



Notes:

- *Always make a duplicate copy of your image.*
- *Ensure the finished Photograph is **Converted to sRGB** Colour Space and saved as a JPEG ("01 Filename.jpg", "02 Filename.jpg" etc. naming convention).*
- *(Command spellings are as used in the program, being American "color", "meter" etc.)*
- *If you have a problem in Photoshop & Elements with 'Canvas size - Canvas extension color' being 'greyed' out, see "Addendum" on page 5.*

Objective:

This procedure is for modifying your photograph to display at 1400 Wide x 1050 High pixels on the club's projector.

Overview:

A crop style is applied to your photograph using a Portrait, Landscape, Square or Letterbox aspect, based on how you want to display the photos on a Projector, (Digital Projected Images, DPIs). The picture is then sized and if necessary 'padded out' with black, to fit the projector display size which is 1400 x 1050, (width & height).

Method:

There are four types of picture you may want to process:

- Portrait
- Landscape
- Square
- 'Letterbox' shaped photograph.

[If you have any layers other than Background, then use Layer > Flatten Image, to remove any layers].

Open your Photograph in **Photoshop** or **Elements**.

Cropping with Photoshop

(See below for Elements):

Select the **Crop Tool**

Landscape or Portrait aspect: - Set the **ratio** to **4:3** in the toolbar at the top left. Move the crop marquee to include your



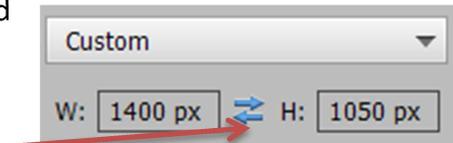
selection, then crop by left 'clicking the tick'.

Square aspect: Set the **ratio** to **1:1** in the toolbar at the top left. Drag the crop marquee to include your selection, then crop by left 'clicking the tick'.

Letterbox aspect: Set the **ratio** box to **"Unconstrained"** in the toolbar at the top left. Move the crop box to include your desired crop, then crop by left 'clicking the tick'.

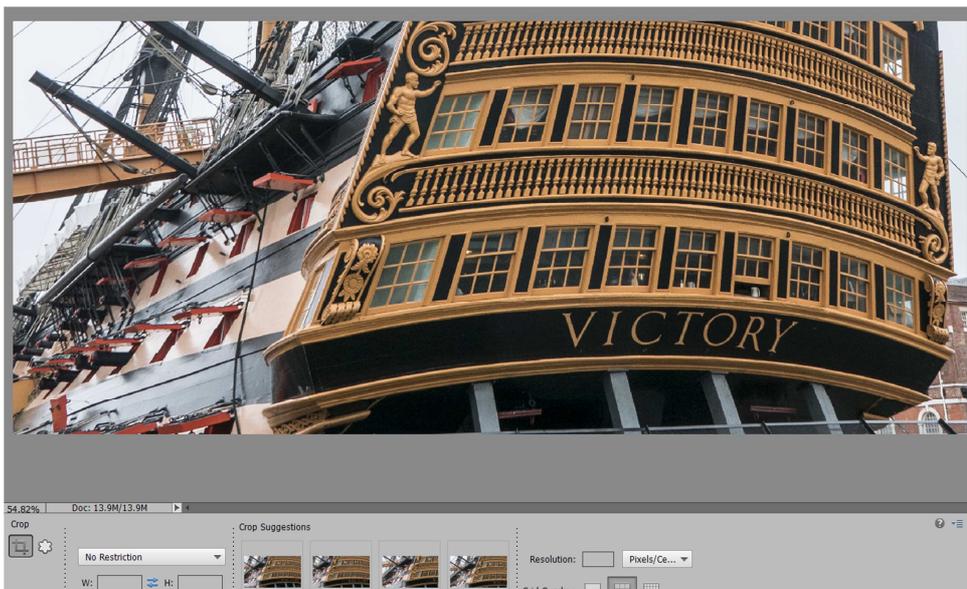
Cropping with Elements: Select - Image>Crop

Landscape or Portrait aspect: In the **"W"** Box enter **1400 px**, and then place **1050 px** in the **"H"** Box. (It is **essential** to add the **"px"**). To change the selection from Landscape to Portrait, just click the two horizontal arrows in the middle of the **"W"** & **"H"** boxes. Make your selection with the crop marquee, then left 'click the tick'.



