# CTPS Projection Software recommendations

## Preparing PD Images for CTPS Competitions

The maximum image size is 1920 x 1080 pixels, which is a ratio of 16:9.

## Using Photoshop™ 6 or later

1. Open the image in *Photoshop* and flatten any layers.
1. Use **File>Automate>Fit Image**, and type in the required image size, e.g. 1920x1080 (maximum).
2. Use **Image>Mode>RGB Color** to convert the image to RGB if it was prepared in CMYK, Grayscale, Lab or Indexed colour.
3. Use **Image>Mode>8 bits/channel** to convert the image to 8 bits per channel.
4. Use **Image>Mode>Convert to Profile** and convert image to sRGB (1998) working space. (For Photoshop CS use **Edit>Convert to Profile**). The projector can show very close to this colour space. There may be minimal difference in the projection by the projector and your image on a calibrated monitor at home.
5. Use **File>Save As** to save the image to disk or memory stick. (*If you select to Save As jpg you do not have to input .jpg to the filename when you use Windows, as the software will add the extension automatically*).

Remember to:

- rename it, if required
- *include the .jpg extension as appropriate, if you are using a Mac*

**NOTE on the JPEG file format:**

- Save it with highest possible quality (10 or greater). Ensure that the box next to *ICC Profile* is ticked.
- Ensure that the maximum file size does not exceed ***2 mByte*** by moving the slider from right to left and selecting the compression level that gives a files size just less than 2 mbyte.

## Using Photoshop Elements™ 3.0

1. Open the image in Photoshop Elements 3.0 and flatten any layers.
2. Resize the image:

a. Use **Image>Resize>Image Size**, and ensure that the *Resize (bicubic)* and *Constrain Proportions* boxes are ticked, then

b. Under *Pixel Dimensions* type 1920 into the width or 1080 into the height box. The other number will adjust accordingly. ***Ensure that neither the width OR dimension exceeds the 1920 x 1080 dimensions***. Click **OK** to complete the process.

3. Use **Image>Mode>RGB Color** to convert the image to RGB if it was prepared in Grayscale or Indexed colour.
4. The image colour space cannot be converted in *Photoshop Elements 3.0*, so there is no equivalent to step 4 in the Photoshop instructions above.
5. Use **File>Save As** to save the image to disk or memory stick. (*If you select to Save as jpg you do not have to input .jpg to the filename when you use Windows, as the software will add the extension automatically*).

Remember to:

- rename it, if required
- *include the .jpg extension as appropriate, if you are using a Mac*

**NOTE on the JPEG file format:**

- Save it with highest possible quality (10 or greater). Ensure that the box next to *ICC Profile* is ticked.

- Ensure that the maximum file size does not exceed ***2 mByte*** by moving the slider from right to left and selecting the compression level that gives a files size just less than 2 mByte.

## Using Photoshop Elements™ 4.0 or Later

1. Open the image in *Photoshop Elements 4.0* or later and flatten any layers.
2. Resize the image:

a. Use **Image>Resize>Image Size**, and ensure that the *Resize (bicubic)* and *Constrain Proportions* boxes are ticked, then

b. Under *Pixel Dimensions* type 1920 into the width or 1080 into the height box that is showing the larger number of pixels. The other number will adjust accordingly. Click **OK** to complete the process.

3. Use **Image>Mode>RGB Color** to convert the image to RGB if it was prepared in Grayscale or Indexed colour.
4. Use **Image> Convert Color Profile>Apply sRGB**
5. Use **File>Save As** to save the image to disk or memory stick. (*If you select to Save As jpg you do not have to input .jpg to the filename when you use Windows, as the software will add the extension automatically*).

Remember to:

- rename it, if required
- *include the .jpg extension as appropriate, if you are using a Mac*

**NOTE on the JPEG file format:**

- Save it with highest possible quality (10 or greater). Ensure that the box next to *ICC Profile* is ticked.
- Ensure that the maximum file size does not exceed ***2 mByte*** by moving the slider from right to left and selecting the compression level that gives a files size just less than 2 mByte.

## Using Faststone Image Viewer 4.6

Faststone can be downloaded from the internet free of charge at **www.faststone.org**.

Press **F12** to get to the settings menu. Click on the CMS tab and check the box to Enable Color Management System. This will use the setting from your camera. This only needs to be done the first time you use Faststone.

1. Click **File/Open** and select the image you want to open in Faststone.
2. Press **Ctrl+R** or move the mouse to the left hand side of the screen for various menu options and select **Resize/Resample**. The current size and dimensions of the image will be displayed. Ensure that Preserve Aspect Ratio is selected (bottom left hand corner of the Resize Window).
3. Type in the required size, either width of 1920 or height of 1080 – the other dimension will change according to the aspect ratio of the original image. ***Ensure that neither the width OR dimension exceed 1920x1080.*** You can also select the **standard 1920x1080** by selecting the standard option and selecting the size from the drop down menu. If you use this option ensure that you image has a ratio of 16x9 or else this will skew your image.
4. Click **OK**.
5. Press **Ctrl+S** or **move the mouse over to the left hand side of the image and select Save As** to save your image to a folder on your computer. Select the JPG - JPG/JPEG Format. Remember to:
   - rename it, if required
   - include the .jpg extension as appropriate
   - Check that the JPEG: Quality is set to 100. If you click on Options then you can check that the file size is less than 2 mByte. If it is too large then reduce the quality down until the file size is just less than 2 mByte
   - Check that Colour Subsampling is set to Disabled [Better quality]
   - Click OK

6. Click **Save**

**Using IrfanView™** is not recommended as it strips the colour space profile from the final information which creates errors in the presentation software.

**Using ACD See** is not recommended as it strips the colour space profile from the final information which creates errors in the presentation software.

## How to rename an Image in Windows

If you already changed the file size and dimensions in your favourite photo editing software, but the file name does not fit the competition naming convention you can change the file name as follows:

1. Open **Windows Explorer™.**
2. Select the image by moving the mouse pointer onto the file you want to rename.
3. Right click the mouse on the file name.
4. Select **Rename**
5. Type in the new file name as per the required naming convention. Make sure that the file ends with the correct extension (.jpg)
6. Click **Save**

**Once your image has been resized and renamed then upload it into the PDI category (either Open or Set) in the monthly competition on the Photovault website, www.photovaultonline.com. You will find it under My Clubs/My Club entries**
**Upload the digital copies of your print images in the relevant categories in the same way.**