

Beginning with January 2022, the file size of submitted competition photos will be 2160 pixels on the longest side. (Previously our maximum size was 1024 on the longest side.) This change will use the full size of the new projector we are using at Grand Valley Artists and also should help with any pixelation issues we have experienced in the past with judges viewing images on their home computer screens.

Below is a quick checklist members submitting images to our monthly competition should follow.

- Are my images sized correctly? (Longest size 2160 pixels)
- Are my images RGB?
- Are my images .jpg?
- Do I have the correct category abbreviation on my file names?  
A=Assigned, C=Creative, J=Photojournalism, M=Monochrome, N=Nature,  
O=Open, P=Portraiture, S=Scape
- Is the title less than 28 characters INCLUDING word spacing?
- Is my name on the end of each file name?

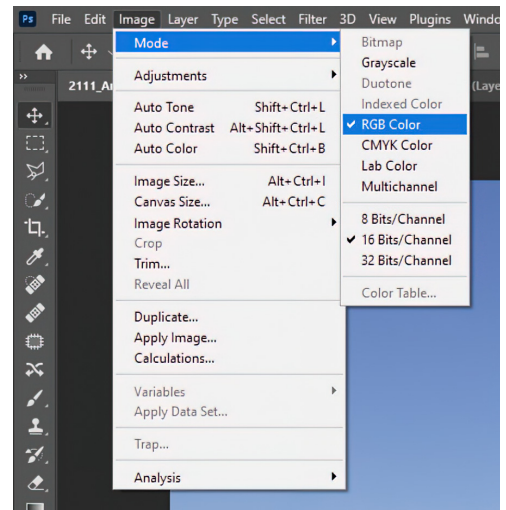
As a reminder the convention we follow for file naming is Category\_ImageTitle\_FirstnameLastname.jpg  
i.e. N\_HappyNewYear\_JohnDoe.jpg

If you can check all of the above before sending your images, then you should be all set and can make sure this is a smooth and easy process for everyone.

## HOW TO RESIZE your images to the GRCC competition dimensions

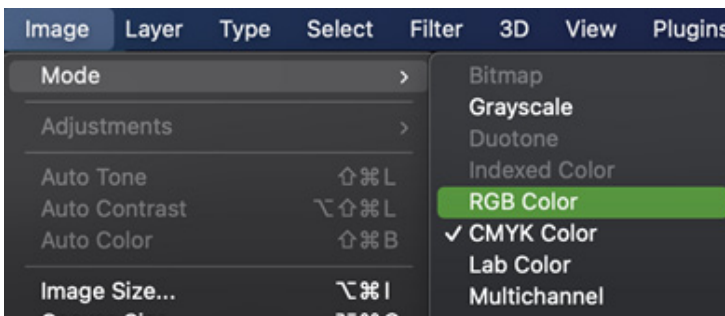
### PHOTOSHOP:

1. First make sure that your image is set to RGB Color. Select “Image,” then “Mode” and another window will appear to the side with different options. Make sure you have RGB selected. If not, then this is where you can change it.

