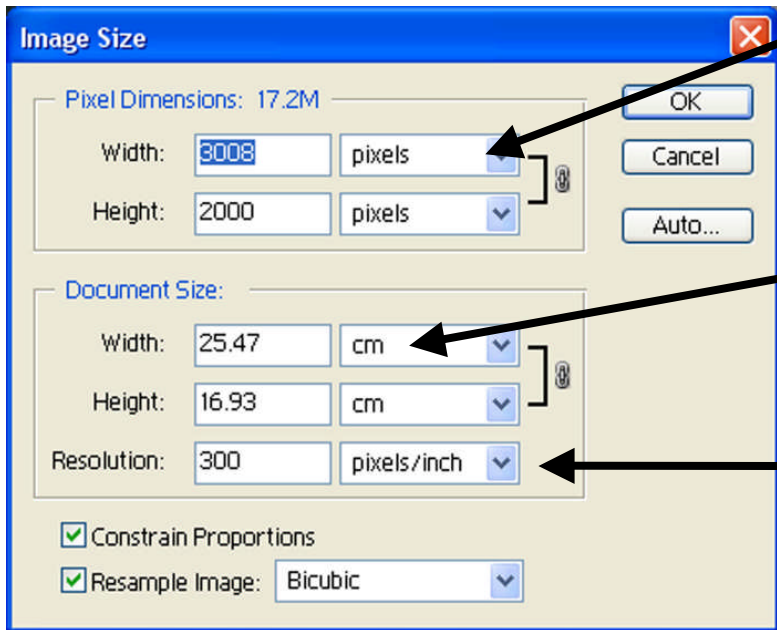


# Resizing, Cropping and Titling Digital Images

## The 'Image Size' data

This worksheet was prepared using Photoshop 7, which is the same as Photoshop CS.

You can check the size of an image by selecting 'Image' then 'Image Size' from the toolbar. This brings up the box shown below:



Pixel Dimensions shows the image size by pixels. This is important for images that will be projected.

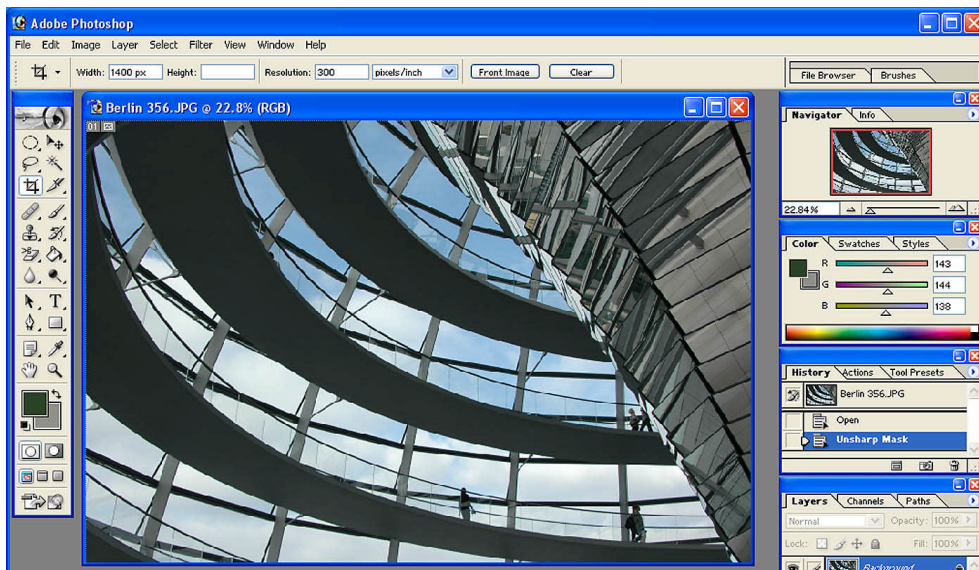
Document size shows the image size by centimetres, or inches. This is important for images that will be printed.

Resolution shows the number of pixels per inch. This is important for the image quality.

## Preparing a digital image for projection

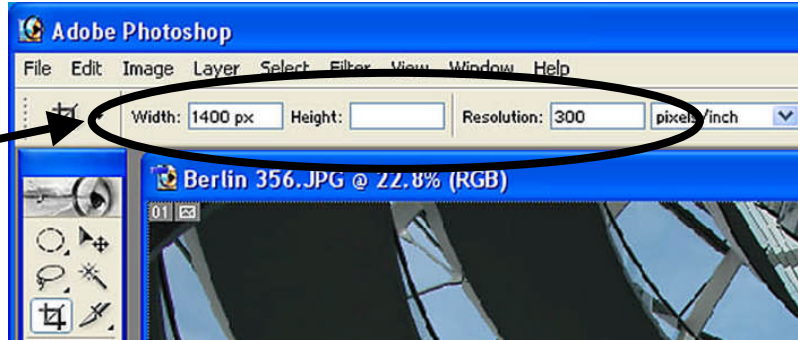
Like most digital data projectors, Henley Photographic Club's projector is designed to show images at a maximum resolution of 1400 pixels (width) by 1050 pixels (height). So digital images entered for competitions should not exceed these dimensions. If they do, the projector will automatically attempt to resize the picture, which may result in some distortion or cropping.

