

Photo preparation

These instructions apply to photos for this website and for projector use. Photos for external competitions should be prepared according to the rules of the competition.

Important: Use a copy of the original photo or make sure that you have a backup copy. These are common procedures available in most photo-editing programs.

1. Save with jpeg file format using the following options:
2. Recommended jpeg compression/quality level: 100% (see Photoshop instructions below for additional information)
3. Select 'progressive jpeg' saving option
4. Set colour space to sRGB (see Photoshop instructions below for additional information).
5. Landscape photos: suggested width 1800 pixels
6. Square photos (or approximately square): suggested width 1300 pixels
7. Portrait photos: suggested width 1000 pixels
8. Those seeking to protect their intellectual property are free to provide smaller images.
9. Photo filenames should conform to the following pattern (with or without capitalization):
title-with-hyphens_photographer-name-with-hyphens.jpg
Example: Miracle-Lake_John-Smith.jpg

Photoshop instructions (or similar editing programs)

Please note: Menus, drop-down items and page configurations vary slightly from version to version but the options are industry standard. Find the appropriate page and enter the options as described below. For non-Photoshop programs; look for the appropriate menu and page in which to enter options.

1. Open photo. Go to Image > Image size. Check 'constrain proportions'.
2. Go to File > Export > Export As or File > Export > Save for Web and enter options:
 - Set maximum jpeg quality to 100% or maximum.
 - Check the 'progressive' box if shown.
 - Make sure that 'Convert to sRGB' is checked.
 - Make sure the 'quality' or 're-sample' option is set to 'Bilinear' in the drop down menu.
3. Enter appropriate pixel width (as above) for landscape, square or portrait images.
4. Do not re-sharpen images for web.

Meta data

Meta data is helpful for setting up photos on this website. It is not needed for any other purpose.

The meta data file contains information about the photo.

1. Create this file with any text editor or word processor, such as Notepad or Windows.
2. Enter the meta data. See meta data fields below.
3. Save the file as plain text with the file extension .txt. Give it the same filename as the photo (except for the file extension).
Example: Miracle-Lake_John-Smith.txt

Meta data fields

Skip fields where information is unavailable or does not apply.

1. **Photo title:** Space is limited so try to keep the name succinct, if possible.
2. **Photographer name:** Usual first and last name, or personal brand name.
3. **Date of photo:** Year and month
4. **Date of competition:** Year and month
5. **Competition:** Name of competition
6. **Competition category:** Name of category
7. **Award:** Name of award received
8. **Gallery:** Name of gallery the photo is submitted for