

# 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](http://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. Check the format of the name of your image file against the appropriate template to ensure it is correctly named.

<b>Digital Submissions</b>	
<b>Monthly Challenge</b>	DZ,Image_Title,My_Name
<b>Architecture</b>	DA,Image_Title,My_Name
<b>Creative</b>	DC,Image_Title,My_Name
<b>Documentary</b>	DD,Image_Title,My_Name
<b>Fine Art</b>	DF,Image_Title,My_Name
<b>Landscape</b>	DL,Image_Title,My_Name
<b>Nature</b>	DN,Image_Title,My_Name
<b>People &amp; Pets</b>	DP,Image_Title,My_Name
<b>Still Life</b>	DS,Image_Title,My_Name
<b>Open</b>	DO,Image_Title,My_Name
<b>Print Submissions</b>	
<b>Monthly Challenge</b>	PZ,Image_Title,My_Name
<b>Architecture</b>	PA,Image_Title,My_Name
<b>Creative</b>	PC,Image_Title,My_Name
<b>Documentary</b>	PD,Image_Title,My_Name
<b>Fine Art</b>	PF,Image_Title,My_Name
<b>Landscape</b>	PL,Image_Title,My_Name
<b>Nature</b>	PN,Image_Title,My_Name
<b>People &amp; Pets</b>	PP,Image_Title,My_Name
<b>Still Life</b>	PS,Image_Title,My_Name
<b>Open</b>	PO,Image_Title,My_Name

Remember:

1. 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.
2. 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

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### 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.

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### 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.

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### 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.

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## 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