For an image that will be presented in landscape format, first open the image in Photoshop.



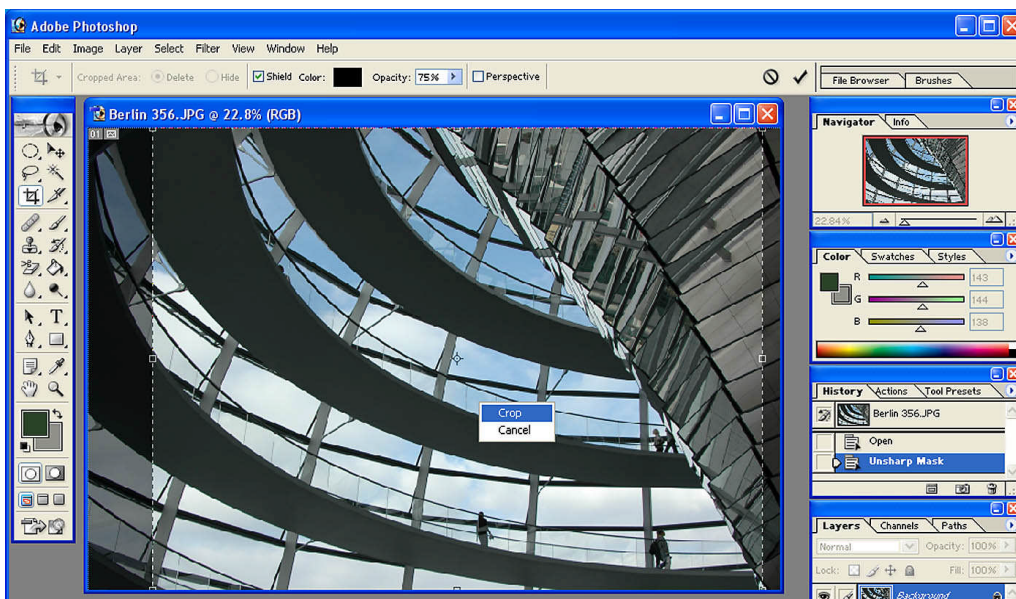
Select the 'Crop' tool from the left hand menu.

Set the width by typing in '1400 px'; leave the Height blank; set the resolution to '300' pixels per inch.

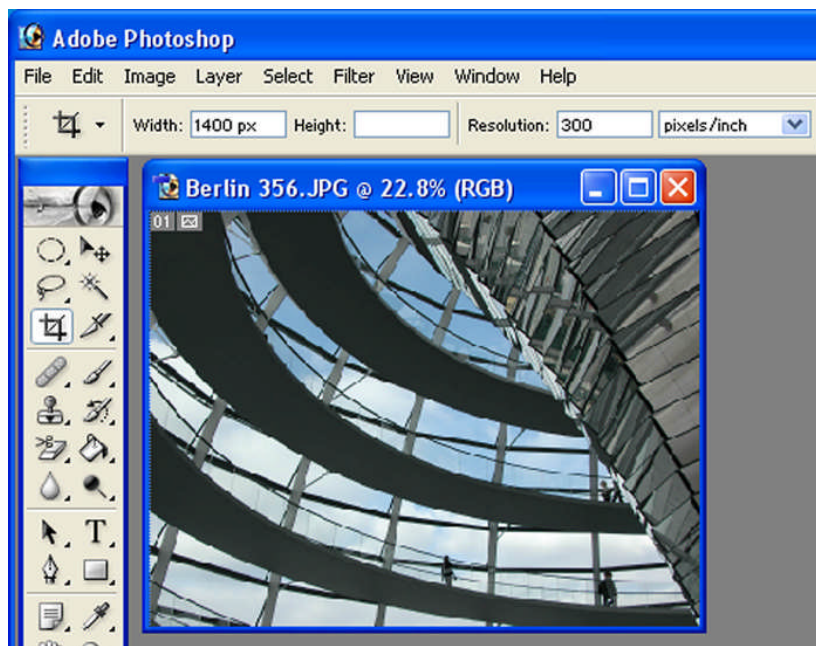


Hold down the left mouse button and select the area you want to be in the picture. The area that is shaded grey will be removed when you select the Crop option.

