

## **PREPARING PROJECTED DIGITAL IMAGES for NEGVACC**

I am assuming that you have at your disposal digital camera files, files on a memory card or files recorded to CD, and that you are able to open these files in Photoshop or Elements .

**All files should be converted to JPEGs and no larger than 1024 (w) x 768 (h) and less than 220 kb. sRGB is the preferred working space but RGB is acceptable.**

To achieve these criteria, open your image in Photoshop or Elements (File > Open). Depending on your settings your image will probably be larger than required and in need of resizing.

**PHOTOSHOP** - Elements will not be very different.

Using a one layer image (if you have been working with layers on your image then 'flatten' it. ) Go to Image > Image size - check that the **Constrain Proportions** box near the bottom contains a tick. (All three boxes are usually ticked.) Bicubic is standard, but Bilinear can be used.

Under Document Size key in **72 dpi**

Under Pixel Dimensions, if your image is a horizontal one, key in a width size of **1024 pixels**. If the vertical size is greater than 768 reduce to **768** - the width value will then reduce proportionally.

If your image is a vertical one, key in a height of **768 pixels**, the horizontal width will adjust accordingly.

\* Note that we haven't needed to do anything in Document Size except for the **Resolution which you made 72 dpi.**

**Go to File > Save As** and select **JPEG** as the file format.

Under Image Options you will have a **Quality box** with a sliding scale with numbers in it - usually from 1 - 12 , ie from low to high quality

At the bottom of JPEG Options, under Size you will see a series of numbers. the first number will end with a 'K' which is the size in Kilobytes. This is the size you will need to be as close as possible to **220Kb - adjust the slider until it gives the reading you need.**

In practice **you may need to reduce the Save As slider further**, as when images are opened from the desktop or wherever stored, if you go to Get Info about your image we sometimes find that it is larger than it is supposed to be (220 kb) - don't ask me why the inaccuracy, just grit your teeth and 'hone' them down some more until they open showing the file to be what it should be. **Remember they need to be 220kb or less!**

*Now you simply burn a CD of your entries (2 images per person) to give to your NEGVACC entry person who will burn a club CD. This can be mailed along with the usual prints and slides. This process could be a good club activity led by your PDI guru or perhaps two or three people can get together to prepare one CD.*

*It is standard practice for 'dpi' entries at VAPS, APS and Internationally, for audio visuals, and is also a good way of downsizing images for email. (Sometimes conditions for entries will vary a little.)*

Regards John Teague