Resizing & Renaming images for entering a Club Competition.

Unless specified differently, the image should not exceed 1920 pixels wide and / or 1080 pixels high.

Resizing may be done by using:

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In Photoshop Elements Image > Resize > Image Resize

Using Lightroom...... File > Export

Other programmes will have similar facilities. Or see page 3 for a simple, free programme.

Typical Re-sizing Screens (May vary with different versions)

1) This is what it looks like in Photoshop Elements 13:

Image Size		×
Learn more about	: Image Size	ОК
Pixel Dimensions: 4	.21M	Cancel
<u>W</u> idth: 1920	Pixels	Help
Height: 1080	Pixels 👻	
Document Size:		
Wi <u>d</u> th:	Millimeters 👻	
Height:	Millimeters 👻 🚽 🕉	
Resolution: 300	Pixels/Inch 🔻	
Scale Styles		
Constrain Proportio	ns	
Resample <u>I</u> mage:		
Bicubic	(best for smooth gradients)	-

- Ensure that 'Constrain Proportions' or 'Maintain Aspect Ratio' is selected.
- Ensure "Resample Image" is selected
- Set the resizing dimensions to show PIXELS.
- Set the width <u>OR</u> height to the required maximum value.

Generally, for landscape images; first set the width to 1920, for portrait images set the height to 1080.

Because you have set "Constrain Proportions", the other dimension will change automatically. For example, if setting the width to 1920 gives a height greater than 1080, then set the height to 1080. Square images should be 1080 x 1080.

Many images will not fit the width/height dimensions exactly; just ensure the specified limits are not exceeded. (It depends on the camera and cropping you have applied). It is **not** necessary to fill any blank space with black; this is done automatically when the image is projected.

Note that the ppi (pixels per inch) setting is irrelevant for projection, and may be left at any value.

Important!

Save a **<u>copy</u>** of your image file after re-sizing is completed. Choose **"save as"** from the file menu & **Rename** the file as you wish. Set the "Quality" to around 8 & click OK.

The original full-size image file is then preserved untouched for further editing or high quality printing.

None 🔻	OK
Image Options	Cancel
Quality: 8 High 🔻	✓ Preview
small file large file	630.2K
Format Options	
Baseline ("Standard")	
O Baseline Optimized	
O Progressive	
Scans: 3	

2) Lightroom Export Dialog:

port to:	Hard Drive -	
	Export One File	
~	V Export Location	
	Export To: Specific folder	
	Folder: C:\Users\Peter\Desktop	
	V Put in Subfolder: CAP Entry June 2015	
	Add to This Catalog	i.
	Existing Files: Choose a new name for the exported file	
	▼ File Naming	
	Rename To: Custom Name	
	Custom Text: Your new title Start Number:	Note that
	Example: 1 Extensions: Lowercase -	Lightroom of
	▶ Video	
	▼ File Settings	the facility
	Image Format: JPEG Quality: 72	Rename Fil
	Color Space: SRGB	
		Resize and cr
	▼ Image Sizing	an Export Fo
	Resize to Fit: Width & Height Don't Enlarge	
	1920 1080 pixels Resolution: 300 pixels per inch -	in the sam
	Output Sharpening	operation.
	Amount: Standard	original JPG
	▼ Metadata	
	Include: Copyright Only	RAW file rem
	☑ Remove Person Info ☑ Remove Location Info	unchange
	Write Keywords as Lightroom Hierarchy	
	Watermarking No watermark	
-	▼ Post-Processing	
ove	After Export: Do nothing	

Alternative

If you do not have dedicated photo-editing software, the following link will download a simple, free of charge programme:

http://www.freesizer.com/

When installed, setup the programme as shown below:

FreeSizer				
e Help				
rofile Settings About				
Drag and Drop your picture her	e			
Filename	Dimensions	Size	New Dimensions	Est Size
Double-click to preview, right-cl	ick for options.			<u>Clear All</u>
Select Resizing Profile				
© E-Mail				
Instant Messenger			Preview with s	elected profile
			[
Original size, compressed			Start R	esizing
Custom				
freesiz	er 🚅	Ī	ired of resizing imag	es? Try RoboSizer!

Click the "SETTINGS" Tab.

FS FreeSizer
File Help
Profile Settings About
FreeSizer will never overwrite or change your original images. By default it will save them in the same folder with _resized appended to the file name. You can change this behavior below and also select a different output folder.
Save to same folder Save to: C: (Kesized Inlages)
Keep original file date
Custom Profile settings Max Width 1920 Max Height: 1080 Quality: High quality More information on custom settings
Other options
Keep FreeSizer on top Minimize to tray
Do not estimate new size (speeds up resizing of multiple images)

Drag your file(s) here, check the new dimensions are 1920 x 1080 & click START RESIZING.

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Help					
offe Settings About					
Drag and Drop your picture here					
Pile ame	Dimensions	Size	New Dimensi	ons Est Size	
DSC_3842.jpg	3892x2569	4957k	1920	1080 ^{120k}	
Double-click to preview, right-click	for options.			<u>Clea</u>	ar All
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Renaming Image files in Windows

From January 2018, there is no need to rename files when entering club competitions. However, if you wish to do so, proceed as follows:

- 1. Locate the image file. This can be on the desktop or in a folder
- 2. Right-click the Image or File Name
- 3. From the dropdown box, left-click "Rename"
- 4. Type the new file name as required.

P. Miller 30 December 2017