

# **Submission Guidelines for Digital Projected Images (short form)**

## **1. File Type**

All images will be submitted as jpeg files.

## **2. Image Size Limitations**

The maximum size for an image will be 1400 pixels wide by 1050 pixels high. Note that vertical format images must still adhere to the 1050 pixel height maximum. The maximum file size is 1 Megabyte (1,048,576 bytes). Note that the jpeg image quality setting (which adjusts the compression) may need to be reduced to bring the file size within the maximum.

## **3. File Naming Convention**

The image file name will consist of the maker's first and last name, the month\_year, class and an image title. All items will be separated by an underscore. For example:

JohnSmith\_September\_2008\_novice\_ImageTitle.jpg

## **4. Color Space and Color Management**

Your image should be submitted in the color space you normally use in your image editor (Adobe RGB 1998 is a good choice for general use). That is, you should NOT convert to the projector profile, as this is done at projection time by the projection system.

To optimize your image as it will appear when projected, you should download the color management profile for the projector (*CityHall7-31-2008\_4.icc*) and store it with the other profiles on your computer. Then, in Photoshop or other editor, set up the projector profile for soft proofing, and turn on soft proof. The image on your monitor will appear as it will on the screen when projected. In Photoshop, you can edit in "soft proof" mode, and thus accurately correct your image to its final appearance.

Please note that for all of this to work, you must have profiled your monitor.

## **5. Submission Method**

Images will be emailed to a mailbox set up to receive competition entries. That mailbox is [CompetitionEntry@mwcc-photo.org](mailto:CompetitionEntry@mwcc-photo.org).

We prefer that you package up your entries using the club provided software, *PhotoCompEntry*. If you need a copy of the software, please let the VP of Competition know, and he will be glad to email you a copy. The naming convention for the package file generated by *PhotoCompEntry* that contains all your images is FirstnameLastname\_Month\_Year. Note that month and year refers to the ORIGINAL month and year the competition was scheduled. For example if the February 2009 competition was postponed due to bad weather, the month and year would remain February\_2009 no matter when that competition was actually held. The software will automatically assign a file extension of .pcvz to the file. For Example John Smith would name the package file JohnSmith\_September\_2008. The packaging software will allow you to automatically send the package to the club's mailbox. You will receive an email acknowledgement after the entries are received.

If you are unable to use the packaging software, you can email the entries, named as in paragraph 3, as attachment(s) to an email to the above mailbox. Using the packaging software makes it much easier for the competition manager to prepare the entries.

## **6. Submission Deadline**

Files must be uploaded or provided to the Digital Competition Coordinator by 6 PM of the Sunday preceding the competition.

In the event of a rescheduled competition, the revised submission deadline will be indicated in the announcement.