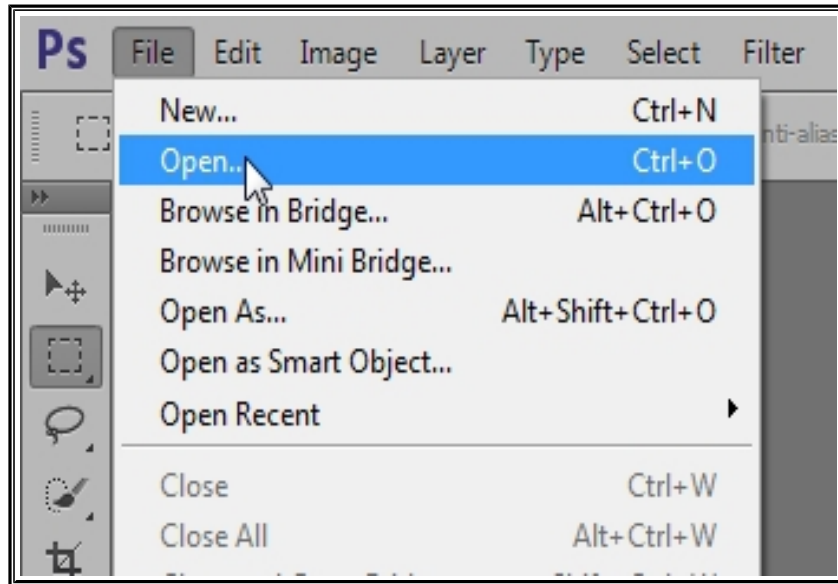


## SIZING AND RENAMING PDI IMAGES IN ADOBE PHOTOSHOP

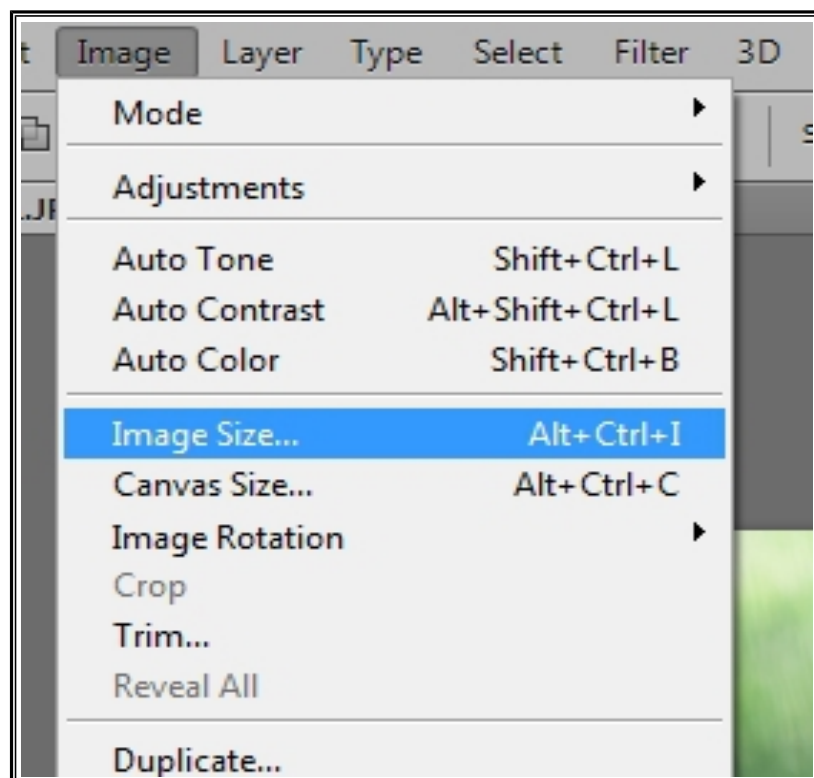
1. First, determine the location of the picture you wish to size and rename. Is it on a cd-rom, on the computer hard drive or on your camera's media card? If necessary, you might need to use "MY COMPUTER" on your desktop to locate the picture file. Make note of the location.

2. Open Adobe Photoshop. I am using CS-6, so your screen may look different.

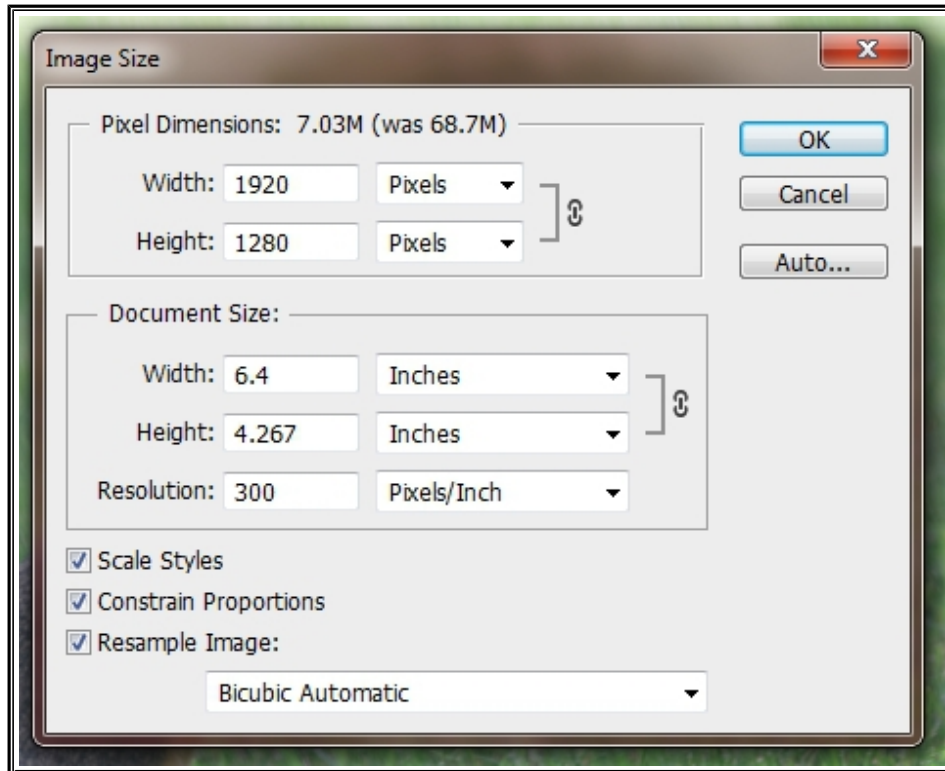
3. Select "**FILE**" option then "**OPEN**".



