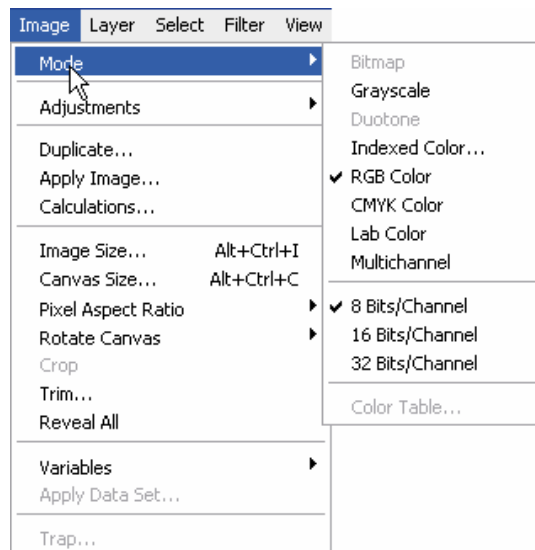


Sizing Images for Digital Transmission

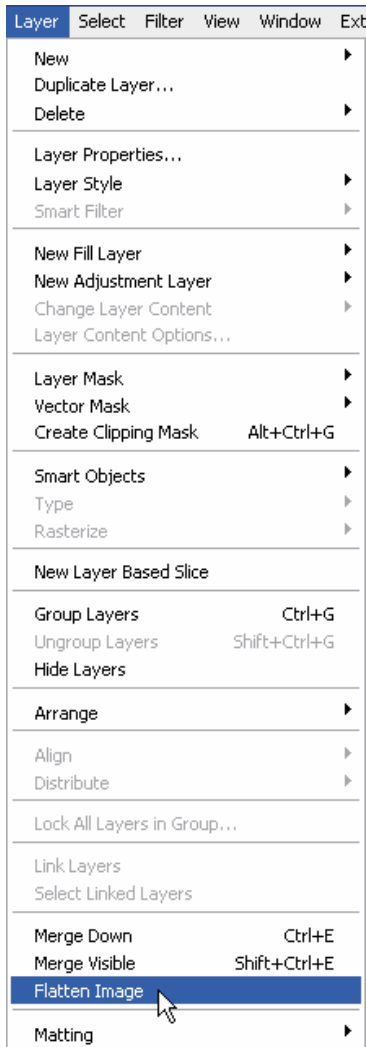
Note: this tutorial contains images which may take awhile to load as you scroll through the document.

Although this short tutorial is based on Photoshop and Photoshop Elements software, other digital software have similar menus and functions.

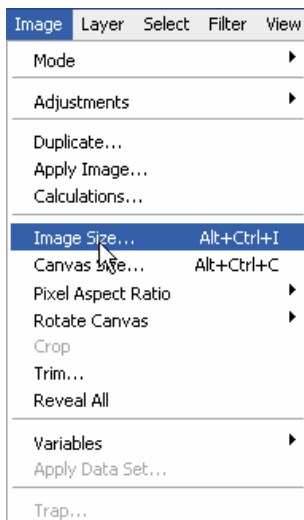
1. Open your image in PS.
2. If your image is RAW or saved as a Photoshop document (PSD), TIFF, or other layered document based on a RAW original, first select IMAGE/MODE from the menu and be sure that 8 bits is checked instead of 16 and that you have selected RGB color. After working with a RAW image in a RAW editor, such as Adobe RAW, the 16 bits does nothing to enhance your image, but makes your file size much larger. In other words, work in 16 bits in your RAW editor, but change to 8 bits when you're done.



3. If your document has layers, and you would still like to keep them to work on if adjustments are necessary to your image, but sure your image has been saved in that condition before you go to the next step. Now go back to the menu and select LAYERS/FLATTEN IMAGE. Click on FLATTEN IMAGE.

