

Instructions for Preparing Digital Files in Lightroom

These instructions will help users of Photoshop Lightroom prepare image files for digital competition. The requirements include resizing the images (to 1400 pixels maximum width x1050 pixels maximum height), and converting the file to jpeg format. It is recommended that the image include a white border so as to eliminate 'mergers' with the black screen background.

1. In Library Module create an appropriately named Collection. Here the name chosen was 'Mayslake - March '11' and it was placed within the 'Competition' Collection Set. For illustration purposes the five selected images have been identified with a red label (Figure 1). Select the desired images and drag them to your named Collection.

2. In the left-side panel, click on the new Collection (Figure 2). Make sure all the images are selected.

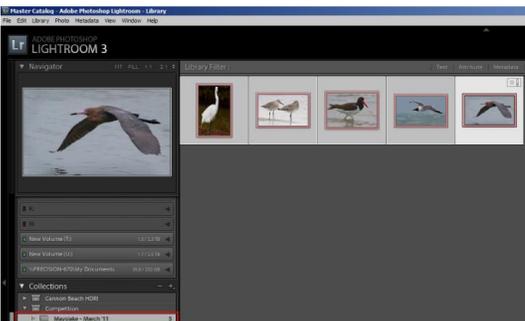


Figure 2 In the 'Mayslake - March '11' collection, all five of the images have been selected

3. Next, select the Slideshow Module. In the Backdrop section, at the bottom of the right-side panel (Figure 3):

- Click in the square to turn on Background Color,
- Click on the rectangle to open the color selection dialog, and
- Select Black for the background color.

4. Also in the right-side panel, but this time at the top (Figure 4):

- Click in the square to turn on Stroke Border,
- Click on the rectangle to open the color selection dialog, and select White for the stroke color, and
- Adjust the slider for a 5 pixel stroke width.

Note1 If the competition images are in different folders, navigate to the first folder and drag any images for competition to the Collection, then proceed to the next folder and repeat.

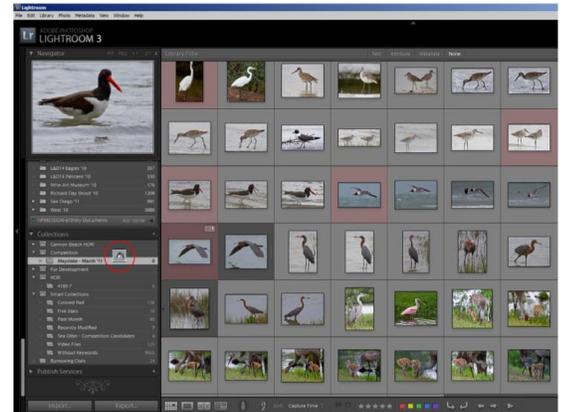
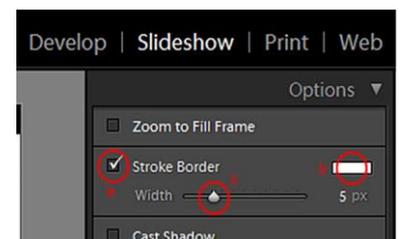


Figure 1 (above) shows a folder from which 5 images have been selected for competition. In the left-side panel you can see that a folder, Mayslake - March '11, has been created within the folder set 'Competition'. The circled icon shows the selected image



Figure 3 (above) is right-side panel; at the very bottom is a dialog which allows you to see the Background Color.



5. Choose Slideshow Module and you should see one of your 'competition' images in loupe view. It should be on the black background and the image will be surrounded by a white border which is 5 pixel wide (Figure 5, to the right).

6. Use the command: Slideshow>Export JPEG Slideshow (Figure 6) to open the Export Slideshow dialog (Figure 7). Set the dialog as follows:

- Set Quality to 100,
- Set Width and Height to 1400 pixel and 1050 pixel respectively.
- In the 'Save In' block at the top of the dialog, navigate to where you want to save the folder of competition jpegs. Here the location chosen was 'My Documents: Temp Slideshow',
- Assign a name for the competition folder. In this case the name chosen was 'Images', and
- Click 'Save', and you can watch the top left corner of the Lightroom screen where the progress bar will monitor the process. Typically it will take about 15 seconds for the folder to be created.

7. Check the folder and the images created. The images will be named beginning with the folder name you chose. In this case the folder name was 'Images' so the names are 'Images-1, Images-2, etc.

Figure 8 (on the right) shows two of the images in the 'Images' folder. The overall image size is 1400 x 1050 pixels. The background has been filled with black and the 5-pixel white border is in-place on both images

8. Before emailing your images, you will have to rename your images using the following template, MSL-Bagis0740-B1-Title.jpg. Everyone uses the same prefix, "MSL-", "Bagis0740-" is the first 4 letters of my last name followed by my first initial and the last 4 digits of my phone number." B1-" is my class and entry number, normally 1 through 3 and lastly the title, the second image should look like this:

MSL-Bagis0740-B2-New title.jpg

9. Attach all your images to an Email and send to:
competitionmlnpc@gmail.com .

10. Bring the image identification cards and entry forms to the competition if the competition is held in person.

