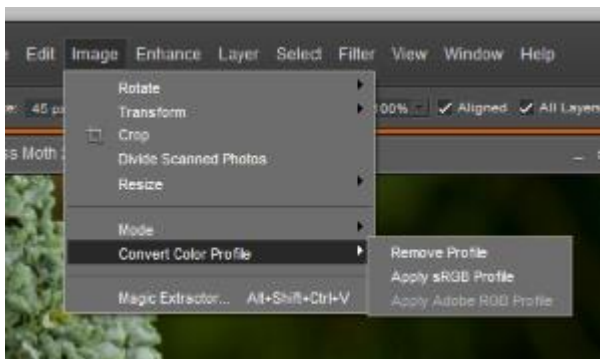
Then in Photoshop:

Select Convert to Profile



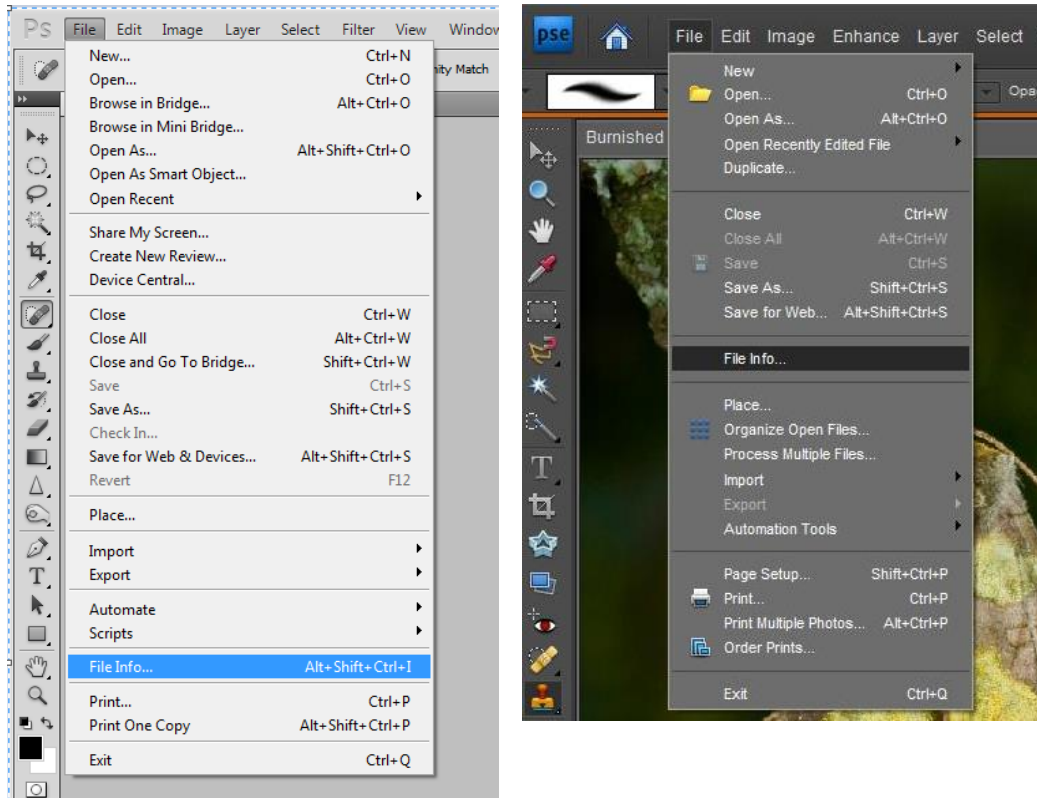
Select sRGB IEC61966-2.1 – click ok

In Adobe Elements access this dialogue box via Image, Convert Color Profile, Apply sRGB Profile:



## C- You now need to add the EXIF data

so that the Competition Secretary can display your image and record your score. From the top menu bar select File, then File Info:



Insert image title here

Insert your name here\*

for **Annual Exhibition entries**

insert letter B here for entries to  
Beginners' section

For **Monthly Competitions** enter

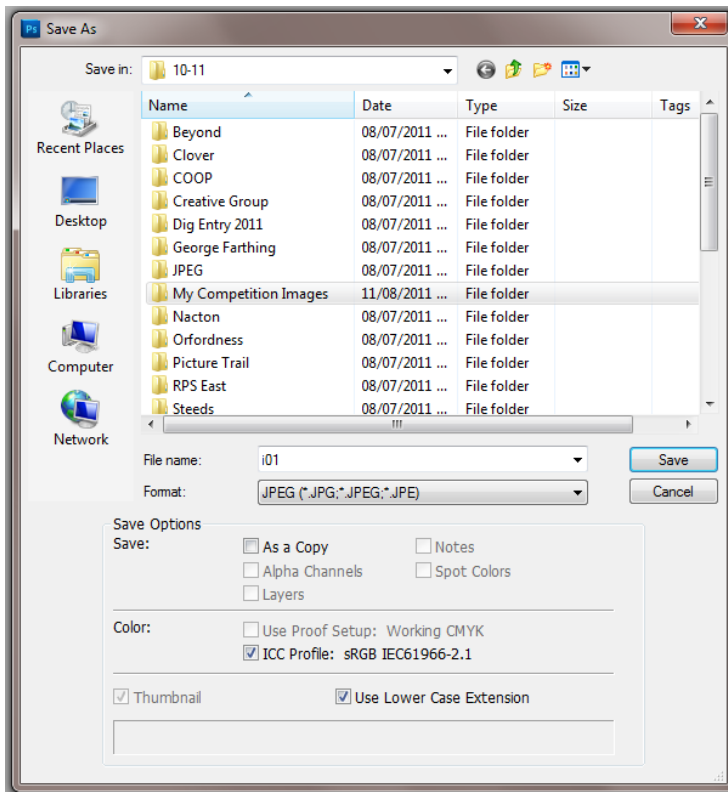
Set or Open as appropriate

**\*ALWAYS use the same format  
for all future entries. This is  
important because it allows the  
software to automatically  
maintain an accurate record of  
your cumulative results**

*Other entries are optional but it is  
recommended that you enter the  
copyright information*

**Click Ok**

## D & E - You are now ready to title and save your image as jpeg.



From the top menu bar click on **File, Save As (not Save!!)**

In Format select JPEG from the drop down list (click on down arrow to right of box). Delete the file name in File Name box and

rename for **For Monthly Competitions:**

Files must be named:  
title\_author\_set.jpg e.g. sunset\_joe  
blogs\_set

or

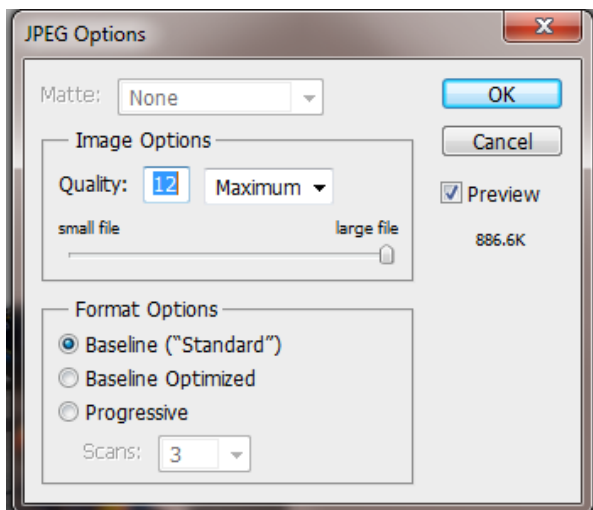
title\_author\_open.jpg e.g. sunset\_joe  
blogs\_open

as appropriate

**For the Annual Exhibition:**

All digital image files to be named NN\_title\_members name where NN is the entry number on the entry form, e.g. 01\_Red Kite\_Matt Clarke.

Now click on **Save**.



You will see this dialogue box. If not already selected choose quality as Maximum and 12, use Baseline Standard. Click Ok – You have now saved the file with the new filename, sRGB colour space at the correct *resolution and with the EXIF data added*.

## F – Send Images

All that remains is to copy your entries to a USB stick or email them to [dpicompsc@idps.org.uk](mailto:dpicompsc@idps.org.uk) for monthly or other competitions.

**NB Email is Preferred for Monthly Competitions.** If entering by email you will receive an email back from the DPI Competition Secretary acknowledging receipt. To avoid disappointment, please note that if this doesn't happen the onus is on you to make contact and check if your images have been received.

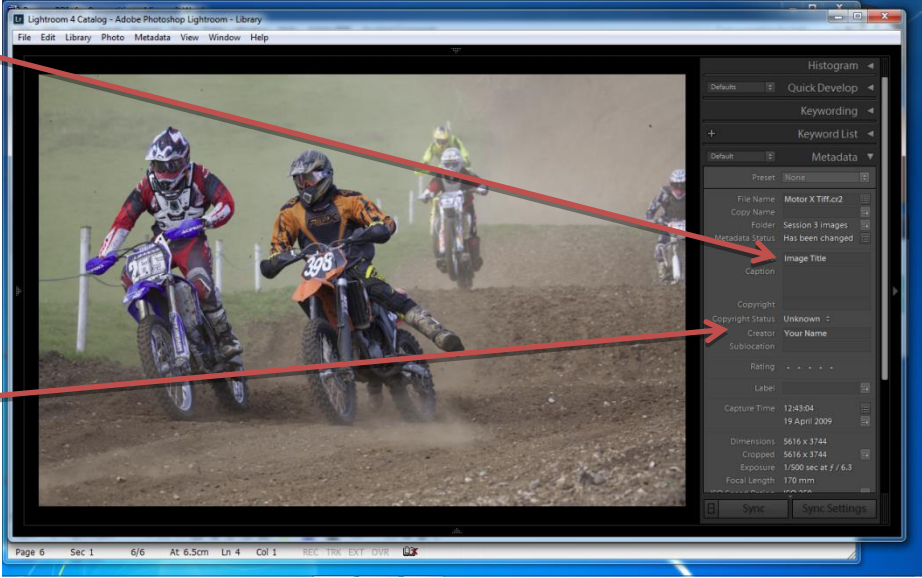
For the Annual Exhibition follow the advice on the entry form.

