

IMAGE SUBMISSION CHEAT SHEET

This “Cheat Sheet” summarizes the key information you need to correctly format and name digital images for submission to a COPS Evaluation Night. As a summary, it does not provide every detail – the details can be found under the submissions tab on the COPS Web Site (www.copsphotography.org).

DIGITAL FILE SPECIFICATIONS

A digital file must be submitted for every image entered for evaluation, even for printed images. These digital files must follow these specifications:

Characteristic	Description
File Format:	“JPG” (pronounced “Jay-Peg”)
File Quality:	The highest quality your equipment, system, or workflow can produce. For out-of-the-camera JPG images, check your camera manual to ensure you are using the correct setting, or ask another member for assistance. If you create your JPG file in software, save the file, or export it, using the highest quality settings available. Again, consult your software manuals, or ask another member for assistance.
Colour Space:	sRGB Images may be submitted in colour, black & white, or monochrome for any theme.
Image Size:	1400 x 1050 pixels 1400 pixels on the horizontal side 1050 pixels on the vertical side Square images are limited to 1050 pixels on both sides.
File Size	The JPG file can be no larger than 1.8 megabytes.

DIGITAL FILE NAME TEMPLATES

Use this table to check the name of your digital image file before you submit it. Look in the appropriate section for Digital or Printed Medium, and look down the first column until you find the Theme of your image. Then look across to the appropriate Group (“A” or “B”) column. Check the format of the name of your image file against the appropriate template to ensure it is correctly named.

DIGITAL Submissions		
	Group “A”	Group “B”
Monthly Challenge	DZA,Image_Title,My_Name	DZB,Image_Title,My_Name
Architecture	DAA,Image_Title,My_Name	DAB,Image_Title,My_Name
Creative	DCA,Image_Title,My_Name	DCB,Image_Title,My_Name
Documentary	DDA,Image_Title,My_Name	DDB,Image_Title,My_Name
Fine Art	DFA,Image_Title,My_Name	DFB,Image_Title,My_Name
Landscape	DLA,Image_Title,My_Name	DLB,Image_Title,My_Name
Nature	DNA,Image_Title,My_Name	DNB,Image_Title,My_Name
People & Pets	DPA,Image_Title,My_Name	DPB,Image_Title,My_Name
Still Life	DSA,Image_Title,My_Name	DSB,Image_Title,My_Name
Open	DOA,Image_Title,My_Name	DOB,Image_Title,My_Name
PRINT Submissions		
	Group “A”	Group “B”
Monthly Challenge	PZA,Image_Title,My_Name	PZB,Image_Title,My_Name
Architecture	PAA,Image_Title,My_Name	PAB,Image_Title,My_Name
Creative	PCA,Image_Title,My_Name	PCB,Image_Title,My_Name
Documentary	PDA,Image_Title,My_Name	PDB,Image_Title,My_Name
Fine Art	PFA,Image_Title,My_Name	PFB,Image_Title,My_Name
Landscape	PLA,Image_Title,My_Name	PLB,Image_Title,My_Name
Nature	PNA,Image_Title,My_Name	PNB,Image_Title,My_Name
People & Pets	PPA,Image_Title,My_Name	PPB,Image_Title,My_Name
Still Life	PSA,Image_Title,My_Name	PSB,Image_Title,My_Name
Open	POA,Image_Title,My_Name	POB,Image_Title,My_Name

Remember:

- Use the underscore character (“_”) wherever you need a blank space in the Image_Title or the My_Name fields. The name of the submitted image must not contain any blanks.
- There must be only 2 commas in the file name: one after the Medium/Theme/Group field, and one between Title and Name fields.

RESIZING YOUR IMAGE - CONCEPTS

The Concept of Downsizing

Think of it as putting your image into a box, so that it is large as possible within that box ...

1400 1050

... but not so large that any of it will go outside the box.

Note that 1400x1050 is actually a 4:3 aspect ratio – most DSLR cameras produce a 3:2 aspect ratio

17 SEPTEMBER 2017 © COPYRIGHT 2013-2017 RAC, PHOTOGRAPHY. ALL RIGHTS RESERVED. 7

The Concept of Downsizing

A 24 megapixel camera creates an image that is approximately 6,000 pixels wide, and 4,000 pixels tall, in landscape mode.

