

## How to Save an Image for Digital Competition

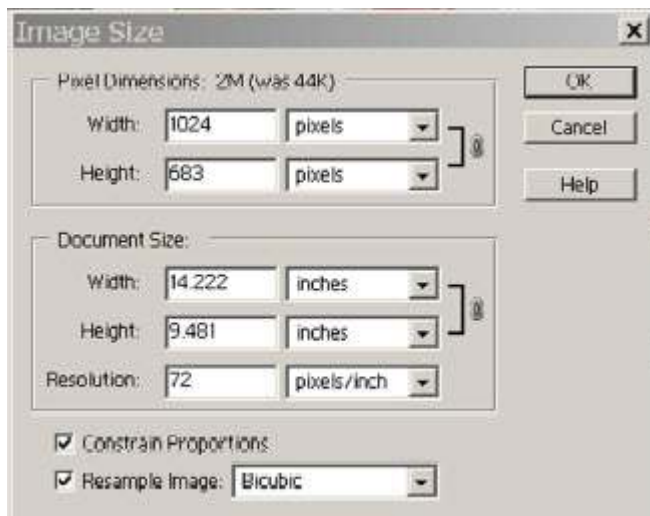
These instructions are for Photoshop, but all editing programs are similar.

### Re-sizing the image

With image open in Photoshop, after you have done all your photo editing:

- 1) Go to Image >> Resize >> Image Size.... (this means, from the menu bar at the top of the screen, select Image option, then Resize option, then Image Size option)

This displays a screen similar to:



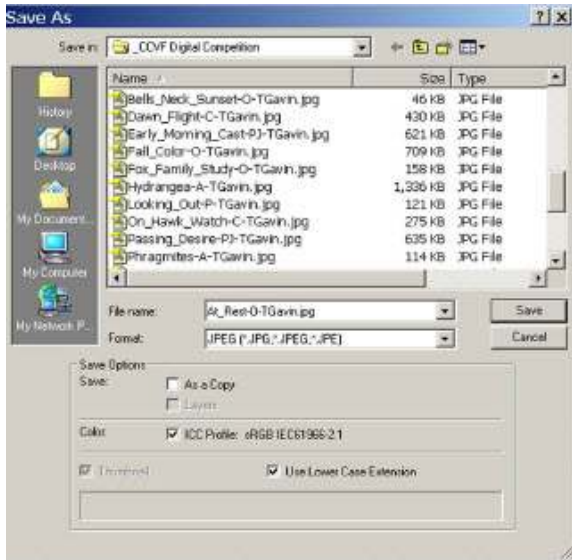
- 2) Make sure the "Constrain Proportion" box is checked, and the "Resample Image" box is checked and set to Bicubic.
- 3) Make sure the Resolution box is 72 pixels/inch.
- 4) For Digital Entries, the maximum width a picture can be is no larger than 1024 pixels wide. If your photo is horizontal, use this rule. The maximum height of a picture should be no larger than 768 pixels tall. If your photo is a vertical, use this rule.

## Saving the image

To save the image as a high quality jpeg file:

- 1) Go to File >> Save As>>

And a window similar to this appears:



- 2) In the Save In box, make sure you have selected the correct folder as to where you want the image to be saved.
- 3) In the Format box, make sure JPEG is selected
- 4) In the File Name box, type in the file name as PhotoTitle-CategoryLetter-YourName.jpg  
For example of an Open category competition, NausetLight-O-MaryKay.jpg
- 5) Click on Save
- 6) A window similar to this appears:



- 6) In the quality box, enter a value between 10 & 12, make sure Baseline Standard is selected, and click OK