

How To Prep Your Pictures For Digital Projection

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We all like to look at photos, right? So when we have a photo contest, it's even more fun and educational to see as many of the photos projected on screen as time permits. That way, when the photos are critiqued, we all learn much more about how to take award winning pictures!

To speed up the process of getting everyone's photos onto the club computer for presentation, here are the 5 must-do steps to prep your pictures for digital projection.

1. Rename your pictures (see below) so they can be located quickly and credit can be given to the photographer.
2. Resize your pictures so they can be copied and projected quickly to a maximum resolution of 100ppi; Pixel Dimensions of 1024 width by 768 height maximum.
3. Place them on an empty flash drive, or in a new folder on a flash drive that is labeled, "Photo_Group_Jan_08" (using the correct month and year for the contest date)
4. Copy the folder to your USB Flash Drive
5. Don't forget to bring your USB Flash Drive to our Photo Group meeting. For the Digital Photo Composition Challenge, you can email your picture to Darrel@DazzlingPhotography.com

Detailed Directions:

Step 1 - Rename Your Picture Files

- 1) **PC:** To rename a file on a PC, locate the file in My Computer. Click the yellow folders button in the toolbar to see all the folders in the left column, and the folder contents in the right column.
 - a) Right-click the picture's file name, and choose "Rename" from the context menu, then retype the file name. Don't forget the .jpg at the end of the file name.
- 2) **MAC:** To rename a file on a Mac, locate the file in Finder
 - a) Click once to highlight the file name
 - b) Press Return or slowly click again on the file name, and the highlight color changes indicating you can now type and rename the file. Don't forget the .jpg at the end of the file name.
- 3) How to rename your pictures for easy identification:
 - a) For Photo Contests and The Digital Photo Composition Challenge submissions, rename your picture with these elements:
Firstname_Lastname_Picturename.jpg
 - b) For example: *John Smith FRECKLE FACE.jpg*

Step 2 - Reduce the size of your photo files for easy copying and projecting on the digital projector. (Also good for emailing smaller pictures)

1. Reduce using Photoshop Elements 2.0
 - a. Open the picture to be resized
 - b. Under the Image Menu > Resize > Image Size
 - c. Make sure Constrain Proportions is checked
 - d. In Document Size, first set the Resolution to 100 pixels/inch
 - e. In Pixel Dimensions, set the larger of the Width or Height dimensions to a maximum of 1000 ppi. Set only the larger dimension, not both.
2. Reduce using Photoshop CS (8.0)
 - a. Open the picture to be resized
 - b. Image Menu > Image Size >
 - c. Make sure Constrain Proportions is checked
 - d. Under Resample Image, select Bicubic Sharper for best reduction
 - e. In Document Size, first set the Resolution to 100 pixels/inch
 - f. In Pixel Dimensions, set the larger of the Width or Height dimensions to a maximum of 1000 ppi. Set only the larger dimension, not both.
3. Reduce using FastStone Image Viewer (free online for PC only)
 - a. Open the picture to be resized
 - b. Under the Edit Menu > Resize (or Control-R)
 - c. Click on Print Size and set the Resolution to 96 (100 isn't an option)
 - d. Click on Pixels and set the width to 1024 for a horizontal picture, or set the Height to 768 for a vertical picture.
 - e. Under the File menu > Save As
 - f. Click on JPEG: Quality at the bottom of the Save As window
 - Set JPEG Quality to 100 (best quality)
 - g. Give the picture a different name with your name and the picture title: John Smith THE RAINBOW.jpg
 - Click Save

Step 3 – Place Your Pictures in a New Folder

1. On a PC, use My Computer or Windows Explorer (they're the same thing)
 - a. Go to the File Menu > New > Folder
 - b. Rename the folder: Photo_Group_Contest_Jan_08 (using the correct month and year)
2. On a Mac, use Finder
 - a. Under the File Menu > New Folder
 - b. Rename the new folder: Photo_Group_Contest_Jan_08
3. Copy your picture files to the new folder:
 - a. On a PC – still using Windows Explorer:
 - i. Right-click the picture file, select copy, and left-click Copy
 - ii. Navigate to your New Folder:
Photo_Group_Contest_Jan_08, highlight that folder, right-

- click and select Paste, then left-click Paste to paste the file into that folder
- b. On a Mac, still using Finder:
 1. Left-click on the file to select it
 2. Under the Edit Menu > Copy > Left click Copy
 3. Navigate to your New Folder: Photo_Group_Contest_Jan_08
 4. Left-click that folder to select it
 5. Under the Edit Menu > Paste item > Left-click to paste the file into the that folder

Step 4 - Copying the New Folder to the USB Flash Drive

1. Plug-in your USB Flash Drive to your computer
2. On a PC – still using My Computer:
 - a. Right-click the folder “Photo_Group_Contest_Jan_08”, select copy, and left-click Copy
 - b. Navigate to your Flash Drive, highlight that drive, right-click and select Paste, then left-click Paste to paste the folder into the Flash Drive
3. On a Mac, still using Finder:
 - a. Left-click on the folder to select it
 - b. Under the Edit Menu > Copy > Left click Copy
 - c. Navigate to your Flash Drive in Finder
 - d. Left-click that drive to select it
 - e. Under the Edit Menu > Paste item > Left-click to paste the folder into the Flash Drive
4. Check the contents of the Flash Drive folder: :
Photo_Group_Contest_Jan_08
 - a. Double click on that folder on your flash drive to check that your contest entry pictures are in that folder on your flash drive
 - b. That’s it, you’re all done!

Step 5 – Bring Your Flash Drive to the Contest

1. As soon as you have entered your photo in the contest, give your Flash Drive to the club computer operator, so he can load your pictures onto the computer so they are ready for projecting later that night.
2. Sit back and smile. You’re ready for the show!

Questions? If you have any trouble with these directions, please email me for help at: Darrel@DazzlingPhotography.com