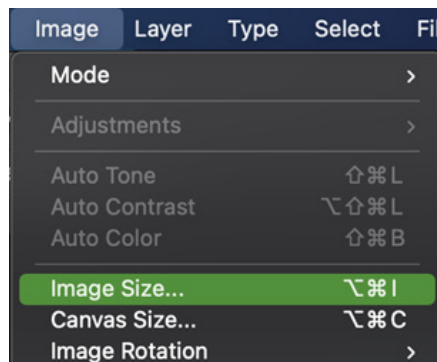


PC

MAC

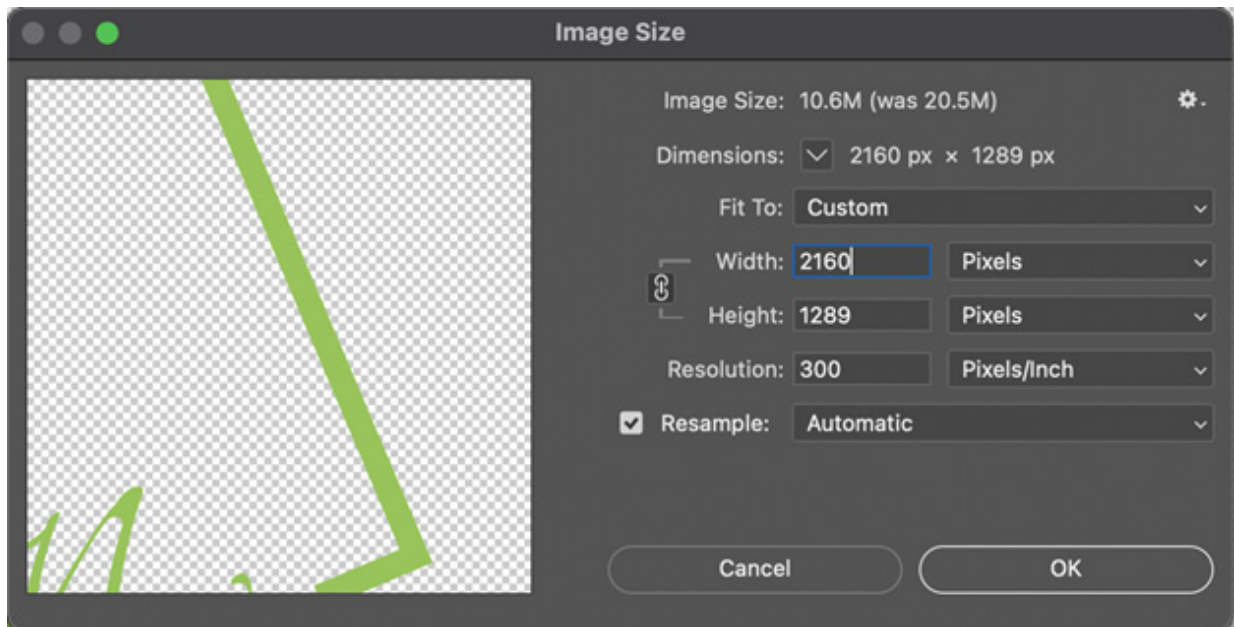


2. Click “Image,” then select “Image Size”

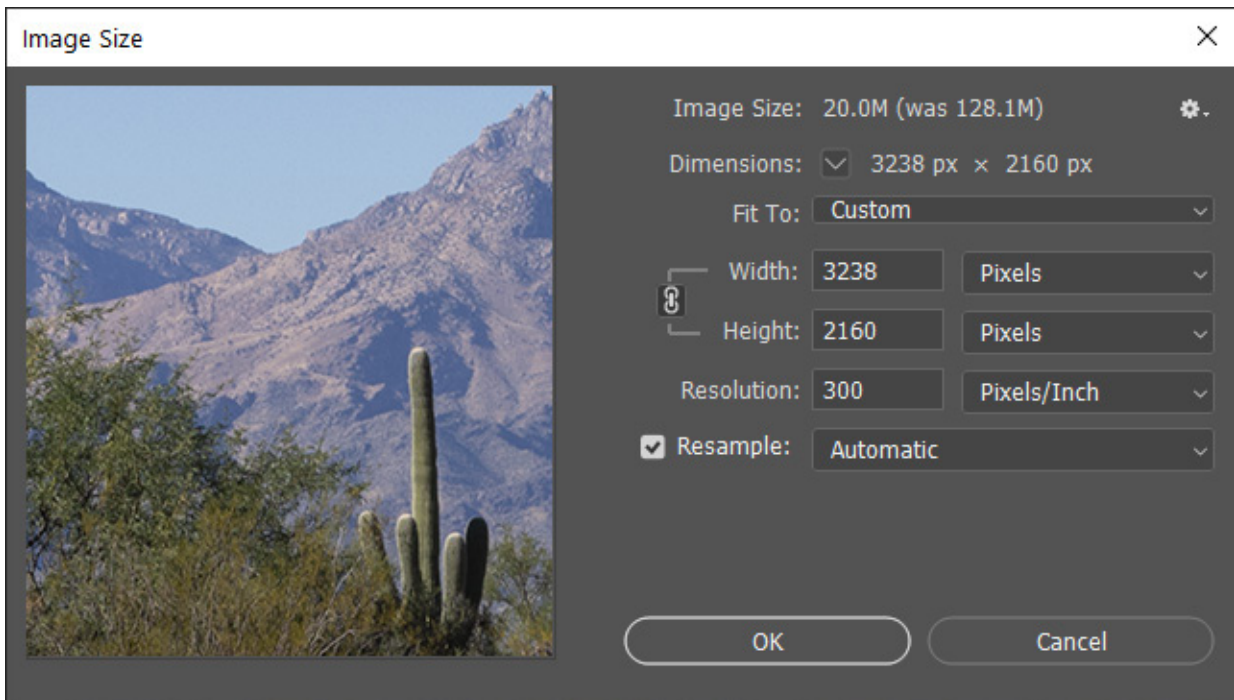


3. This window will pop up:

MAC



PC



4. Before the next step in this window:

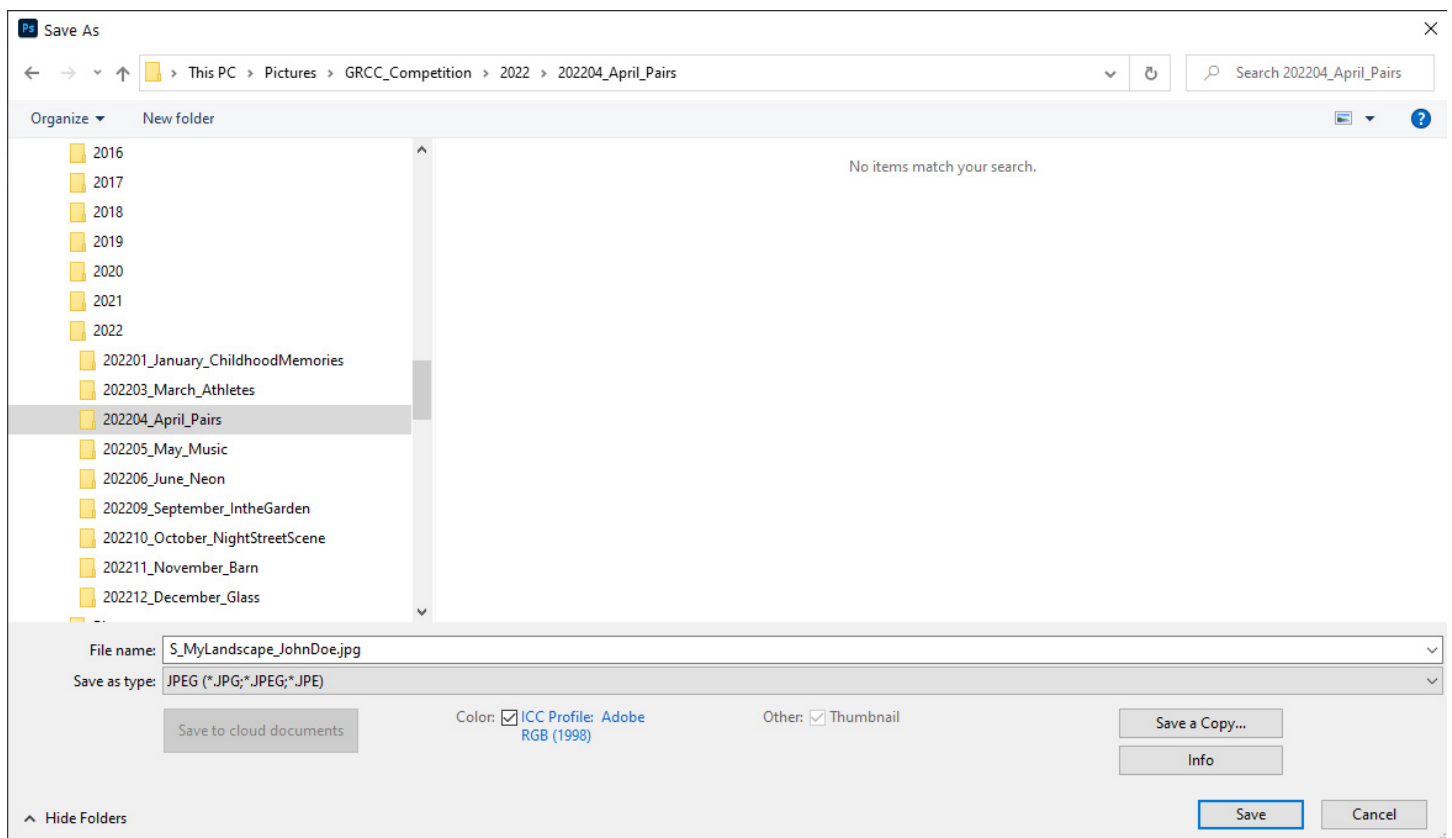
- Make sure on that “Pixels” is selected on both width and height. Use the drop down menu if something other than pixels is listed here and change it to pixels.
- Make sure the constrain ratio icon is selected - this will change your width and height to maintain the same aspect ratio. It is selected when the lines above and below the symbol connect to width and height.
- Set your resolution to anything between 72 and 300 pixels/inch. It really doesn't matter what you put in this field. However, make sure that this field is set BEFORE you enter the pixel dimension in the next step.
- The resample box should be checked. You can use the Automatic or the Bicubic sharper reduction mode.

