

# IMAGE SUBMISSION INSTRUCTIONS

## Portland Camera Club

### IMAGE PREPARATION

Image preparation is outside the scope of this document. Image may be edited as you like, including any aspect ratio (crop dimensions) desired.

The image submission processes discussed in this document apply to files sent to the club, not how you want your image to look. That said, it is worth emphasizing that the file format will influence how it looks: send the wrong color space and the colors may be off. Send the wrong pixel dimensions, images may appear skewed, cut off or small.

The current projector displays an image 1920 px x 1080 px. This means that panoramic images will span the left edge to the right edge. Portraits will span the bottom edge to the top edge. Images in a 16x9 aspect ratio will fill the screen exactly. Use the wrong file name or competition class and you may not get credit or be placed into the wrong competition class.

This document describes how to save images in a file that will work well with the PCC projector. Contributors and contestants are strongly advised to meet the following requirements to ensure images are displayed accurately.

### IMAGE SUBMISSION REQUIREMENTS

Specification	Value
Maximum Dimensions	1920 px wide by 1080 px tall Landscape or portrait; projector will center
PPI (px per Inch)	Anything
Color space	sRGB Images may be color or Black & White, but the color space must be sRGB
File Format	JPG or JPEG
File Name	Your-Name-X-title-of-the-image.jpg <i>where "X" is your competition class, either "A" or "B"</i>  example: the filename for Jane Doe, Class B, Ugly Sunrise should be Jane-Doe-B-Ugly-Sunrise.jpg

***Failure to follow these requirements may cause images to be distorted by the PCC projector.***

Submit images by email to [pccupload@gmail.com](mailto:pccupload@gmail.com). For more information: [www.portlandcameraclub.org/upload.html](http://www.portlandcameraclub.org/upload.html). Apple Mail users: set Image Size to: "Actual Size".

## **IMAGE EDITING PACKAGES**

These requirements can be met with many photo image editing software packages. The following pages provide step by step instructions for various editors. We recognize that many people use several editors in combination to prepare an image. The instructions provide an export procedure for each editor.

Combining these procedures across two or more editors is left to the reader. Settings specified in **BOLD** meet the requirements. Other settings may vary as desired.

The following editors are covered as of this writing.

- Lightroom Classic
- Photoshop
- Topaz Studio 2
- ON1
- Photos and Preview for macOS

## **ACKNOWLEDGEMENTS**

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The club welcomes contributions to this document.

# ADOBE LIGHTROOM CLASSIC

Note, these instructions are for Lightroom Classic, not Lightroom Cloud.

1. Crop image to desired content & aspect ratio

Image | Crop (c; c)

2. File | Export... (pc: Ctrl-Shift- E; Apple: Cmd-Shift-E)

See next page for image of dialog box which may be helpful for the next few steps.

3. Export Location

Export To: your choice (somewhere you can find the file)

Existing Files: Ask what to do

4. File Naming

Rename To: **Custom Name**

Custom Text: **Your-Name-X-title-of-the-image** (let Lightroom create the file extension)

5. Video – leave blank

6. File Settings

Image Format: **JPEG**

Quality: **100**

Color Space: **sRGB**

**Uncheck** – Limit File Size

7. Image Sizing

Resize to Fit: **Width & Height**

**Check** Don't Enlarge

W: **1920** H: **1080** Pixels

Resolution: 240 pixels per inch

8. Output Sharpening: Your choice

9. Metadata: Your choice

10. Watermarking: **Leave blank**

11. Post Processing

After Export: Your choice

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[www.portlandcameraclub.org/upload.html](http://www.portlandcameraclub.org/upload.html). Apple Mail users: set Image Size to: **“Actual Size”**.

**Recommendation:** use a Lightroom Preset to automate the process for future uploads. An existing export preset, **PCC\_Upload\_Export**, that meets these requirements may be downloaded from the Image Upload Instructions in PCC File Depot. Be sure to read the README file. There are also detailed Step by step instructions to **create a Preset** from scratch.

<https://drive.google.com/drive/folders/1kE-7xNWAfqi96EsjEjlbPh03GKa9QCLp?usp=sharing>

Export One File

**▼ Export Location**

Export To: Specific folder

Folder: /Volumes/Docs\_Media/Photos/Projects/Drop\_Folder/PCC Choose...

Put in Subfolder:

Add to This Catalog  Add to Stack: Below Original

Existing Files: Ask what to do

**▼ File Naming**

Rename To: Custom Text

Custom Text: Your-Name-B-title-of-the-image Start Number:

Example: Your-Name-B-title-of-the-image-.jpg Extensions: Lowercase

**▼ Video**

Include Video Files:

Video Format:

Quality:

**▼ File Settings**

Image Format: JPEG Quality: 60

Color Space: sRGB  Limit File Size To: 100 k

**▼ Image Sizing**

Resize to Fit: Width & Height  Don't Enlarge

W: 1,920 H: 1,080 pixels Resolution: 300 pixels per inch

**▼ Output Sharpening**

Sharpen For: Screen Amount: Standard

**▼ Metadata**

Include: Copyright & Contact Info Only

Remove Person Info  Remove Location Info

Write Keywords as Lightroom Hierarchy

**▼ Watermarking**

Watermark: Simple Copyright Watermark

**▼ Post-Processing**

After Export: Show in Finder

Application: Choose an application... Choose...

