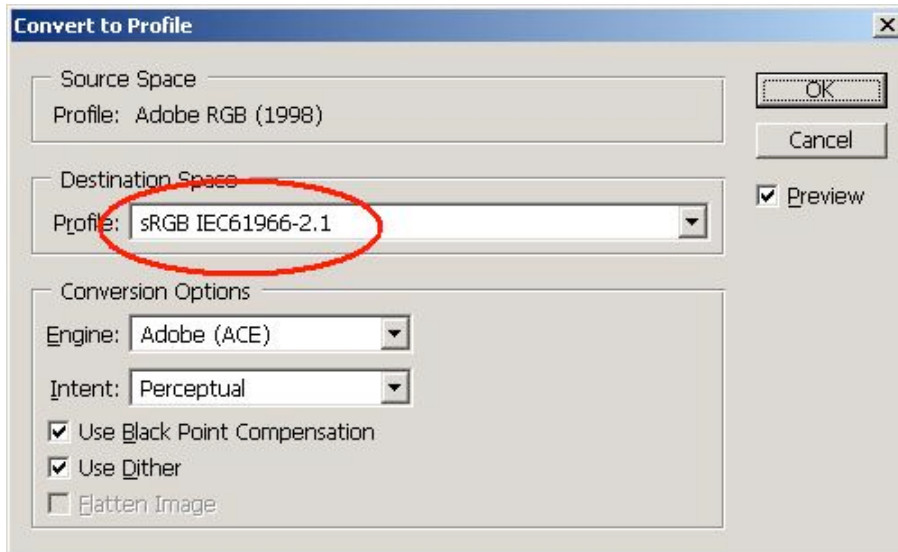


HOW TO SUBMIT ENTRIES FOR GDCCC DIGITAL PROJECTION DIVISION

(January 12, 2006)

Step 1: CONVERTING AN IMAGE TO sRGB PROFILE

- If you are using Photoshop CS2 from the menu bar select “**Edit**” then “**Color Settings**” to bring up the box shown below.
- You will need to select “**sRGB IEC61966-2.1**” in the “**RGB**” box as shown below.
- Finally click “**OK**” and your image will be converted to the required color space profile used for projecting of all images entered into competition.



- If you are using Photoshop Elements 4 from the menu bar select “**Image**” then “**Convert Color Profile**” then you will need to select “**Apply sRGB Profile**”.

Note: Once you have converted the color profile to “**sRGB**” your image may appear to changed in color compared to your original image, Adobe RGB (1998) used by most cameras has a larger range of colors but most if not all projectors can only project the smaller “**sRGB**” range of colors.

Step 2: EDITING, CROPPING AND COLOR ADJUSTMENTS TO AN IMAGE

- It is recommended that you edit, crop and make any color adjustments to your images after converting to the “**sRGB**” color profile required for all entries submitted into GDCCC Digital Projection Division (DPD) competition so you will know exactly what your image will look like when it is projected. (See note above)

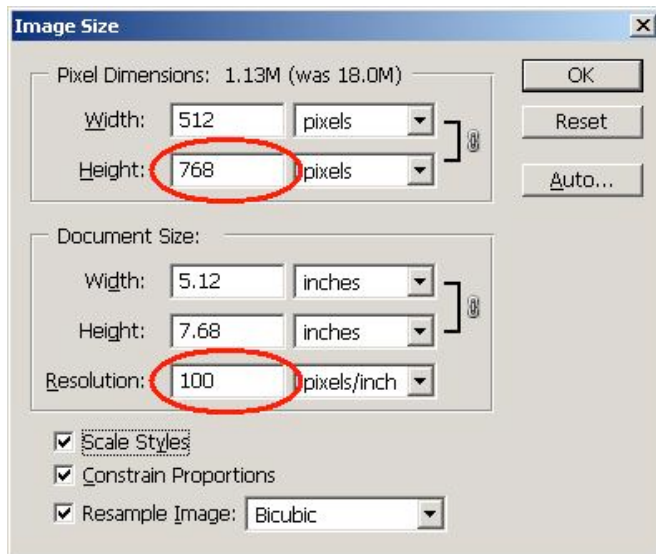
Note: It is important that if you are going to crop your image that you do so before you resize your image in step 4 below. If you crop your image after step 4 below you may end up with a much smaller image than you expect and may need to resize you image again.