6000 4000

DOWNSIZE PROCESS

1400 933

The image is reduced in size so its width fits within the 1400 horizontal constraint ...

... resulting in it being slightly shorter than the 933 vertical constraint.

Result: A Landscape-oriented image fits well within the 1400x1050 pixel aspect ratio.

Not quite to scale.

17 SEPTEMBER 2017 © COPYRIGHT 2013-2017 RAC, PHOTOGRAPHY. ALL RIGHTS RESERVED. 8

What about Portrait Oriented Images?

A 24 megapixel camera creates an image that is approximately 4,000 pixels wide, and 6,000 pixels tall, in portrait mode.

6000

RESIZE PROCESS

700 1050

The image is reduced in size so the height fits within the 1050 vertical constraint ...

... resulting in it being much narrower than the 1400 pixel horizontal constraint.

Result: A Portrait-oriented image can lose up to 50% of its quality potential when reduced into a 1400x1050 frame.

Not quite to scale.

17 SEPTEMBER 2017 © COPYRIGHT 2013-2017 RAC, PHOTOGRAPHY. ALL RIGHTS RESERVED. 8

Well, how about a Square Crop?

A 24 megapixel camera can create an image that when cropped to a square format, is up to 4,000 pixels wide and 4,000 pixels tall.

4000

RESIZE PROCESS

1050 1050

The image is reduced in size so the height fits within the 1050 vertical constraint ...

... resulting in it also being narrower than the 1400 pixel horizontal constraint.

Result: A Square image can lose almost 30% of its quality potential when reduced into a 1400x1050 frame.

Not quite to scale.

17 SEPTEMBER 2017 © COPYRIGHT 2013-2017 RAC, PHOTOGRAPHY. ALL RIGHTS RESERVED. 11

LIGHTROOM CC 2015.12 – EXPORT

Export One File

Export To: Hard Drive

Preset: Lightroom Presets

Export Location

Export To: Same folder as original photo

Folder: (wherever each source photo is located)

