

# Guidelines for Preparing Images for RPS International Projected Image Exhibition 2008

The following is guidance for preparing images and CDs for submission to the RPS International Projected Image Exhibition 2008. It reproduces the Entry rules (blue text) and in some cases expands upon them. It also provides brief guidance on using Photoshop or Photoshop Elements to format images.

## **Images**

Images may be acquired digitally, or scanned from traditional film to create a digital file.

## **Image Size**

The images must be a maximum of 1024 pixels wide x 768 pixels high. Images that are smaller than the maximum size will be displayed against a black background exactly as they are provided on CD.

You are advised against padding your image to 1024 x 768 pixels with a coloured background as this can reduce the impact of your image.

Images which exceed the maximum dimensions will be reduced in size for presentation to the selectors so that the whole image is shown, but the RPS accepts no responsibility for any resulting reduction in image quality in such cases.

## **Image Format**

Digital files must be submitted on a CD as images in RGB format in the sRGB colour space, in maximum quality .JPG format (even if they are monochrome images).

CMYK files will be rejected. JPEG 2000 files will be rejected. JPEG files from the common image processing applications (Photoshop, Photoshop Elements, camera, etc.) are fine.

Files with incorrect colour space (profile) will normally be converted to sRGB for presentation to the selectors, but the RPS accepts no responsibility for any resulting colour changes in such cases.

## **Folder Structure**

Create folders for Nature Digital and/or Open Digital, and within each folder create another folder for the images, titled with: Surname\_Forename(s)\_Distinctions (example: 'Smith\_Fred\_ARPS' or 'da Silva\_Jorge P\_ARPS\_DPAGB'). Within this folder, the file names of the images must be numbered (1-4) followed by the title (example: '1 Sunset in Morocco.jpg'). Multiple entries may be sent on a single CD containing folders from each entrant. The CD must be labelled with the photographer's name or for multiple entries the group name or first named photographer.

A CD for a single entrant would have files and folders something like the following, where increasing indentation indicates that the file or folder is contained in the previously named folder.

	<i>File/Folder Name</i>
Folder	Nature Digital
Folder	Smith_Fred_ARPS
File	1 Bee in flight.jpg
File	2 Wren Troglodytes troglodytes.jpg
Folder	Open Digital
Folder	Smith_Fred_ARPS
File	1 Sunset in Morocco.jpg
File	2 Over the moon.jpg
File	3 Canyonlands.jpg
File	4 Begone dull cares.jpg

A CD for multiple entrants would be something like the following:

	<i>File/Folder Name</i>
Folder	Nature Digital
Folder	Smith_Fred_ARPS
File	1 Bee in flight.jpg
File	2 Wren Troglodytes troglodytes.jpg
Folder	Smith_Jean_FRPS_DPAGB
File	1 Alpaca and young.jpg
File	2 Condor.jpg
File	3 Snowy owl.jpg
Folder	Open Digital
Folder	Smith_Fred_ARPS
File	1 Sunset in Morocco.jpg
File	2 Over the moon.jpg
File	3 Canyonlands.jpg
File	4 Begone dull cares.jpg
Folder	Smith_Jean_FRPS_DPAGB
File	1 Recession.jpg
File	2 Antelope Canyon.jpg

### **General**

Any images not conforming to these requirements may not be shown to the selectors or included on the CD and the entry fee will not be refunded. Submitted digital media will not be returned and will be destroyed after the exhibition.

### ***Image Preparation: Photoshop 6 or later***

To prepare your images to the correct size, etc. using Photoshop 6 or later:

1. Open the image in Photoshop and flatten any layers
2. For grayscale images use Image > Mode > RGB Color to convert to RGB format
3. For 16-bit/pixel images use Image > Mode > 8bits/channel to convert to 8-bit mode
4. Use File > Automate > Fit Image and type in the required maximum size of the image (1024 x 768)
5. Use Image > Mode > Convert to Profile and convert the image to sRGB working space by setting the destination space to 'sRGB IEC61966-2.1' (Edit > Convert to Profile in Photoshop CS2 or CS3)
6. Use File > Save As to save the image in JPEG format with quality 12. Ensure that the check box next to "ICC Profile" is ticked. (It should be showing sRGB.)
7. It is worth viewing the resulting image at 100% in Photoshop to ensure that no artefacts have been created due to scaling. If they have you should correct them and then re-save.

### ***Image Preparation: Photoshop Elements***

To prepare your images to the correct size, etc. using Photoshop Elements:

1. Open the image in Photoshop Elements and flatten any layers
2. For grayscale images use Image > Mode > RGB Color to convert to RGB format
3. Use Image > Resize > Image Size and ensure that the "Resize (Bicubic)" and "Constrain Proportions" boxes are ticked, then ...
4. Under "Pixel Dimensions" type 1024 into the width box. If the height box then shows a value greater than 768, type 768 into that box. The width will adjust to a number less than 1024. Click OK to complete the process.
5. Convert to sRGB as follows:
  - a. If you are using Photoshop Elements 3 there is nothing you can do to convert the image's profile, so proceed to step 6.
  - b. For later versions of Photoshop Elements use Image > Convert Color Profile and if 'Apply sRGB Profile' is not greyed out, click on it to convert to sRGB.
6. Use File > Save As to save the image in JPEG format with quality 12. For Elements 4 or greater, ensure that the check box next to "ICC Profile" is ticked. It should be showing 'sRGB IEC61966-2.1'.
7. It is worth viewing the resulting image at 100% in Photoshop Elements to ensure that no artefacts have been created due to scaling. If they have you should correct them and then re-save.