Are your Images fit for presenting?

When submitting images for club night or a competition it is important to make sure they are formatted, named and sized correctly. Each of us can submit up to 6 images (4 for competition), and often there can be up to 100 images for someone to prepare for viewing in the presentation software.

Preparing your Image

Images must have the correct file **format,** pixel **size** and **title** to meet both the projector and presentation software specifications.

Format – all images submitted must be in **JPEG** (.JPG) format.

Size – the current **maximum sizes in pixels** are

- Landscape max 1600 wide x 1200 high
- Portrait max 1200 high
- Square max 1200 x 1200

Please note size specifications may change, and these will be communicated and detailed in the members handbook.

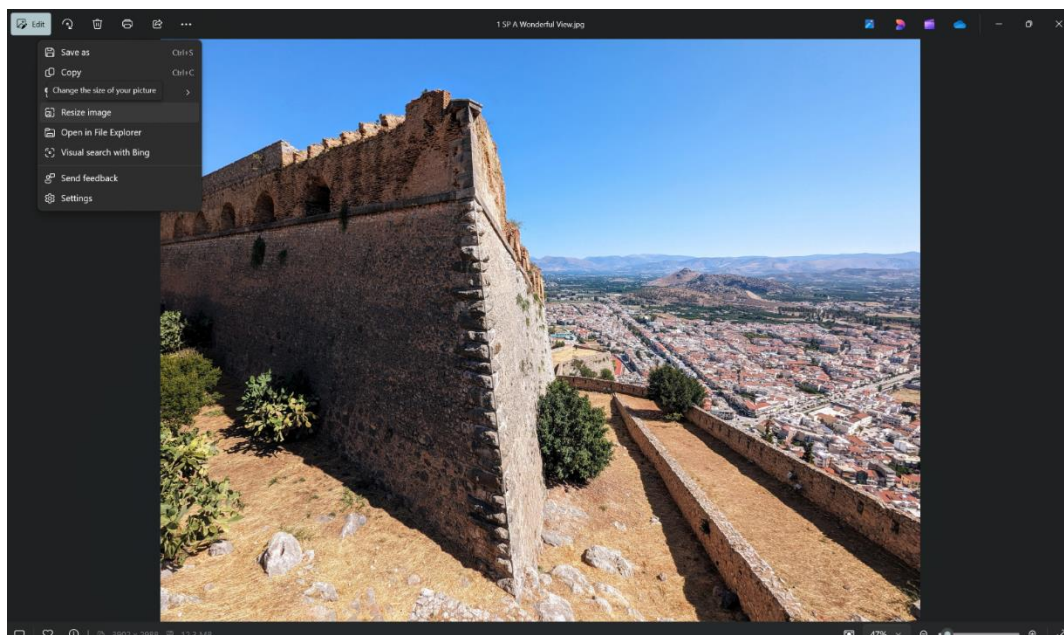**Title** – Irrespective of whether you are submitting 1 or 6 images all should be named as follows: **Number Initials Title** e.g. 1 SP A Wonderful View

Only use spaces. Do not use dots, dashes or slashes.

If submitting more than four images, order them so the four you really want to show are in the first four. This is in case we have too many images and we can only get through showing four of everyone's submissions.
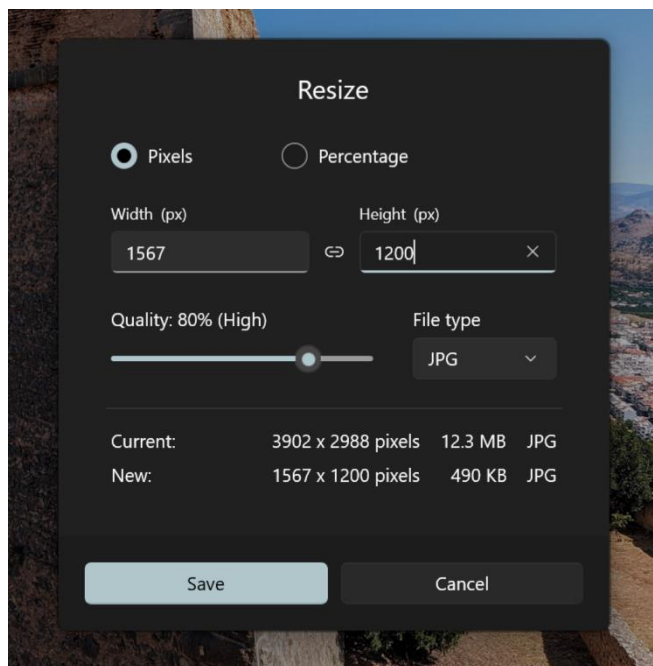
Resizing

All photo editing apps will allow you to resize your image. If you do not have a specific editing app then the default Photos app in both Windows and Apple Macs can both do this job.

