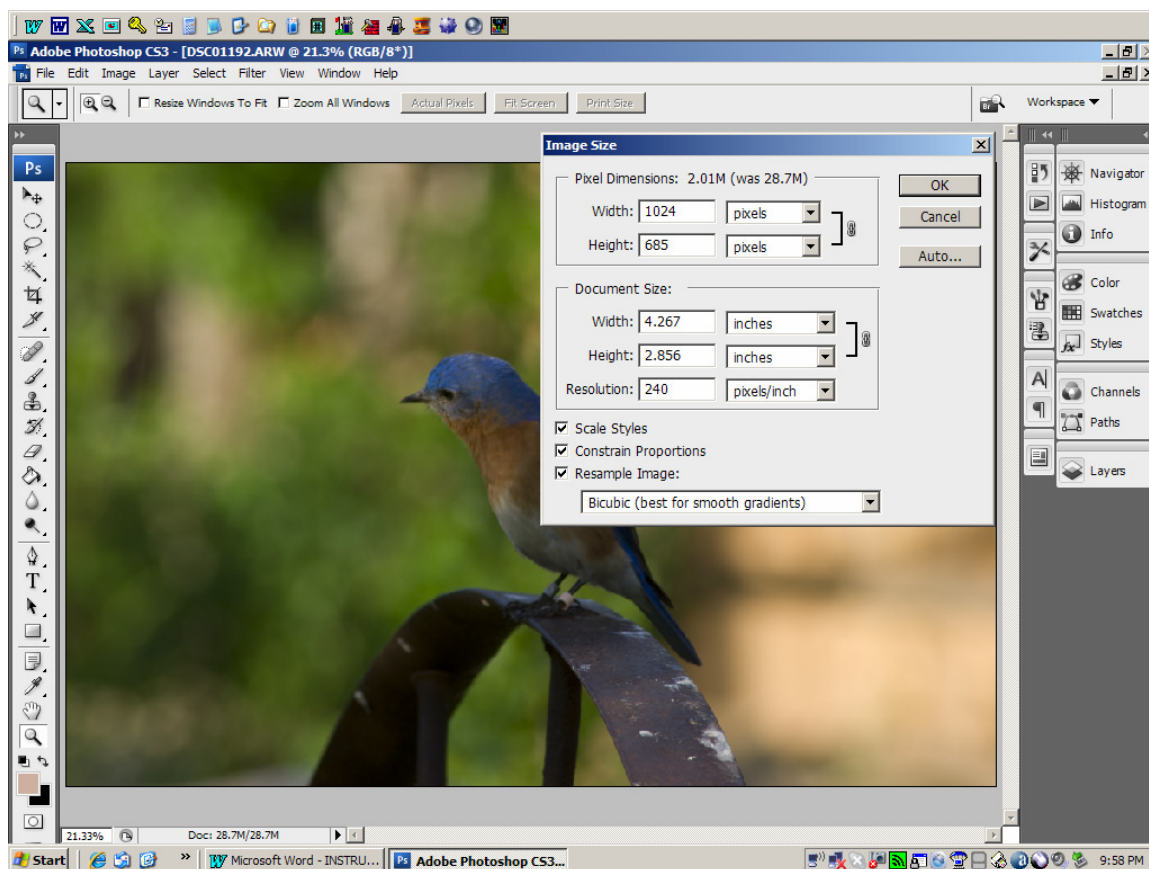


INSTRUCTIONS FOR SAVING IMAGES FROM PHOTOSHOP/ELEMENTS FOR DIGITAL COMPETITION ENTRIES

1. **Open** the final image you have been working on in Photoshop or Elements.
2. **Flatten** the image if you have layers. (From the menu line, click on Layers>Flatten Image.)
3. Click on **Image>Image Size**, or in **Elements it's Image>Resize>Image Size**. Ensure all **three** boxes at the bottom of the **Image Size box** are checked. In the **Pixel Dimensions** area, type in **1024** in the Width box for a Landscape format, or **768 pixels** in the Height box for portrait format. Assure that the other box now has 768 or less for Landscape format or 1024 or less for a Portrait format. Then click the "OK" button.

(The other dimension will automatically fill in after typing "768" or "1024". The reason this happens is the "Constrain Proportions" box is checked.)



(Notice all three boxes are checked in the IMAGE SIZE BOX and there is only one layer in the LAYERS PALETTE.)