5. In this window, whichever is your longest side (width or height), enter in 2160. If you've done the above steps correctly, the opposite side should automatically change to keep your proportions the same. Click “Ok” when complete. After clicking OK your image will likely change size on the screen. This is normal.

5. The last step is to select FILE...SAVE AS to save your resized image. (Do not use “Save” as you have reduced the size of your image and do not want to overwrite your original file.) Depending on the version of PS you are using, you may need to select SAVE A COPY. A new Dialog Box will open.

- You will indicate your **destination folder or directory (using the navigation tools)**
- Type in your desired **image filename** (i.e. N\_MyImage\_FirstLast)
- Select the save as **File type (JPG)**. The default filetype will likely be a PSD file, so you will need to use the drop down menu on that field to select the JPEG file type.
- **Make sure that the ICC Profile box is checked.**
- Once all the fields are properly selected, **click on the SAVE button.**

6. Your resized image is now in your specified folder/directory and ready to be submitted by email to our Digital Coordinator at [images@grccameraclub.org](mailto:images@grccameraclub.org)



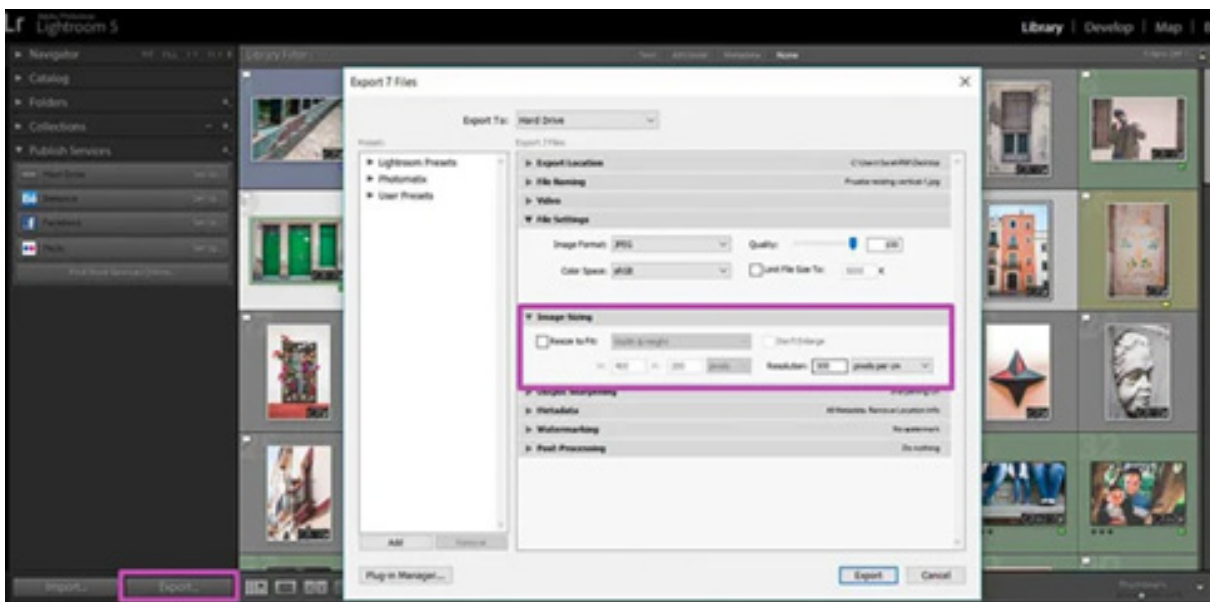
Next Page for Lightroom Instructions

# HOW TO RESIZE your images to the GRCC competition dimensions

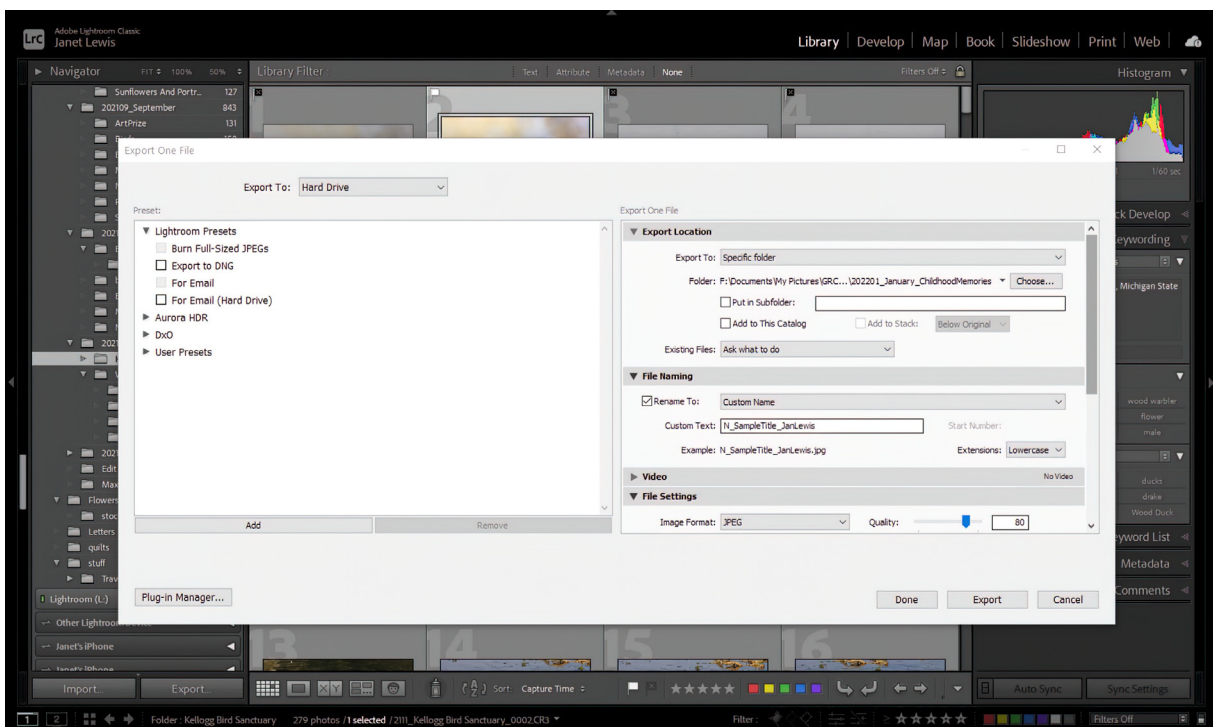
## LIGHTROOM:

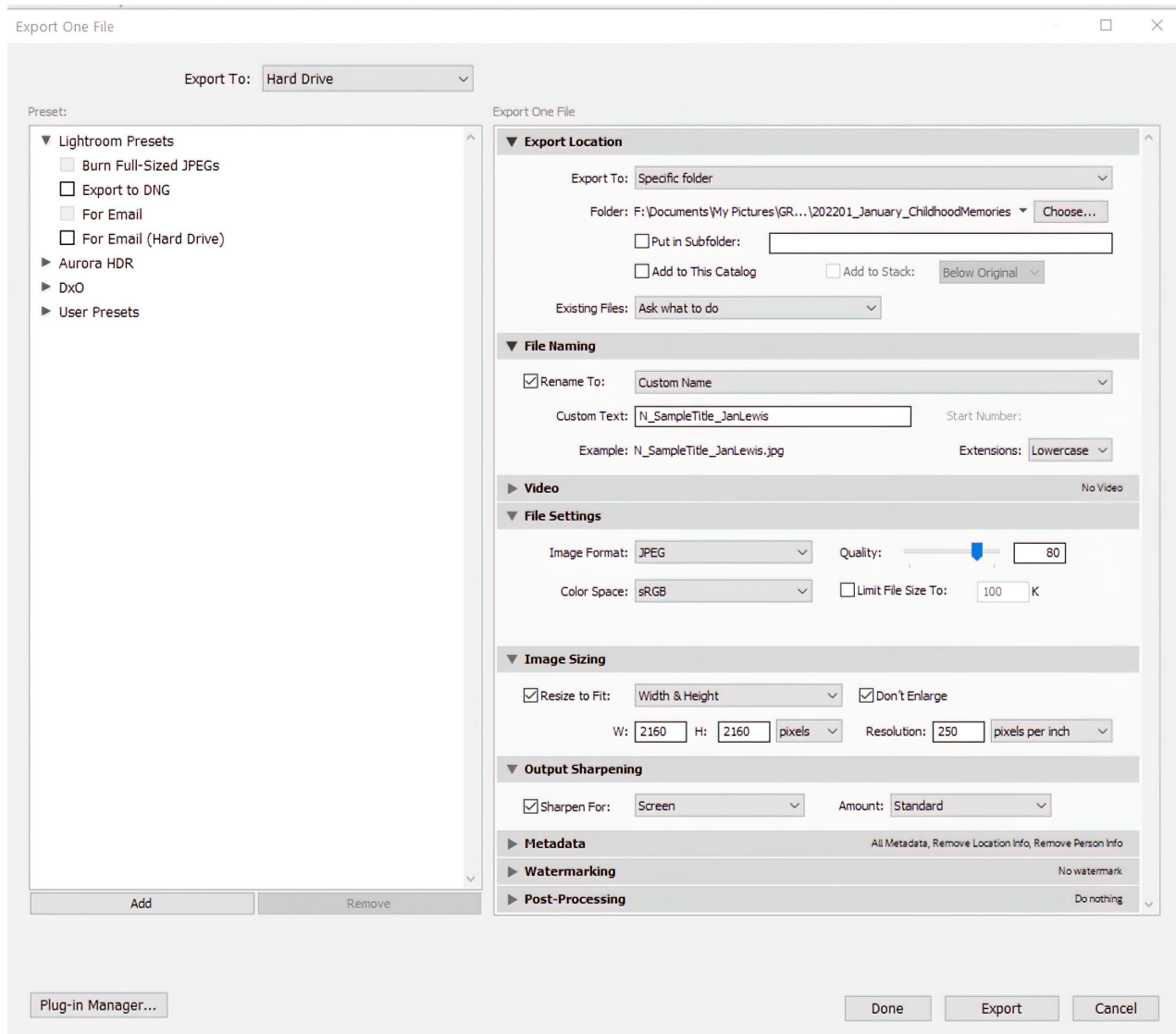
1. From the Library Module, select the image you wish to resize by clicking on it. For competition images it is recommended that you select one image at a time, since file naming will change for each image.
2. Once the image is selected, click on the Export Box in the Lower left corner. An Export Dialog Window will open.
3. In the Export Dialog window, you will want to expand the tabs (using the caret symbol on the left) for the EXPORT LOCATION, FILE NAMING, FILE SETTINGS, and IMAGE SIZING, if they are not already expanded. You will use drop down tabs and data fields to supply the resizing and filename information. You will not need the Video, Metadata, Post Processing or Watermarking areas. However, if you have used Watermarking in a previous export, make sure that any watermarking options are disabled.

MAC



PC





4. In the Export Location Area, select the Specific Folder option and then use the “Choose:” button to navigate to the desired destination folder/directory.