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**

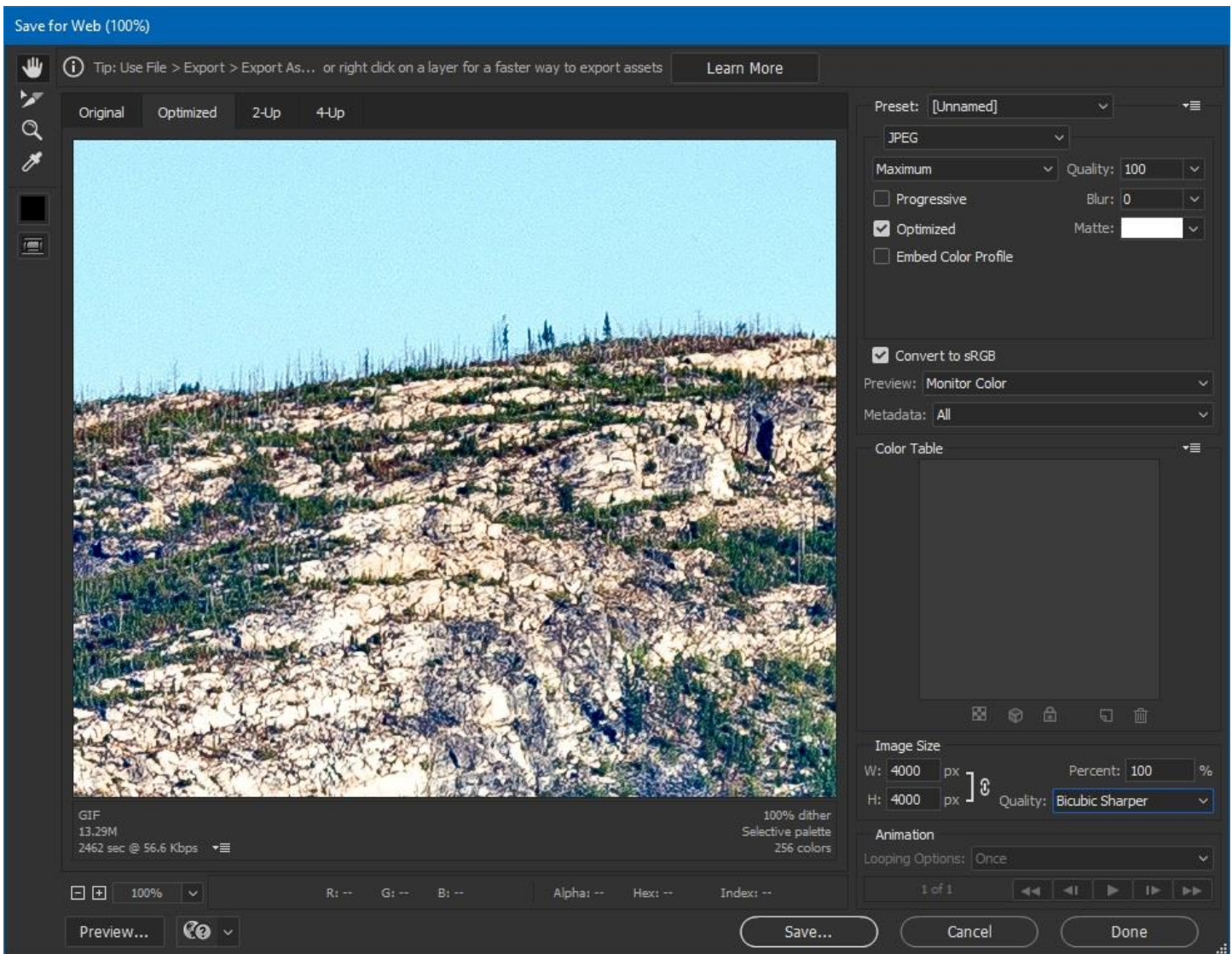
After Export: Do nothing

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

Export    Cancel

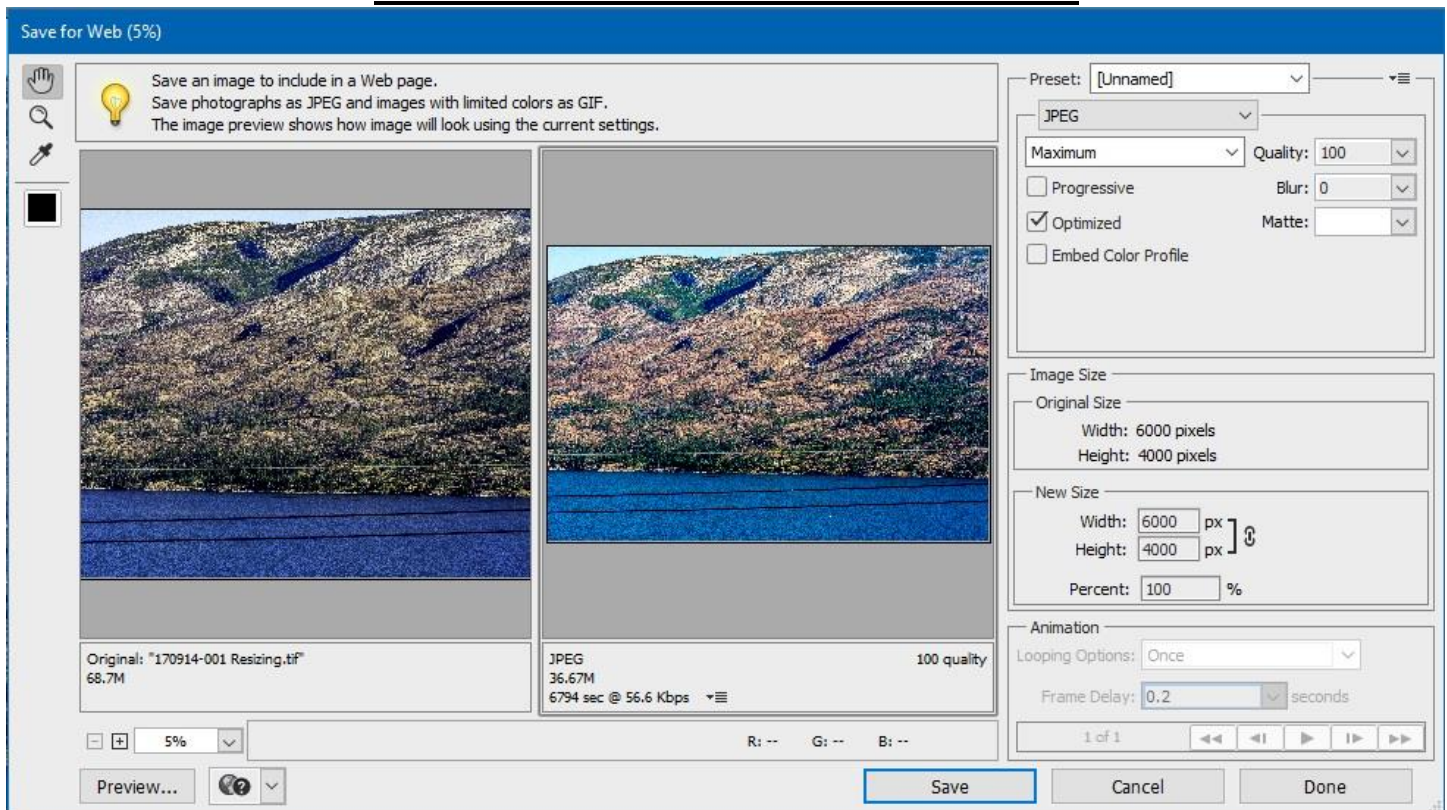
**Bottom Half**

## 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.