Put in Subfolder: _____

Add to This Catalog Add to Stack: Below Original

Existing Files: Ask what to do

File Naming

Rename To: Custom Name

Custom Text: DZA_Image_Title_My_Name Start Number: _____

Example: DZA_Image_Title_My_Name.jpg Extensions: Lowercase

Video

Include Video Files

Video Format: _____

Quality: _____

File Settings

Image Format: JPEG Quality: 100

Color Space: sRGB Limit File Size To: 1800 K

Buttons: Add, Remove, Plug-in Manager..., Export, Cancel

Top Half

Export One File

Export To: Hard Drive

Preset: Lightroom Presets

Image Sizing

Resize to Fit: Width & Height Don't Enlarge

W: 1400 H: 1050 pixels Resolution: 72 pixels per inch

Output Sharpening

Sharpen For: Screen Amount: High

Metadata

Include: All Metadata

Remove Person Info Remove Location Info

Write Keywords as Lightroom Hierarchy

Watermarking

Watermark: None

Post-Processing

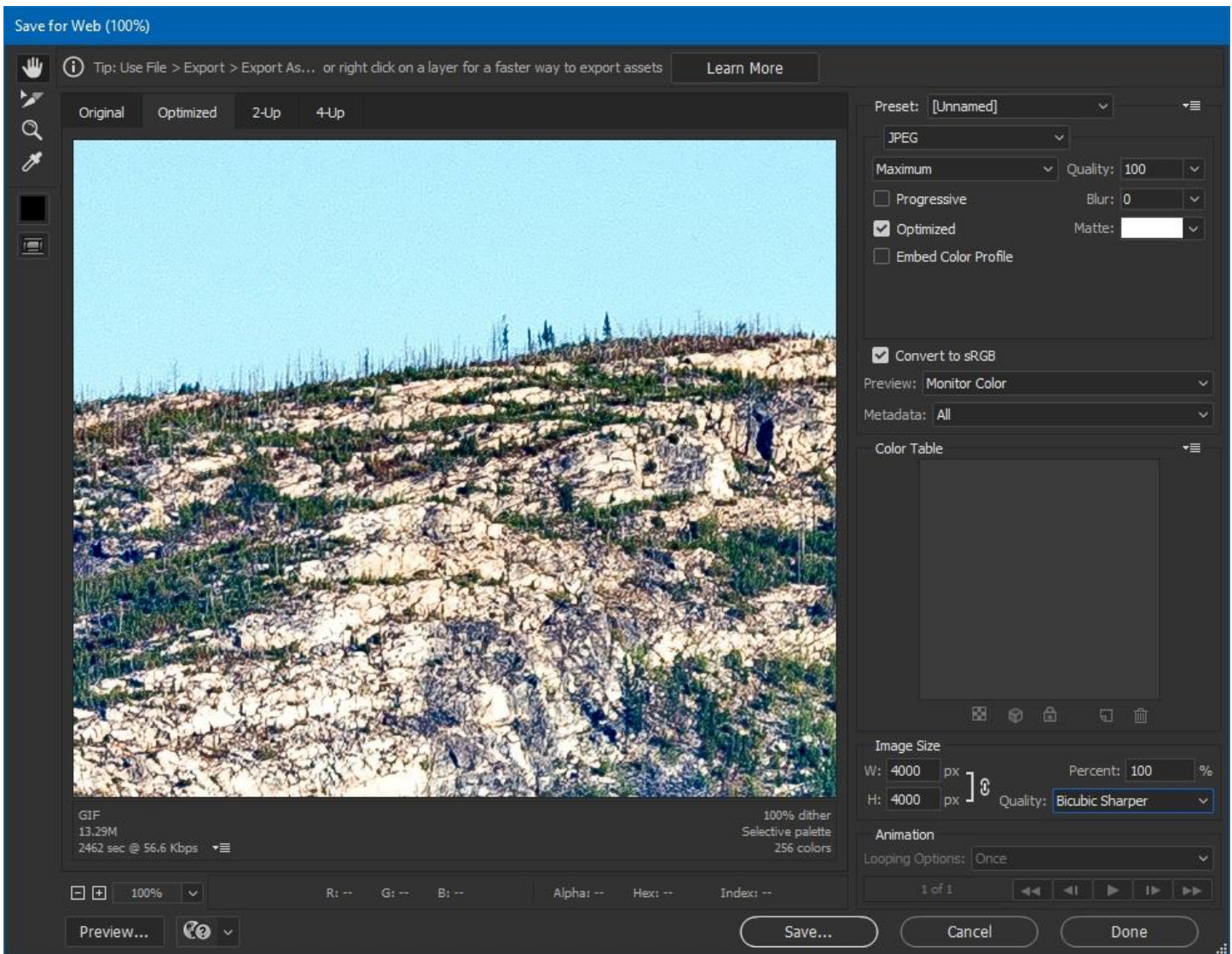
After Export: Do nothing

Application: Choose an application... Choose...

