

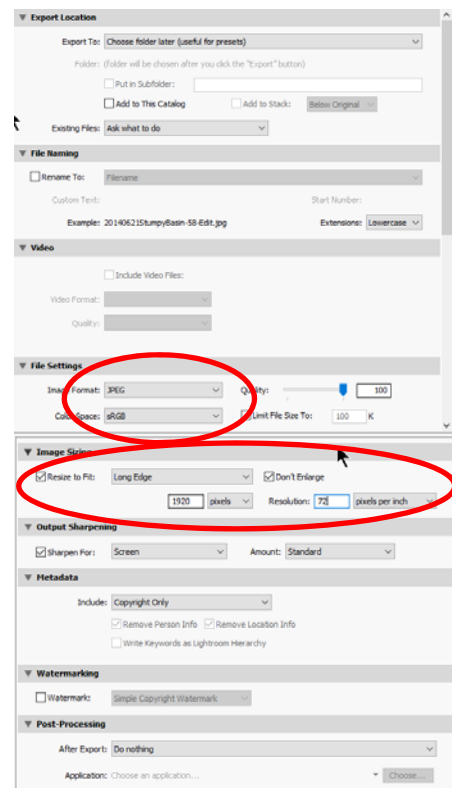
How to Prepare your Images for the CVPS Photo Contest

Image requirements

- **File format – jpg**
- **Color Space – sRGB**
- **File dimensions – long edge maximum of 1920 pixels – Hooray, we have a new projector!**
- **Edit the metadata to put your name in the Author field and image title in the Title field**
- **Do not put your name, initials or other identifying information in the file name or other metadata fields**
- **Rename the file to be the same as the image title**

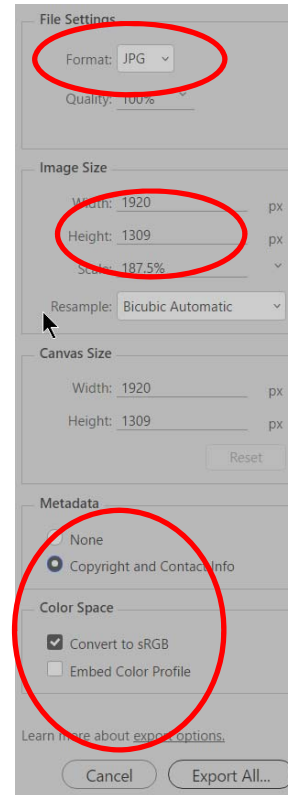
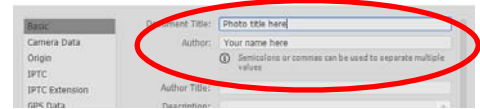
Lightroom:

- Select the photo(s) you want to enter (Hint – put them in a collection for easier access)
- In the Develop module, find the Metadata section in the right hand panel. Type each photo's title in the Title field and your name in the Creator field. If your name is in the Copyright field, take it out. You can leave the date if it is there
- With the photo(s) selected, click on the Export button
- In the export dialog, look in the list of Lightroom Presets for "For Email (hard drive)." This preset will let you choose where you want to save the exported images
- If you want to change the file names of your photos now, you will have to export them one at a time. Otherwise, leave the Rename checkbox blank – you can rename your files later
- In the File Settings section, set the format as JPEG and the Color Space as sRGB
- In the Image Sizing section, check the Resize to Fit checkbox, pick Long Edge in the dropdown and set the long dimension as 1920 pixels.
- In the Metadata section, set it to include all metadata so your title and name as author are included
- In the post processing section leave it set to Show in Explorer or Finder
- If you want to save these settings as a new preset, click on the Add button in the lower left, call the new preset CVPS and save it in your user presets
- Click on the Export button and when the dialog opens, choose a folder on your hard drive for the images.
- If you have not already changed the file names of your images, once you see the images in Explorer (Windows) or Finder (Mac), right click each one, pick Rename and give the file a name that matches your title.



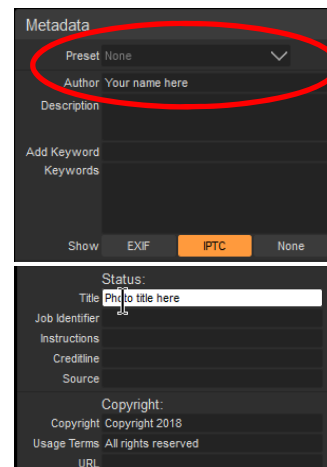
Bridge & Photoshop:

- In Bridge, select the photo(s) you want to enter in the contest (Hint – put them in a collection for easier access)
- One at a time, right click on each image and pick File Info from the menu.
- In the Basic section of the panel, fill in the photo's title in the Document Title field and your name in the Author field. If your name is in the Copyright field, take it out
- Right click each file and pick Open to open it in Photoshop.
- Pick File => Export As
- In the Export dialog, set the Format as JPG
- Set the longest side of your image to 1920 pixels – Photoshop will set the other dimension for you
- Set the Metadata to Copyright and Contact Info
- Set the Color Space to Convert to sRGB
- Click on Export All, choose where you want to save your photo and click Save
- Go back to Bridge, find the folder with your exported images, right click on each one and pick Rename from the menu. Use the title of the photo for the new name.



On1 Photo Raw:

- Create an Album for your desired photos. Find each of them in Browse and add them to the album by dragging and dropping them on the Album Name.
- As you look at the images in Browse, you should see an Info panel on the right. In the top section, type your name in the Author field.
- Click on the IPTC button.
- Scroll down to the bottom of the panel and type in the image title in the Title field.
- If you see your name in the Copyright field, remove it.



- Right click on each image and pick Export from the menu
- In the Photo Size section of the panel, first click the orange circle by the name of the section to activate it, then put 1920 for the longest dimension of your image. The software will fill in the other value for you.
- In the File Type section, pick jpg and sRGB
- In the Location section, pick Save to Folder and then browse to the folder where you want your images
- Activate the Rename as above, pick Text in the name dropdown, then enter the title you entered above.
- Click on the Export button, select the folder where you want to put your new images and then click Save