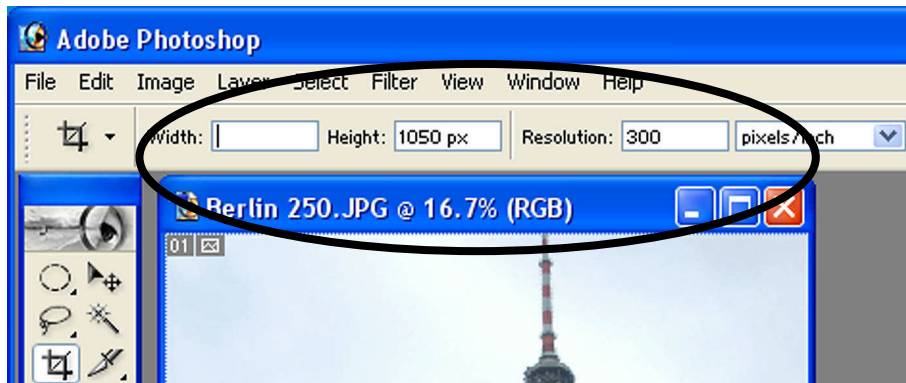
Then press the right mouse button to bring up the 'Crop' option.



Click on 'Crop' to crop the image to a width of 1400 pixels.



For an image that will be presented in portrait format, first open the image in Photoshop. Then follow the steps above but with the Width left blank and Height '1050 px' typed into the box.



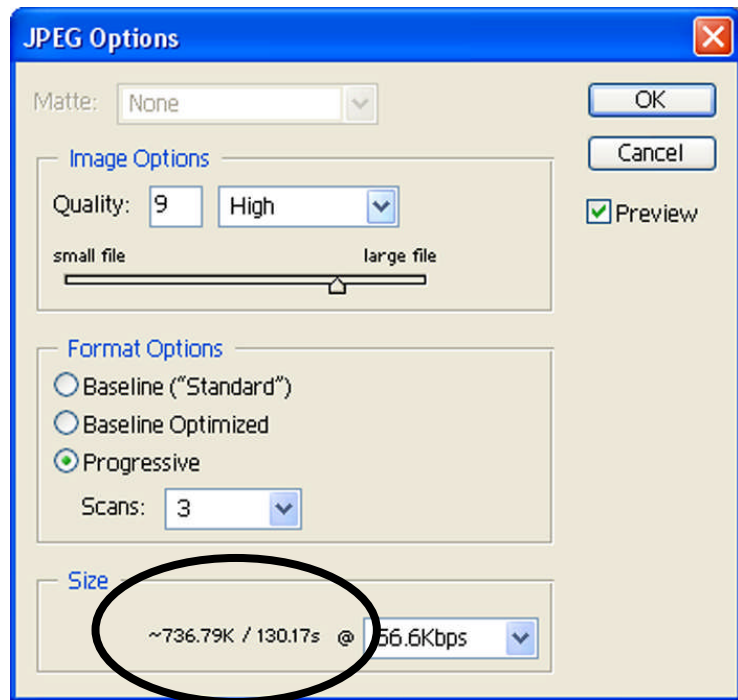


### **Saving a digital image for projection**

When your image is ready to be saved, select the 'Save As' option from the 'File' options on the toolbar.

Give the file a different name to the original image. Save it in JPEG format. This way you will always have the original for future use.

From the JPEG Options box, select a Quality that will give a file Size as large as possible, but less than 1000 K. (This allows the projector to load your image more easily.)



### Preparing a digital image for an Audiovisual presentation

Full frame audiovisual presentations require images cropped to a size of 1400 px by 1050 px. In this case, enter a Width of '1400 px' and a Height of '1050 px' before cropping as described above.

Save the image with a Size between 200 and 300 K. This makes it easier for the computer to load each picture during an audiovisual sequence.

### Preparing a digital image for printing

For a print, the image size should be left as large as possible. If cropping is necessary, leave both the Height and Width boxes blank. Save the image to the maximum Size possible (usually Quality 12).

When cropping, allow a little extra image around the selected area to allow for mounting.

### Titling digital projected images

Ideally digitally prepared images should be sized at a maximum of **1400px x 1050px** for landscape presentation or **787px x 1050px** for portrait presentation and should be presented in **JPG format only**. Images can be cropped to another size provided one of the dimensions remains at 1400px or 1050px respectively. These sizes refer to our Club's projector requirements. Other sizes may be required when competing against other Clubs.

Each image should be titled in the following way: **Title**, starting with a capital letter, then a space **by** then a space **your name** (e.g. Landscape by J Smith). **No full stops** are to be placed within the name or title. The software used to run competitions requires this format.

If you have been on the Internet, please ensure that your entries have been scanned with an Antivirus or AntiSpyware package. The number of entries remains as previously stated.