Square aspect: Enter **1050 px** in the **Width & Height boxes**, make the selection & 'click the tick'.

Letterbox aspect: Set the **ratio** box to **"No Restriction"**. Move the crop box to include your desired



The cropped 'Letterbox' image.

crop using a letterbox shape then crop by left 'clicking the tick'.

[At this point you have not sized the image for the projector, only cropped it to a ratio. The sizing will be carried out later].

Sizing the Image, (depends on the aspect ratio you select)

Select **one** of the following four **Aspect Styles**:

Portrait & Square

1. If you are sizing a **Portrait** shaped image, you are only interested in the **height**, at this juncture, ignore the Width and follow **Procedure “A”**
2. If you are sizing a **Square** shaped image, you are only interested in the **height**, at this juncture, ignore the Width, and follow **Procedure “A”**

Landscape & Letterbox

3. If you are sizing a **Landscape** shaped image, you are only interested in the **width**, at this juncture, ignore the Height, and follow **Procedure “B”** on the next page.
4. If you are sizing a **‘Letterbox’** shaped image, you are only interested in the **width**, at this juncture, ignore the Height, and follow **Procedure “B”** on the next page.

Procedure A *Select Image>Image Size, (Resolution 300 and Pixels)*

[In Elements - Image>Resize>Image Size, set Resolution 300 and set Pixels/inch].

Ensure that the three boxes for **Scale Styles**, **Constrain Proportions** and **Resample** are all **ticked**.

Set the **Height** to **1050**, click **OK**, the image will become smaller. (Hold down **Ctrl** and hit the ‘+’ key a few times to make the image larger, (‘-’, minus for smaller))

Select Image>Canvas Size, [In Elements - Image>Resize>Canvas Size]

Remove the tick), in the **“Relative”** box and select **“Canvas extension color:”** to be **Black**, by clicking the ‘pull down’ in the adjacent box. Select pixels in the **Width & Height** boxes.

Set the Width to 1400, (the Height should already show 1050; click OK

This will set the black to ‘pad out’ the width

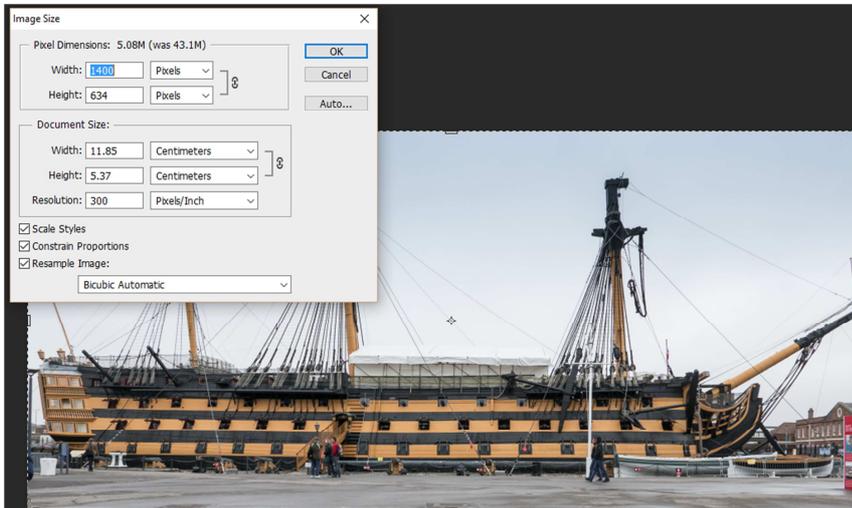
The ‘canvas’ will extend the image to the left and to the right, as necessary, with black, as in the picture, creating a 1400 wide by 1050 high portrait sized photograph for a DPI.



Procedure B Select Image>Image Size, (*Resolution 300 and Pixels*)

[*In Elements - Image>Resize>Image Size, set Resolution 300 and set Pixels/inch*]

Ensure that the three boxes for **Scale Styles**, **Constrain Proportions** and **Resample** are all **ticked**.