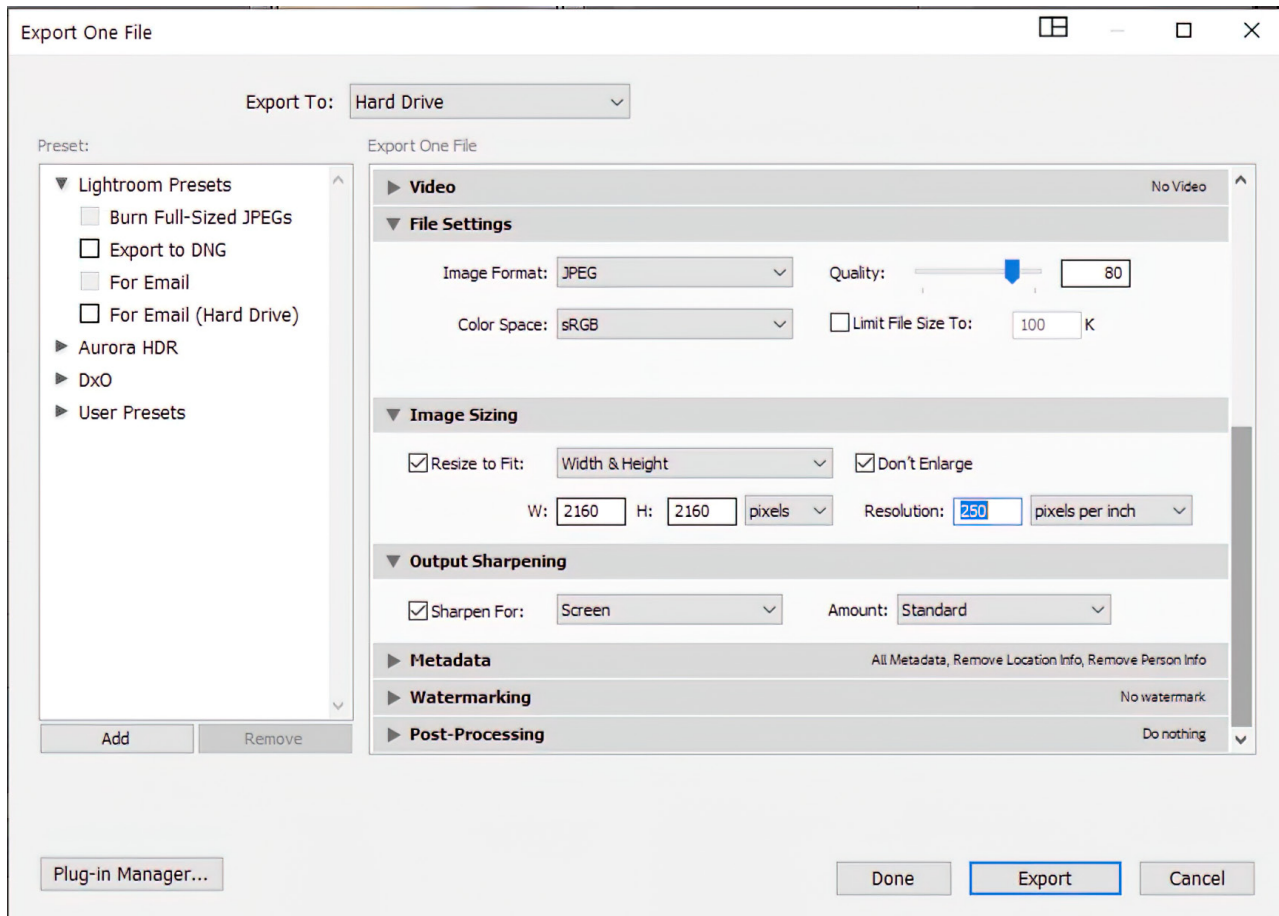
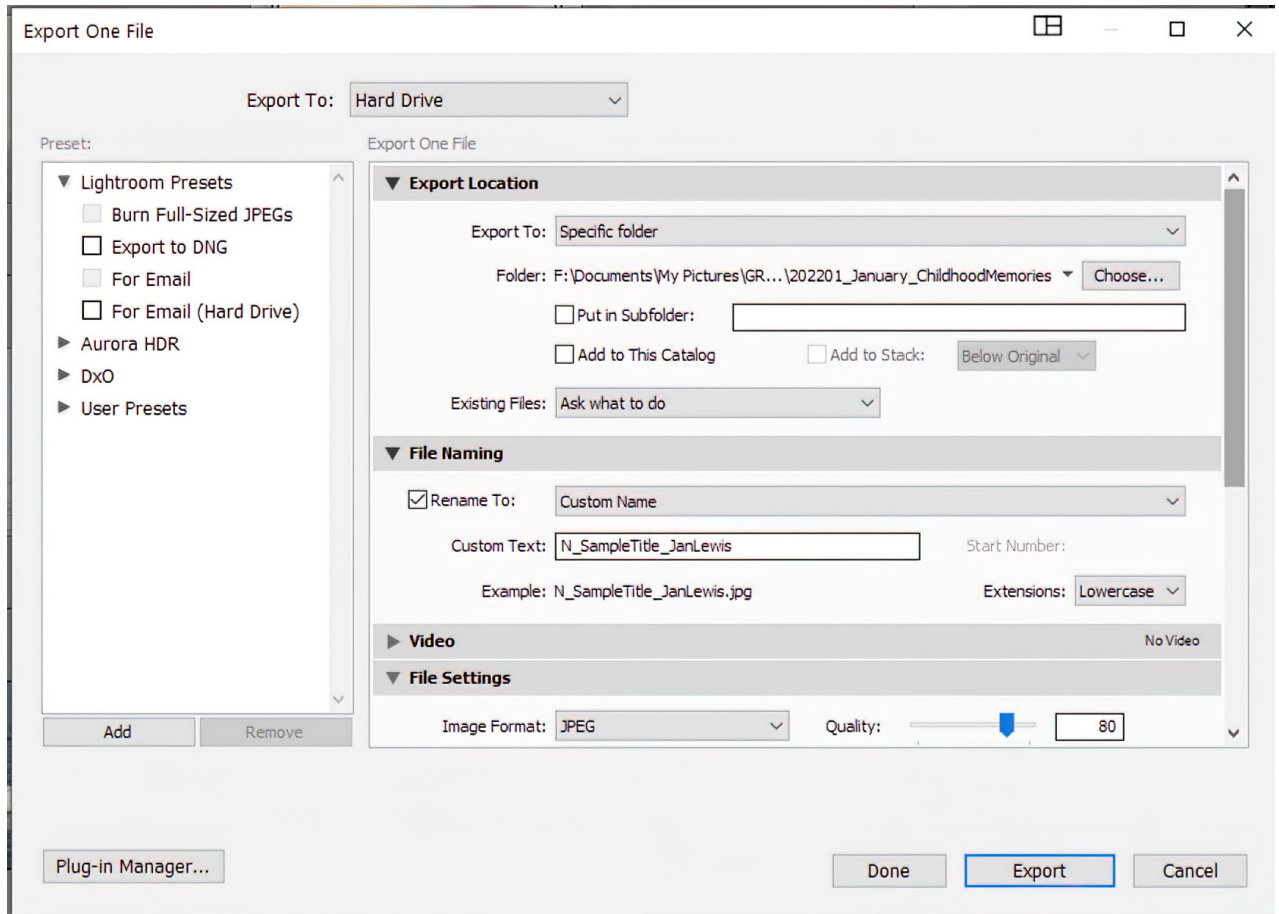
5. In the File Naming Area, check the “Rename to:” box, then select the Custom Name option. Use the Custom Text field to enter in the desired output filename, following GRCC competition filename conventions.

