

Sizing Digital Files in Photoshop

Need help sizing your digital entry? The rules state that your image should be no larger than 1400 pixels wide by 1050 pixels tall. Your image is probably much larger than that, so it must be downsized. In Photoshop CS3, you can do that by going to Image→Image Size to open the sizing dialog box. Make sure that the “Constrain Proportions” box is checked. The dialog box should show “Bicubic Sharper (best for reductions)”. Insure that the horizontal dimension is no larger than 1400 pixels and that the vertical is no larger than 1050. Keep in mind when sizing a vertical image, that observing the 1050 pixel vertical restriction will result in a horizontal pixel count much less than 1400. This is normal.

File Size: The rules state that the file size may not exceed 1.5 MB. This is almost never a problem, as a typical image will come in well under 1 MB. If you need to reduce your file size, the best technique is to use the “Quality” slider in the Jpeg Options box which appears after pressing “Save”. Normally, you will want this slider set to 12 (max), but selecting a lower number will increase the degree of file compression, thus reducing the file size.

Color Profile: In order for your image to look its best on our projection equipment, the color profile should be sRGB. If your working file is not sRGB, the image should be converted. Go to Edit→Convert to Profile. In the Destination Space dialog box select sRGB (IEC61966-2.1), leaving the Conversion Options and check boxes at their default settings.

Saving the file: Your image needs to be saved as a Jpeg if it is not already. Go to File→Save As and name the file as described below. Make sure that “Jpeg” is selected as the file format. If Jpeg is not an available option, it means that your file doesn’t conform to Jpeg rules. This is usually because the file is something other than 8 bit. Go to Image→Mode, and make sure “8 bit” is checked. Once you’ve done this, Jpeg will become an option on the save menu.

File Naming: Each file name will contain Class (A, B or M), Member Number, Critique Request (C) and Title as shown below. Only one critique request per class permitted. Use an underscore to separate each item. Title names may contain spaces, however avoid the use of unsupported special characters such as \ / : * ? < > | in title names.

- Example: B_1234_C_River Walk..

Submitting the File(s): You may email your files as attachments to: submit.digital@gmail.com anytime prior to the turn-in meeting. Please include “FWCC Digital Submission” in the subject line. You will receive a confirmation reply when your files are received and checked in. If you prefer, in lieu of email, you may bring a CD to the turn-in meeting.