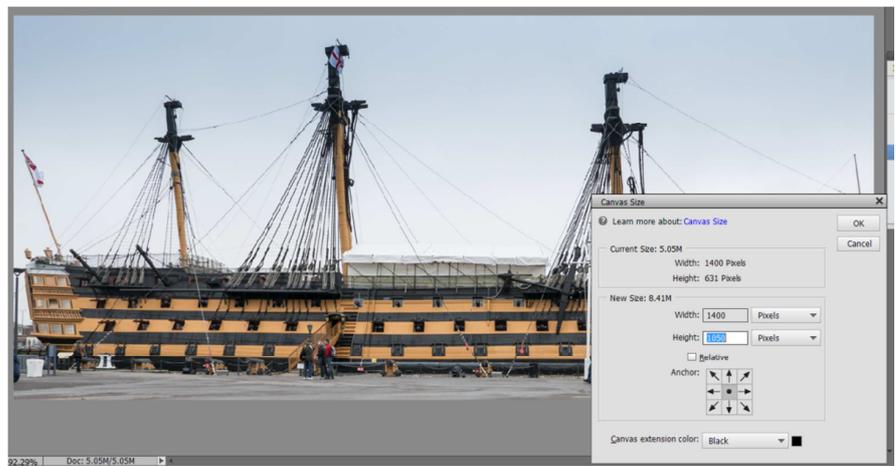
Set the Width to 1400, (ignore the Height), click OK, the image will become smaller.

(Hold down **Ctrl** and hit the '+' key a few times to make the image larger, ('-', minus for smaller)).

Select **Image>Canvas Size**, [*In Elements - Image>Resize>Canvas Size*]

Remove tick in the “**Relative**” box and select “**Canvas extension color:**” to be **Black**, by clicking the ‘pull down’ in the adjacent box. Select pixels in the **Width & Height** boxes.

The **Width** box should already show 1400 pixels. If necessary, change the **Height** to **1050** pixels (necessary for the Letterbox only), and click **OK**.



If necessary, (Letterbox), this procedure will fill out the photo above and below with black, you will now have a photograph 1400 wide by 1050 high, with a white box around the oblong, separating the picture from the black.

As at the start of this document, please ensure:

Your DPI is titled correctly. The naming protocol for DPI files is shown in the following examples:

01 My calendar at home.jpg.

02 Running out of time.jpg

The way in which you name your jpg files directly affects how the title of your image is displayed during projection.

Please **capitalise** the first letter of any words in your jpg file as required. e.g.:

02 River Thames at sunset

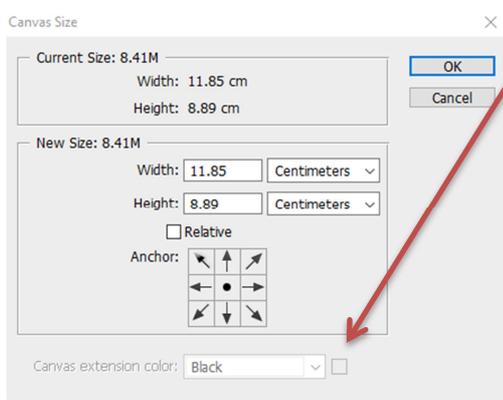
Please **do not** use an underscore symbol between words - just use a space. The competition software will not display the '01' or '02', but your choice of 01 or 02 will dictate the order in which your images will be shown.

It is important that the naming is standardised so that the displayed titles cannot be linked to the same author. This saves the competition administrator time (and frustration) editing titles to conform with the competition requirements.

Thank you.

Addendum:

Problem in Photoshop & Elements - '**Canvas size - Canvas extension color**' – 'greyed' out.



If this happens, (example image on the left), close the **Image>Canvas size box**. You will also notice that in the layers panel the Background has been renamed to Layer 'n'. This is a bug that is sometimes activated when you Crop the image.

To fix this problem, just select **Layers>New** and select "**Background from Layer**",

the **Canvas command** will be restored to normal.