## Alternative using Adobe Lightroom:

Adobe Lightroom also permits the adding of EXIF data but it works in a different way, details being as follows:

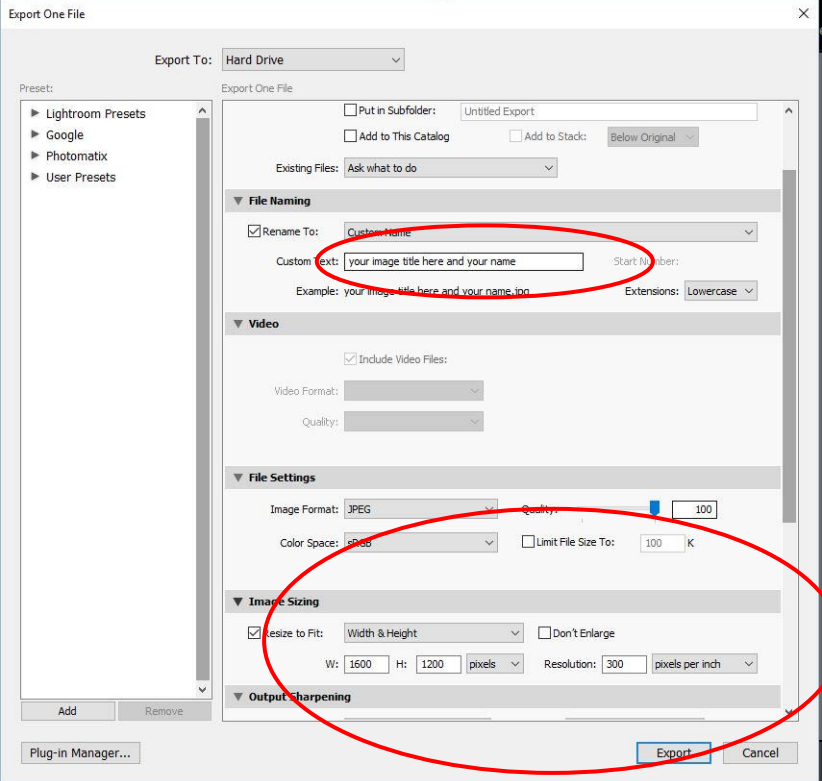
Insert your image title here

Insert your name here and ALWAYS use the same format for all future entries. This is important because it allows the software to automatically maintain an accurate record of your cumulative results



The screenshot shows the Adobe Lightroom interface. The main window displays a grid of photos, with the selected photo showing a group of motorcyclists on a dirt track. The right-hand panel is open to the Metadata section. The 'Image Title' field is highlighted with a red arrow pointing from the first text box. The 'Creator' field is highlighted with a red arrow pointing from the second text box. The Metadata panel also shows fields for File Name, Copy Name, Metadata Status, Copyright, Copyright Status, Creator, Sublocation, Rating, Label, Capture Time, Dimensions, Cropped, Exposure, and Focal Length.

Then Export your image to a suitable location on your computer (undertaken by right-mouse click on the image – see details below) OR open image in Photoshop/Elements and follow the instructions previously given above.



The screenshot shows the 'Export One File' dialog box. The 'Export To' dropdown is set to 'Hard Drive'. The 'File Naming' section is circled in red, showing the 'Rename To' dropdown set to 'Custom Name' and the 'Custom text' field containing 'your image title here and your name'. The 'Image Sizing' section is also circled in red, showing 'Resample to Fit' checked and 'Width & Height' selected, with dimensions of 1600 x 1200 pixels and a resolution of 300 pixels per inch. The 'Image Settings' section shows 'Image Format' set to 'JPEG' and 'Quality' set to 100. The 'Output Sharpening' section is also visible.

*All that remains is to copy your entries to a USB stick or email them to [dpicompsec@idps.org.uk](mailto:dpicompsec@idps.org.uk) for monthly or other competitions.*

**NB Email is Preferred for Monthly Competitions.** If entering by email you will receive an email back from the DPI Competition Secretary acknowledging receipt. To avoid disappointment, please note that if this doesn't happen the onus is on you to make contact and check if your images have been received.

**For the Annual Exhibition follow the advice on the entry form.**

*Thanks to Roy Essery for the section on Lightroom*