



## Preparing Images for PDI Competitions and Exhibitions

PDI images for competitions and exhibitions need to be set to a specific size and format in order to display at the best possible quality on a colour-managed digital projector.

The following instructions should work in the current versions of Photoshop and Photoshop Elements. There may be some variations in earlier versions, but the principles will be the same, as they will for other image editing software.

Before making any of the following adjustments, it is good practice to make a copy of your image file to avoid altering the original. To make it easier for us to identify who has submitted an image, please save it as a JPEG with a filename made up of the image title, followed by an underscore, followed by your name. For example: *"My Photo\_My Name.jpg"*. Preferably save it at maximum quality, 10-12 in Photoshop.

### Resizing

The maximum dimensions of the image should not exceed 1600 pixels wide x 1200 pixels high. This means that for landscape orientated images the width should not exceed 1600 pixels, and for square and portrait orientated images the height should not exceed 1200 pixels.

In Photoshop, select "Image Size" from the Image menu. In Elements, select "Resize" from the Image menu, then "Image Size". In the dialogue box that appears, ensure that the "Constrain Proportions" and "Resample Image" check boxes near the bottom are both checked. Under "Pixel Dimensions" at the top, for a landscape image enter 1600 pixels in the width box, or for a square or portrait image enter 1200 pixels in the Height box.

Click OK and that's it.

If your image is less than 1600 pixels wide or 1200 pixels high, there is no need to pad out the extra space with black – crop to the actual image dimensions.

### Convert to sRGB

In many cases this will not be necessary as most cameras save images as sRGB by default. However, if you've set up your camera to AdobeRGB colour space, you will need to convert it for the colours to be displayed corrected on the projector, which has been calibrated for sRGB.

In Photoshop, select "Convert to Profile" from the Edit menu, and in the dialogue box that appears, select "sRGB IEC61966-2.1" in the dropdown under "Destination Space". Click OK.

In Elements, select "Convert Color Profile" (sorry about the American spelling!) from the Image menu, then "Apply sRGB Profile".

### Add Metadata

The Document Title and Author fields need to be set to your chosen image title and your name respectively. This can be done either in Photoshop or in Windows Explorer.

In Photoshop and Elements, select “File Info” under the File menu. There’s a lot of information here under a number of tabs, some of which is entered automatically by the camera (such as camera make and model, lens, shooting settings, etc.), and some you can enter yourself. For the purpose of competitions you just need to complete the Document Title and Author fields under the Description tab. Although not necessary for competitions, you can also enter a Description if you wish, add Keywords and copyright information. For the latter, select “Copyrighted” from the dropdown and enter whatever you like in the Copyright Notice field, usually your name and the year.

In Windows Explorer, you can right-click on an image file and select “Properties” from the menu, then enter the Title and Author under the Details tab. Alternatively, make sure you have the details pane showing (Layout>Details pane from the Organise menu in Windows 10, or View>Show>Details pane in Windows 11) and you can then type directly into the fields where it says “Add a title” and Add an author”. Then click on the Save button.

The software we use to display PDIs for competitions is Film Free Projection. If you are interested you can visit the website <http://www.filmfreeprojection.co.uk/>, where you can download a trial version of the software.

If you don’t have a suitable image editing program, you can download a free program called FastStone from here <https://www.faststone.org/FSViewerDetail.htm>. This will enable you to resize the image (Edit >Resize/Resample) and link to the Windows Explorer Details pane (View>File Properties), but not change the colour space.

Revised May 2022