

## **What size of images & what format to request from your Club members?**

*These notes are supplied only as basic guidance to supplement Digital Guidance Notes 3, 4 and 5*

The Following notes assume you require your members to submit images for a Club Digital Competition.

How the images are submitted will largely depend on the equipment and software to be used, but the following may give you a guide.

**The following are the main things to specify to your members -**

<b>File Type</b>	-	<b>tiff or jpeg</b>
<b>Image Mode</b>	-	<b>RGB Colour</b>
<b>Colour Depth</b>	-	<b>8 bits only</b>
<b>Colour Space</b>	-	<b>sRGB</b>
<b>Compression</b>	-	<b>None</b>
<b>Layers</b>	-	<b>Flattened</b>
<b>Alpha Channels</b>	-	<b>Removed</b>
<b>Pixel Dimensions/Image Size</b>	-	you require to state the pixel dimensions for landscape and portrait dependant on the native resolution of your projector e.g. 1024 x 768 (or 1400 x 1050)

Note – setting Resolution in the Image Size box has no relevance for a projected image

**Maximum File Size** - setting the above pixel dimensions will limit the file size. Unless you are emailing images you should not require to lower it from this.

**Transfer Media** - Dependant upon what you are willing to accept e.g. CD, Compact Flash Card, Memory Stick, email

**Filename** - You will also have to specify how you wish them to title the images

For Example – 'Your images should be numbered 01 02 and 03 etc. (as they appear on the entry form) followed by \_ and the title (maximum of 15 characters with no spaces) followed by your author number;'

example - the file name for the 1st image, 'Misty Loch Ard' from an author with the number 12 would be **01\_mistylochard12**

**You will also have to specify if you want them to be put their images into a Folder** with their name on it or author number, for example

**Some additional things you might want to add -**

The Image area itself must not display the title or author name.

You must ensure that no 'virus' is present within your CD

When you write your files onto a CD make sure that the 'session is closed'

Write your name and Author Number on the CD, and complete the Competition Entry Form

Please do not stick labels onto your CD.

**Other information you may find useful (available from the SPF website) -**

**Digital File Rules for SPF Competitions**

**How to Resize Images has been covered in**

**How to submit your images as sRGB has been covered in**

**File naming and numbering notes can be found in**

**Digital Guidance Notes 1**

**Digital Guidance Notes 2**

**Digital Guidance Notes 4**