Step 3: RESIZING AN IMAGE

- Using Photoshop CS2 select from the menu bar “**Image**” then “**Image Size**”, if using Photoshop Elements 4 select “**Image**” then “**Resize**” then “**Image Size**” to bring up the box shown below. First make sure there are check marks in the “**Scale Styles**”, “**Constrain Proportions**” and “**Resample Image**” check boxes as shown below.
- Next change the “**Resolution**” value to “**100 pixels/inch**” as shown below.

- Next change the dimension in the box which has the largest value for the “**Width**” or “**Height**” to “**768**” pixels or less as shown below.
- Finally click “**OK**” and your image will be resized to the required maximum pixel size allow for competition.

Note: The actual “**Resolution**” value doesn’t have any effect for projection of an image, but changing this value will assist in maintaining consistency when we need to add text or titles to the images to produce slide shows, catalogs or website pages of winning entries.



STEP 4: NAMING AND SAVING YOUR FILE:

File Name:

- The file name may only contain upper or lower case letters, numbers or spaces, followed by the extension name “.jpg”
- **DO NOT** use any symbols or special characters, including “#” or “/” or “\” or any others in your file name. There are a lot of “/” used for dates in slide names and “#” used for #1, #2, #3, etc. However, since the PC and the web server use “symbols” to signify a subdirectory and the “#” symbol will definitely cause the web server to truncate file names at the “#” sign, you will have to find another way of naming your files. Instead of “Blue Bird #1” use “Blue Bird 1”. If the maker uses a date in their file, instead of “9/30/05” use “093005” or “09302005”.
- The name of the file name must use the following sequence of abbreviations (**division abbreviation**) followed by a single space (**class abbreviation**) followed by a single space (**club abbreviation**) followed by a single space (**last name of member**) followed by a single space (**first name of member**) followed by a single space (**title of image**).jpg
- **(Division) (Class) (Club) (Last Name) (First Name) (Title of Image).jpg**

Example File Name: CG BE WOC Smith Joe Black Capped Chickadee.jpg

Division Abbreviations:

- Only the following two letter abbreviations will be accepted for the Division identification.
 - **MG - Monochrome General**
 - **CG - Color General**
 - **NA - Nature**

Class Abbreviations:

- Only the following two letter abbreviations will be accepted for the Class identification.
 - **BE - Beginner**
 - **AD - Advanced**
 - **SA - Salon**
 - **ST - Star**
 - **GA - Galaxy**

Club Abbreviations:

- Only the following three letter abbreviations will be accepted for the Club identification.
 - **GPC - Grosse Pointe Camera Club**
 - **LCC - Livonia Camera Club**
 - **MCC - Motor City Camera Club**
 - **OCC - Oakwood Camera Club**
 - **PPS - Pontiac Photographic Society**
 - **SCC - Shutterbug Camera Club**
 - **TCC - Toledo Camera Club**
 - **TPG - The Photo Guild**
 - **WCC - Windsor Camera Club**
 - **WOC - West Oakland Camera Club**

Member's Name:

- Use only a single space between last and first names of the member's name.
 - **LastName FirstName**

Example Member's Name: Smith Joe

Note: Please - no middle initials and be consistent – do not use “**Smith Joe**” one time and then “**Smith Joseph**” another. Choose either “**Joe**” or “**Joseph**”.

Title of Image:

- Use only a single space between words in the image title.

Example Image Title: Black Capped Chickadee

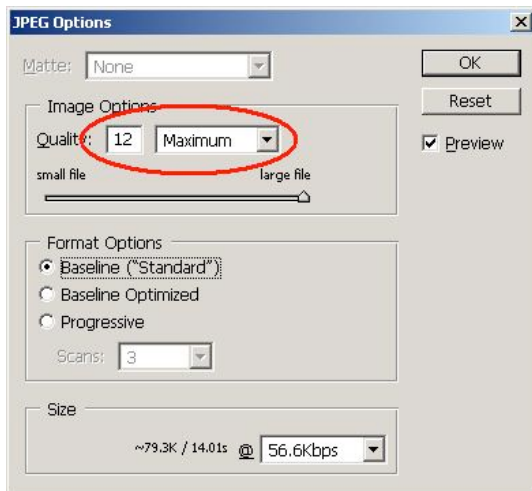
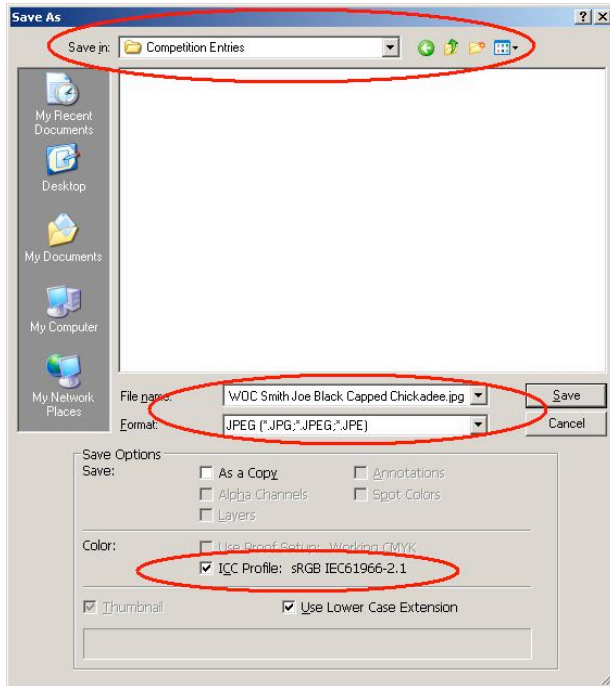
Saving the File:

- Using either Photoshop CS2 or Photoshop Elements 4 from the menu bar select “**File**” and then select “**Save As**” to bring up the box shown below.

Attention: Do not use the “**Save**” option instead of the “**Save As**” option as this will overwrite your original image file and negatively reduce the quality of you original image. Always save your file by creating a new name that is not currently present in the directory you wish to save it to. Always keep your original file in a safe place and only convert, edit, etc. and save a copy of the original file.

- First make sure there is a check mark in the “**ICC Profile: sRGB IEC61966-2.1**” box as shown below.
- Next use the “**Save in:**” option box to select a director or location on your hard drive where you wish to store the file.
- Next select the file format “**JPEG (*.JPG;*.JPEG;*.JPE)**” in the Format box as shown below.
- Next enter the file name for your image using the file naming method above **Example File**

- **Name: CG BE WOC Smith Joe Black Capped Chickadee.jpg**
- Next click “**Save**” and your image will be either saved or renamed with the required file name for submission into Greater Detroit Camera Club Council’s Digital Projection Division (DPD) competition. After you click save a “**JPEG Options**” box will appear.
- Next select a value of “**10 or 12**” in the “**Quality**” box as shown below.
- Finally click “**OK**” and your image will be saved to the directory you selected.



STEP 5: SUBMITTING ENTRIES TO THE GDCCC DPD DIRECTOR:

Submitting Entries:

- **Attention:** Club members must submit their entries for the GDCCC Digital Projection Division to the designated Digital Projection Division Representative that has been designated by their club executive or membership. Club members are not allowed to submit images in the GDCCC Digital Projection Division directly; they must be submitted to their own club’s representative. Club members must be aware and allow their

designated club representative time to review the images before forwarding them to the GDCCC Digital Projection Division competition.

GDCCC Digital Projection Division Representative:

- Each club wishing to compete in GDCCC Digital Projection Division will designate a Digital Projection Division Representative that will represent their club and will be responsible for accepting, reviewing and submitting entries to the GDCCC Digital Projection Division Director.
- Only the designated Digital Projection Division Representative for each club may submit entries to the GDCCC Digital Projection Division Director.
- As the Digital Projection Representative of your club, you will be responsible for insuring files that are submitted meet the requirements for maximum size, color profile, file identification or name and that the images meet all the requirements for the categories in which they are entered. If an entry is found to be in error it will be disqualified for the competition; therefore, you will need to open each one and check that the images meet the requirements above. You will also need to check the maker's name, be sure everything is spelled correctly with the proper formatting before emailing or uploading images to the GDCCC Digital Projection Director.
- Email your files to the GDCCC DPD Director at dpd@gdccc.org. Each club can submit 9 Monochrome General, 9 Color General and 9 Nature entries per competition. However, only one entry may be submitted by each member in each of the categories Monochrome General, Color General, Nature per competition.

Example: Smith Joe may enter one entry in Monochrome General and one entry in Color General and one entry in Nature for a total of three entries in each one of a possible five competitions of the six competitions scheduled.

- When emailing your files, use the subject line as: DPD Competition/Your Club Name/Date of Competition.

Example Subject Line: DPD Competition/WOC/February 20, 2006

All entries **must** be received by the GDCCC DPD Director no later than midnight **one week before** the competition as indicated in the INTER CLUB COMPETITION SCHEDULE along with a note advising the GDCCC Digital Projection Director how many files of each division are attached. The GDCCC Digital Projection Director will in turn email each club representative confirming the number of files received for each GDCCC Digital Projection competition.