Buttons: Add, Remove, Plug-in Manager..., Export, Cancel

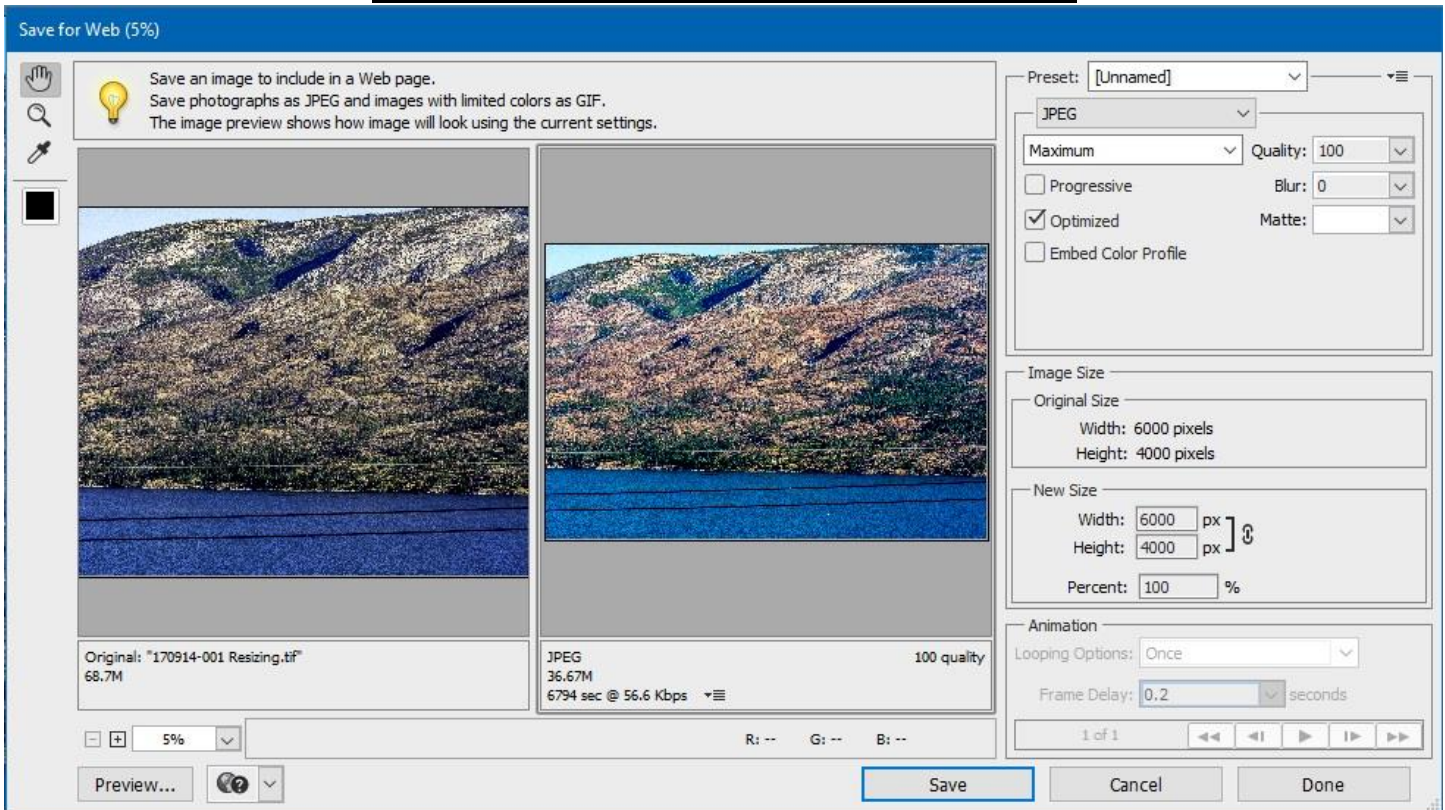
Bottom Half

PHOTOSHOP CC 2017.1.1 – SAVE FOR WEB



- File type: JPEG
- Quality: Maximum, 100, Optimized (checked)
- Convert to sRGB (checked)
- Image Size - Make sure the width (W) and height (H) are “linked”
 - For a Horizontal (Landscape mode) image:
 - Enter width (W) as 1400
 - Do not specify height (H) – PS will calculate it for you – make sure it is less than 1050
 - For a Vertical (Portrait mode) image:
 - Enter height (H) as 1050
 - Do not enter width (W) – PS will calculate it for you – make sure it is less than 1400
 - For a Square image:
 - Enter height (H) as 1050
 - Do not enter width (W) – PS will calculate it for you – make sure it is less than 1400
 - For image size quality method, use Bicubic Sharper
- Click Save...
- Check your final image for sharpness, and sharpen as needed.

PHOTOSHOP ELEMENTS 15 – SAVE FOR WEB



- File type: JPEG
- Quality: Maximum, 100, Optimized (checked)
- Convert to sRGB (checked)
- Image Size - Make sure the width (W) and height (H) are "linked"
 - For a Horizontal (Landscape mode) image:
 - Enter width (W) as 1400
 - Do not specify height (H) – PS will calculate it for you – make sure it is less than 1050
 - For a Vertical (Portrait mode) image:
 - Enter height (H) as 1050
 - Do not enter width (W) – PS will calculate it for you – make sure it is less than 1400
 - For a Square image:
 - Enter height (H) as 1050
 - Do not enter width (W) – PS will calculate it for you – make sure it is less than 1400
- Click Save...
- Check your final image for sharpness, and sharpen as needed.