This is Windows Photos app as an example. View the photo, click on the three ellipses ... and choose Resize image.

You can see that when the width is resized to the maximum for Landscape (1600) the height for this image is still above the maximum of 1200. In this instance change the height to 1200.

Changing the quality will affect the file size. It does not need to be at 100%, 80% is perfectly acceptable.
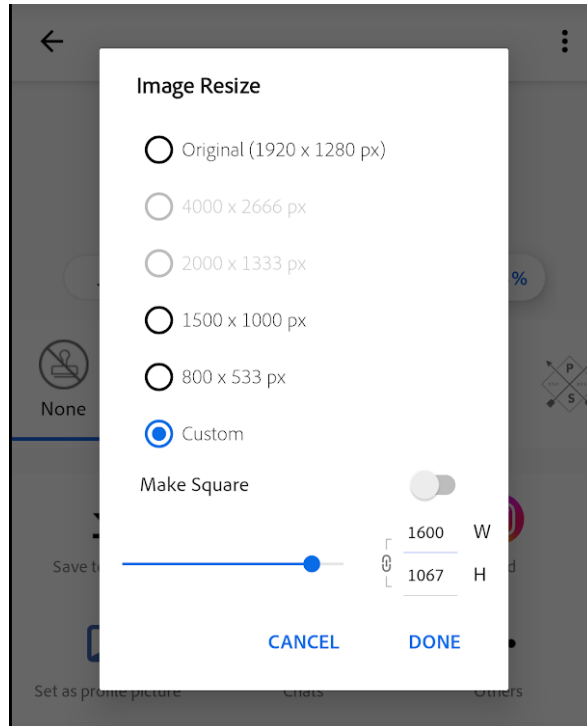
Using Mobile Apps

If you are using free mobile apps to edit your photos like Snapseed or Photoshop Express these will have a resize option and are found under the menu Preferences or Settings. These apps only allow you to specify the long edge so 1200 for Portrait and square, or 1600 for landscape. Paid for or Premium Apps may give you more flexibility.

The free Photo Picture & Resizer app provides greater flexibility in choosing height and width.

If you have a Samsung phone the Gallery App will allow you to resize your image.

In some of these apps your photos need to be on the phone itself, as opposed to online on your One Drive, so you may need to download from One Drive.

Once resized you'll find the images under Files for the App you are using.

If possible, choose custom to resize

A quick check

Before sending your images its always worth a quick check. Access your saved images for the submission. Hover the mouse over the file and it will show the Format, Size and Title. (This is for Windows; Macs may have the same)

Alternatively, you can add a Dimensions column in File Explorer. Right click your mouse on any of the column titles and select Dimensions. They show as Width x Height.
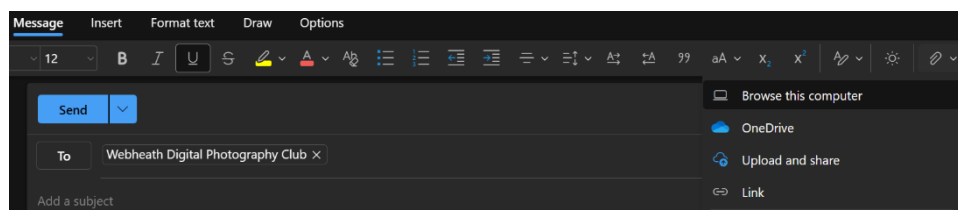
Attaching images to E-mail

To enter images into a competition, assignment, or show and tell evening it is necessary to send your images by email to clubimages@outlook.com.

It is important to ATTACH your images as files, as opposed to INSERT photos.

To attach an image In Outlook or Gmail select the paper clip and then browse the computer.

Please DO NOT insert Picture or Photo.

You should attach ALL your image submissions in one email. If you have resized your photos at high quality your email will be sent with no issues.

Thank you for your support with this. As our club membership grows so do the number of image submissions we present, which is fantastic!