4. Go to **File>Save As**. When the Save AS box appears, pick the folder you wish to save the sized file in at the top of the box.

In the file name space, type **occ**; then a dash (-); the **first initial** of your first name, followed by the **first 8 characters** of your last name; dash (-); **category code (A, B, C, D, E, or F)**, and the **number** of image entered (either 1 or 2), a dash (-), then the **Title of the image** (max of 30 characters).

Example: **occ-wlee-f2-Blue Bird on Wheel**

Categories:

A for **Nature**

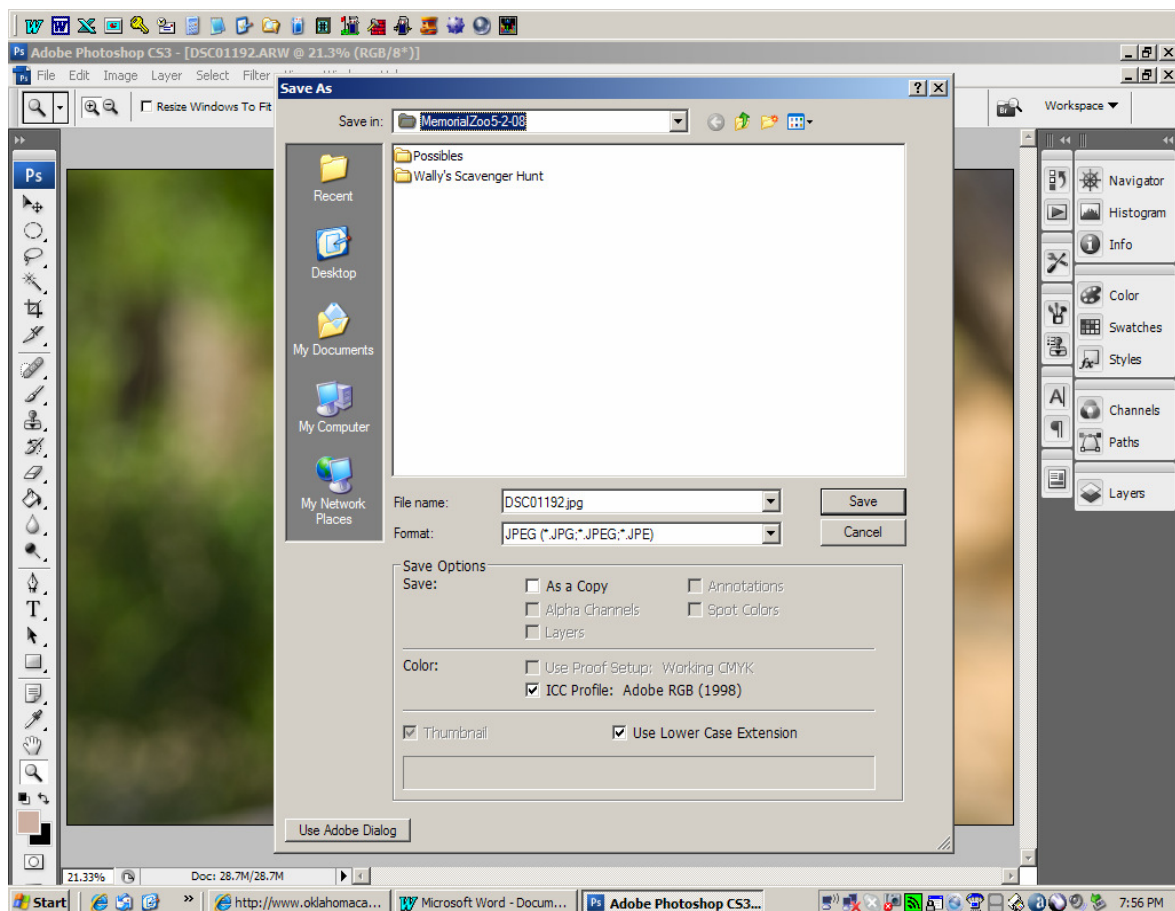
B for **Photojournalism**

C for **Creative**

D for **Monochrome**

E for **Beginning Color Open**

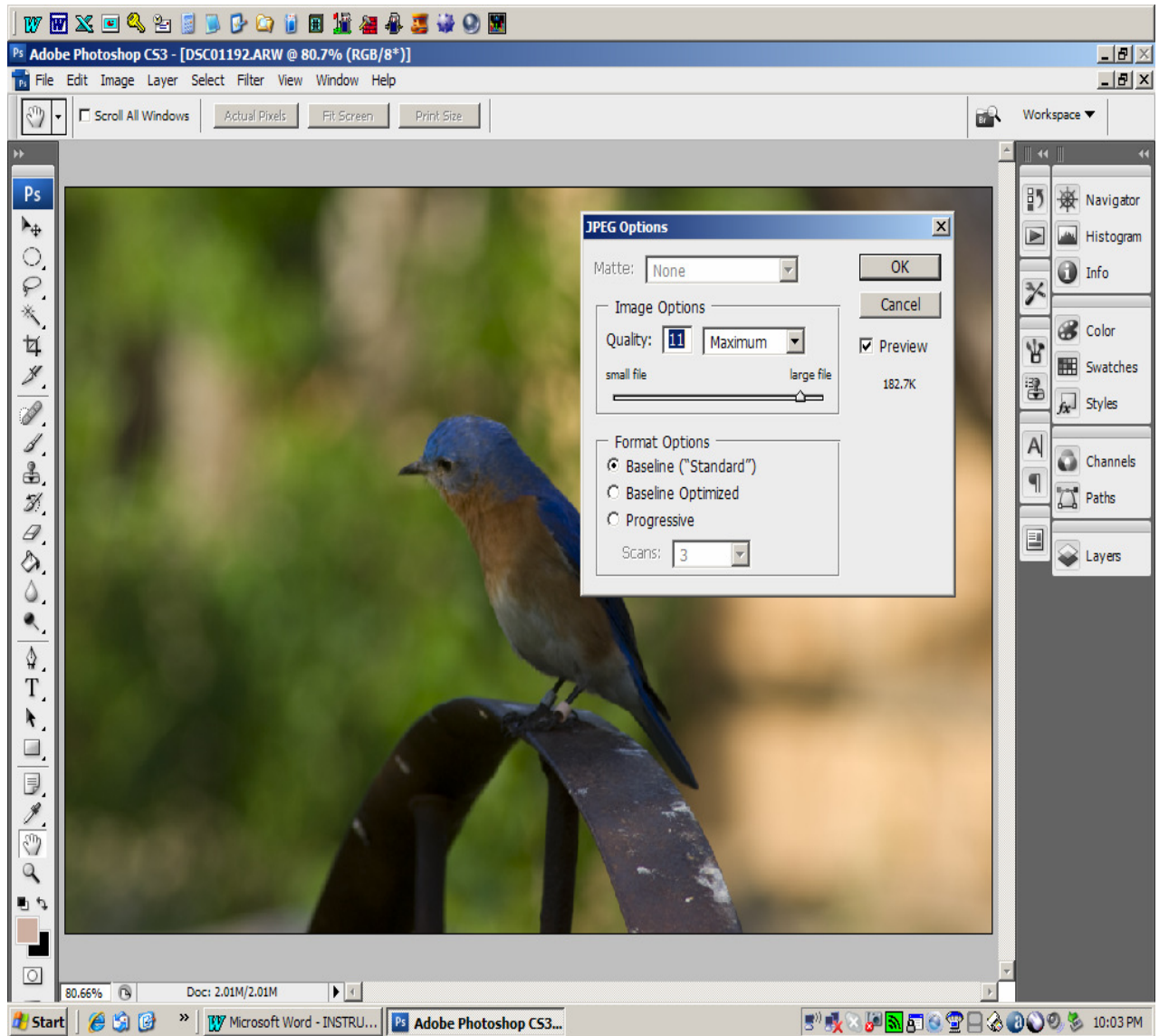
F for **Advanced Color Open**



5. In the **Format** Box, assure the image is saved as a **.jpg** file.

After you click the **Save** button, you will get another pop-up box called the **JPG options** box.

6. In the **JPG Options** box, try setting the **quality** between 8 and 12 by using the slider bar, then check the bottom of the JPG Options box in Photoshop, or the right side of the JPG Options box in Elements, for the file size. You want your file to be a little **less than 700K** (No more than 675-680K). Then click the "OK" button.



(The file size of this example is ~182.7K)

Email your competition entries to: okccdigital@yahoo.com (or get your entries to the Wally Lee on a CD or some other media), by the entry deadline.
If you do not receive a reply or have questions, email or call 751-8179 (Wally Lee).