4. Once the file is opened, select "**IMAGE**", "**IMAGE SIZE**".



5. Enter the size for the longest dimension, either WIDTH or HEIGHT as **1920 PIXELS**. Be sure the three boxes on the lower right of the menu are checked: **Scale Styles, Constrain Proportions and Resample Image**. Under Resample Image, be sure it is set to **Bicubic**. Click on **OK**



6. File Naming: File naming is the most important element to get your photos entered in the proper competition and category. If you are unsure what class you are competing in, consult the **PDI STATISTICS** on the **COMPETITION** page of the club web site.

NOTE: ALL DATA FIELDS MUST BE IN UPPER CASE AND SEPARATED BY COMMAS WITH NO SPACES BEFORE OR AFTER THE COMMAS!!!

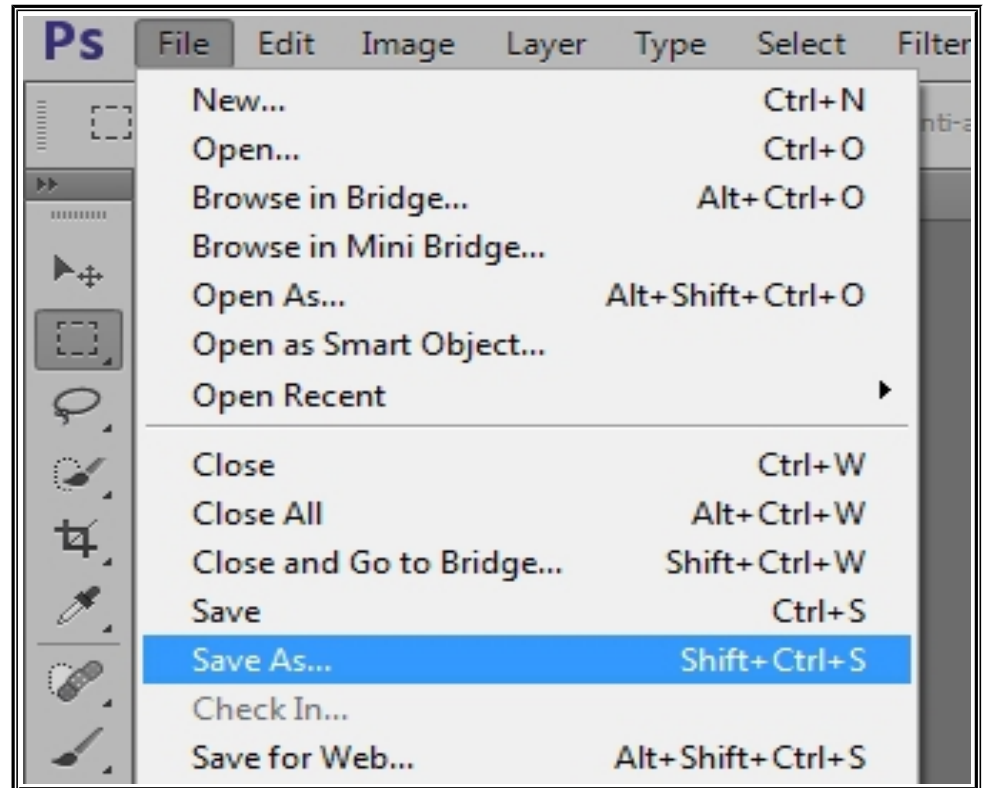
For example, a COLOR image entered in Class "A" would be named as follows:  
**C,A,MY GREAT PICTURE,LASTNAME,FIRSTNAME.JPG**

For a BLACK & WHITE image entered in Class "AA" it should be named:  
**B,AA,MY FAVORITE IMAGE,LASTNAME,FIRSTNAME.JPG**

7. File Type: All images should be saved as JPEG/JPG images, which is the file extension .jpg.

**NOTE: NO OTHER FILE TYPES WILL BE ACCEPTED!**

8. To **RENAME** the image, select **FILE, SAVE AS**.



9. At the **SAVE AS** window, enter the name for the image and click on SAVE. The image will be saved in the same directory as the original file unless it was on a CD-ROM, in which case you will need to specify a different directory for saving the image file.