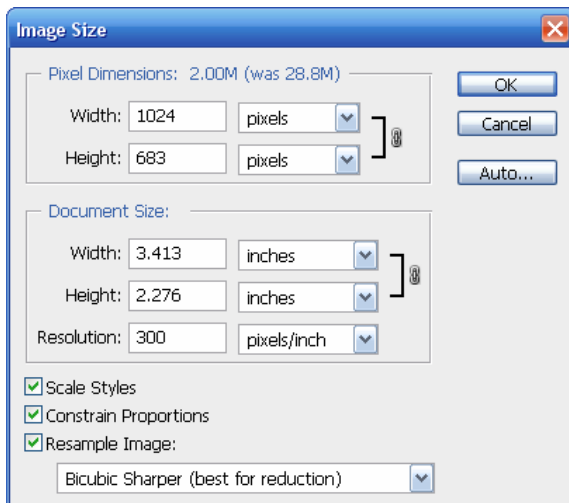


4. Now you are going to resize your image. Return to the menu and select **IMAGE/IMAGE SIZE**. Click on **IMAGE SIZE**.

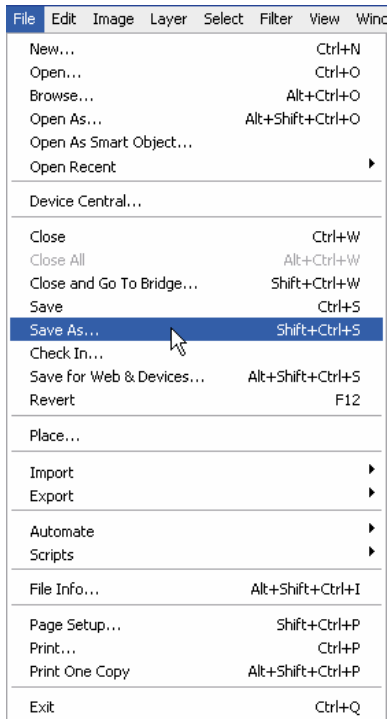


This will bring up a window where you can select a size for your image. If you assume that you are sizing for the club digital competition, then you will adjust the pixel dimensions window width to 1024 (or whatever you size you wish). Be sure you are working in pixels and not percentages. As long as you have all three boxes at the bottom of the window checked, the height will be adjusted automatically. Select from the pick list at the bottom of the window – bicubic sharper or bicubic smoother – depending upon whether you are reducing or enlarging the pixel size of your image.

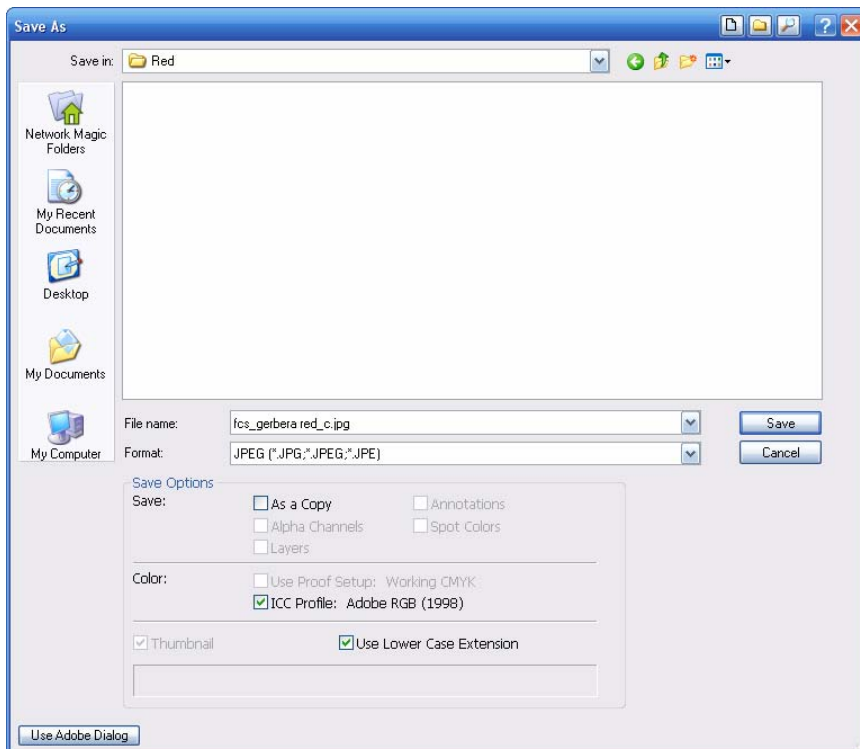
Digital images for the web are usually set with a resolution of 72. I don't bother to change mine because doing that increases the size at which the image can be printed. So, you may wish to just leave your resolution at 300 or 240, or whatever you are using. At these dimensions the file sizes are not that much different and they will only display at 72 on the web, because that is the web's limitation. But if you do wish to change the resolution to 72, do that FIRST, and then change the pixel width. You may want to do this if you are sending to someone who WILL print the item and you want it to print at a bigger size. When you're finished making your selections, click OK.



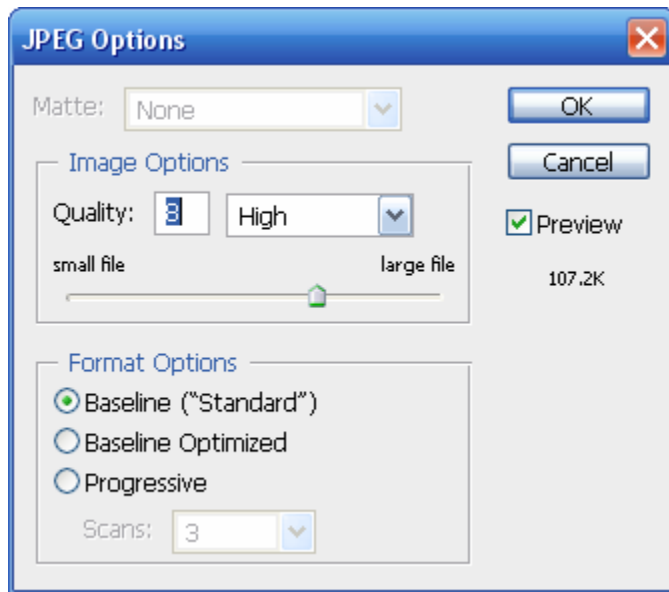
5. Next you are going to save your image. Select FILE/SAVE AS from the menu.



Click on SAVE AS. This will bring up a dialog box. In the SAVE IN box, navigate to the file folder on your computer drive in which you want to save your image. In the FORMAT box select JPEG. In the FILE NAME box, type in your initials, the title of the image and your competition section in accordance with club rules. Then click the SAVE button.



Now you will see another dialog box. In the image options section set the quality to 8 and leave everything else at default values. and click OK.



Your image is now saved in the computer folder where you put it and ready to send to the club.