**6. In the File Settings Area, Select JPEG for the Image Format, Select sRGB (or AdobeRGB) for the Color Space, and use the slider to indicate the Quality (degree of compression). A value between 75-100 is recommended.**

**7. In the Image Sizing Area, check the “Resize to Fit:” box, select Width & Height. Enter “2160” in BOTH the W: field and the H: Field. Make sure that “Pixels” are selected. Make sure “pixels per inch” is selected in Resolution and enter any number between 72 and 300. The number entered in the PPI resolution field is inconsequential. I always select “Don’t Enlarge” but it is unlikely this will impact your image output, so it is OK to leave it off.**

8. When all fields are properly entered, click on the Export box in the lower right to actually perform the export. You can now email the file to the Digital Coordinator.

THE FOLLOWING PAGE SHOWS A CLOSER VIEW OF THE EXPORT DIALOG WINDOW.



9. ADDED NOTE for more advanced users: Once these export fields are properly filled out you can actually save this set-up as a Preset. Click on the Add button at the bottom of the lefthand presets panel in the Export Dialog Box. A new dialog will open where you can enter the new preset name, the preset folder you wish it to reside in (User Presets) and click save. I have created a preset called GRCC Competition so that I do not have to enter all this data repeatedly. You would only need to edit the file name, and location. If you are really saavy you can also create a file naming template that would automatically add your name to the end of your custom text. Refer to the LR help module to learn how to do that, or google it. There is bound to be a YouTube video out there to show you the exact steps.