User's choice

85% or higher is recommended

## REFERENCE

Export: <https://helpx.adobe.com/lightroom-classic/help/exporting-photos-basic-workflow.html>

Keyboard shortcuts: <https://helpx.adobe.com/lightroom-classic/help/keyboard-shortcuts.html>

File renaming: <https://helpx.adobe.com/lightroom-classic/help/filename-template-editor-text-template.html>

<https://blogs.adobe.com/jkost/2015/02/how-and-when-to-rename-files-in-lightroom-2.html>

# ADOBE PHOTOSHOP

1. Crop image to desired content & aspect ratio

Image | Crop (c; c)

2. Set the image size

Image | Image Size ...

Width: **1920 Pixels** (can be different, but not larger than 1920)

Height: **1080 Pixels** (can be different, but not larger than 1080)

Resolution: Wherever you want

Resample: **Automatic** (but try the others to see if you get better results)

3. Set the color space

Edit | Convert to Profile...

Destination Space

Profile: **Working RGB sRGB** (whatever follows)

4. Save JPEG file

File | Save As...

File name: **Your-Name-X-title-of-the-image.jpg**

Save as type: **JPEG**

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## REFERENCE

Crop: <https://helpx.adobe.com/photoshop/using/crop-straighten-photos.html>

Image Size: <https://helpx.adobe.com/photoshop/using/image-size-resolution.html>

Color Space: <https://helpx.adobe.com/photoshop/using/color-settings.html>

Save As: <https://helpx.adobe.com/photoshop/using/saving-images.html>

Def. keyboard shortcuts: <https://helpx.adobe.com/photoshop/using/default-keyboard-shortcuts.html>

## TOPAZ STUDIO 2

1. Crop image to desired content & aspect ratio

Select the Crop tool

2. Set the image size

Edit | Resize ...

Select:      Keep Aspect Ratio

Width:      **1920**   **Pixels**   **(can be different, but not larger than 1920)**

Height:     **1080**   **Pixels**   **(can be different, but not larger than 1080)**

3. File | Export

File Format:       **JPEG**

Name:             **Your-Name-X-title-of-the-image**

Path:             Wherever you want

Quality:          **10**

Color Profile:    **sRGB**

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[www.portlandcameraclub.org/upload.html](http://www.portlandcameraclub.org/upload.html). Apple Mail users: set Image Size to: **“Actual Size”**.

# ON1

1. Select “Resize” from either Browse or Edit modules
2. Select Document Size and enter settings below

either

Width: **1920** Pixels (can be different, but not larger than 1920)

or

Height: **1080** Pixels (can be different, but not larger than 1080)

Document Size – whatever you would like

Note: Enter either the width or height. ON1 will calculate the other one. Ensure both measurements are equal to or less than the maximum dimensions (1920 px wide and 1080 px high).

3. Click Done.  
This will generate a “Copy” of the original RAW file. The original file will still be selected when ON1 completes processing.
4. Click Browse, and select the “Copy” just created. It should be in the same folder as the original file. You may need to select the multiple photo view to see it.
5. Verify and note the “Copy” is resized to fit within the 1920 x 1080 pixels in the “Info” section.
6. Select Export from the Export Module and enter settings below

File Type: **JPEG**

Photo size: enter the same values as found in step 5 (any other values will distort the image)

Quality **100**

**sRGB**

Location – any place you would like

Filename:

7. Click Export
8. Rename the file to the standard PCC image filename: **Your-Name-X-title-of-the-image**

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## REFERENCE

<https://ononesoft.cachefly.net/content/ON1-Photo-RAW-2020-5-User-Guide.pdf>

Adjusting the Image Size: p. 164

Export: p 175

Video 3-4 minutes: <https://www.on1.com/videos/preparing-prints-resizing-and-exporting/>, but do not use the Quick Export option described at the end of the video.

# PHOTOS V3 AND PREVIEW V10 FOR MACOS

1. Open image in PHOTOS.
2. Select "Edit" in upper right.
3. Select "Crop" in Top Center and crop image to desired content and aspect ratio.
4. Select "Adjust" and use tools on right hand side as needed, then click "Done" in Upper Right.
5. Select "File" from menu bar top left, and select Export

Photo Kind: **JPEG**

"Use File Name"

Click Export and select "Desktop"

6. Open PREVIEW app, highlight the image you are using and select "Open".
7. Select "File" from menu bar top left and select "Rename"

Rename file to: **Your-Name-X-title-of-the-image.jpg**

Press Return when done.

8. Select "Tools" from menu bar and choose "Adjust Size"

Be sure to select "Pixels" in drop down. Then make the changes using the following guidelines.

Width: **1920 Pixels** (can be different, but not larger than 1920)

Height: **1080 Pixels** (can be different, but not larger than 1080)

Click boxes "**Scale Proportionally**" and "**Resample Image**"

Click OK when done.

9. Select "Tools" from menu bar and choose "Assign Profile" from drop down

Select **sRGB**

Press OK

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## REFERENCE

Overview: <https://support.apple.com/en-us/HT207596>

Crop: <https://support.apple.com/en-us/HT207596>

Adjust size: <https://support.apple.com/guide/preview/resize-rotate-or-flip-an-image-prvw2015/mac>

Color space: <https://support.apple.com/guide/preview/apply-a-color-profile-to-an-image-prvw41540291/mac>

Save as: <https://support.apple.com/guide/preview/convert-graphics-file-types-prvw1012/11.0/mac/10.15>