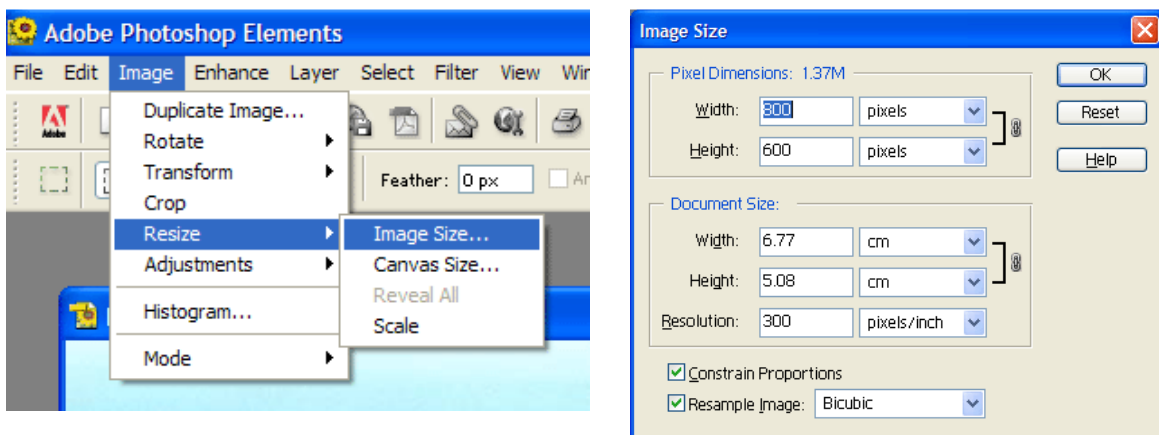


## General Principles

Where an image is to be displayed digitally appropriate dimensions and quality should be set prior to submitting the image. This sounds more complicated than it is. In the following example Photoshop Elements 2.0 is used as the software which will manipulate the image, however most editing software packages operate in a similar way.

Open the image in the editor and click **Image / Resize / Image Size**

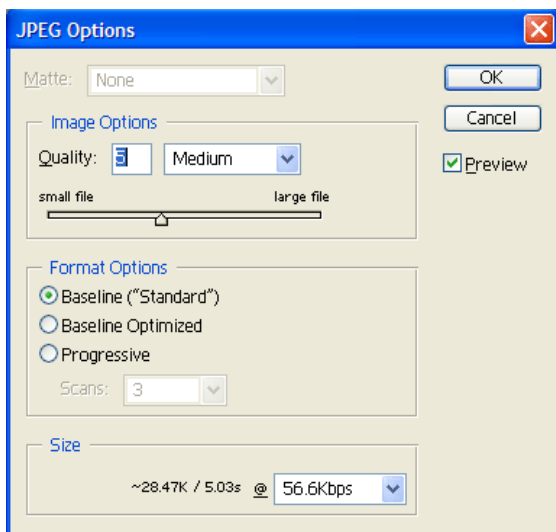


In the new dialogue box which opens, before making any changes to the dimensions, make sure that the Constrain Proportions option is ticked. This ensures that when either the width or height is changed the other dimension changes in proportion thus preserving the overall “shape” of the image.

In the Pixel Dimensions area ensure that “Pixels” are shown next to the values (use the drop down list to select this option if it is not already shown).

Enter a value for either Width or Height and the other will adjust accordingly. Which value is best will depend on what you intend to do with the final image and suggestions are set out below.

Click OK. The image will change size on screen.



Save the image as a new file name to ensure you retain the original. It’s best to save as a JPEG (.jpg) file as this is the most widely accepted type in the hands of other users.

In the Quality area, either enter a number between 1 and 12 (the higher the number the larger the final file size), use the drop down list to select a file size from “Low” to “Maximum” or use the slider to set a value.

Set the value between 7 and 12. Any lower than 7 and the image is too fuzzy. Any higher than 10 and the file size increases dramatically but the detail shown is not always improved.

## ***Settings for Publishing on the Web Site***

### **Image Size**

**Pixel Dimensions**            Set the width or height so that the longest dimension of the image is not bigger than the values below -

Width	500
Height	300

	Original	New Size 1	New Size 2
<b>Example 1 – Landscape Orientation</b>			
Width	1000	500 (Max Width)	600
Height	500	250	300 (Max Height)

*In Example 1 it is better to use Size 1 as the maximum width of 500 is exceeded in Size 2.*

<b>Example 2 – Portrait Orientation</b>			
Width	600	500 (Max Width)	225
Height	800	666	300 (Max Height)

*In Example 2 it is better to use Size 2 as the maximum height of 300 is exceeded in Size 1.*

### **Quality**

When saving the image set the quality to 7 (Medium).

## ***Settings for Competitions***

### **Image Size**

**Pixel Dimensions**            Set the width or height so that the longest dimension of the image is not bigger than the values below -

Width	1024
Height	768

Use similar logic to that under ***Settings for Publishing on the Web Site*** when setting these values for the image you are submitting for competitions.

### **Quality**

When saving the image set the quality to 12 (Maximum). The file size will not be too large for the dimensions used above.