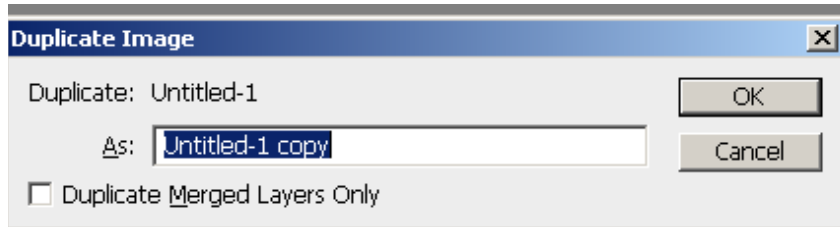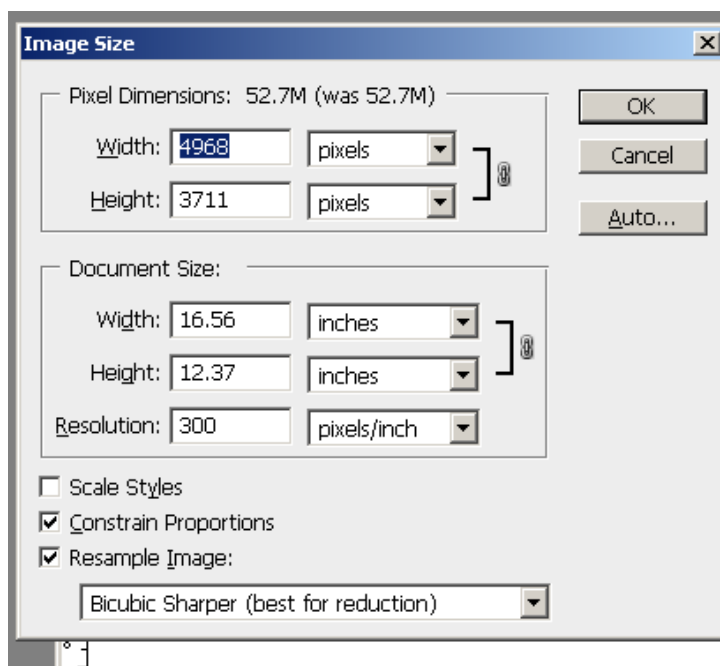Hello everyone,

I have updated the tutorial about how to resize images for the club and the L&CPU. I can only do this in Photoshop (PS/CC) and Elements(E). No idea about any other programmes, sorry. Work through the instructions with a picture open in PS or E.

 1.Open the image you want to work on. Make a copy--At the top left of the PS or E window, 3rd along is <u>Image</u>. Click and choose Duplicate. You will get a box allowing you to re-name the copy, which you should do to avoid confusion, and if the original had layers put a tick in the Duplicate Merged Layers Only box. Click OK.   <u>Close</u> your original.

Duplicate Image

Duplicate: Untitled-1   OK

     As: | Untitled-1 copy | Cancel

☐ Duplicate Merged Layers Only

It is important to check that the image is flattened. - in the Layers palette the layer must be called Background. If it is called anything else, go to the Layer menu, top of the screen, next to Image, click it and choose New, and then choose 'Background from Layer'.

2.Go back to the <u>Image</u> menu, and this time choose - Image size (PS/CC), or Resize, then Image size (E). You get this box. This is in older versions of PS, E is almost the same. In CC the box is different, see lower down.

Image Size

Pixel Dimensions: 52.7M (was 52.7M)   OK

    Width: | 4968 | | pixels ▼ | Cancel

    Height: | 3711 | | pixels ▼ | Auto...

Document Size:

    Width: | 16.56 | | inches ▼ |

    Height: | 12.37 | | inches ▼ |

    Resolution: | 300 | | pixels/inch ▼ |

☐ Scale Styles
☑ Constrain Proportions
☑ Resample Image:

    | Bicubic Sharper (best for reduction) ▼ |

The first thing to do is make sure there is a tick in the boxes at the bottom labelled Constrain Proportions, and Resample Image. Also at the bottom, click on where there is a drop down arrow, and choose, in PS, Bicubic Sharper, and in E, Bicubic. These settings are the best for making an image smaller, which is what we are doing.

3.Now you go to the top of this box, where it says Width, and Height. For a **Landscape**-shaped picture, highlight the number in the Width space and type in 1600. The height will change to keep the proportions the same as the original.

For a **Vertical** shot, change the Height number to 1200. The width will change to keep pace, it will be less than 1200, this is correct. Of course the image **must be the right way up, vertical,** when you do this, not lying on its side in landscape shape.

Just occasionally, if your image is **landscape shape but rather square**, say 11 wide by 9 high, you might find that when you change the width to 1600, the vertical size becomes more than 1200. If so, you have instead to change the Vertical size to 1200, and let the width change itself.
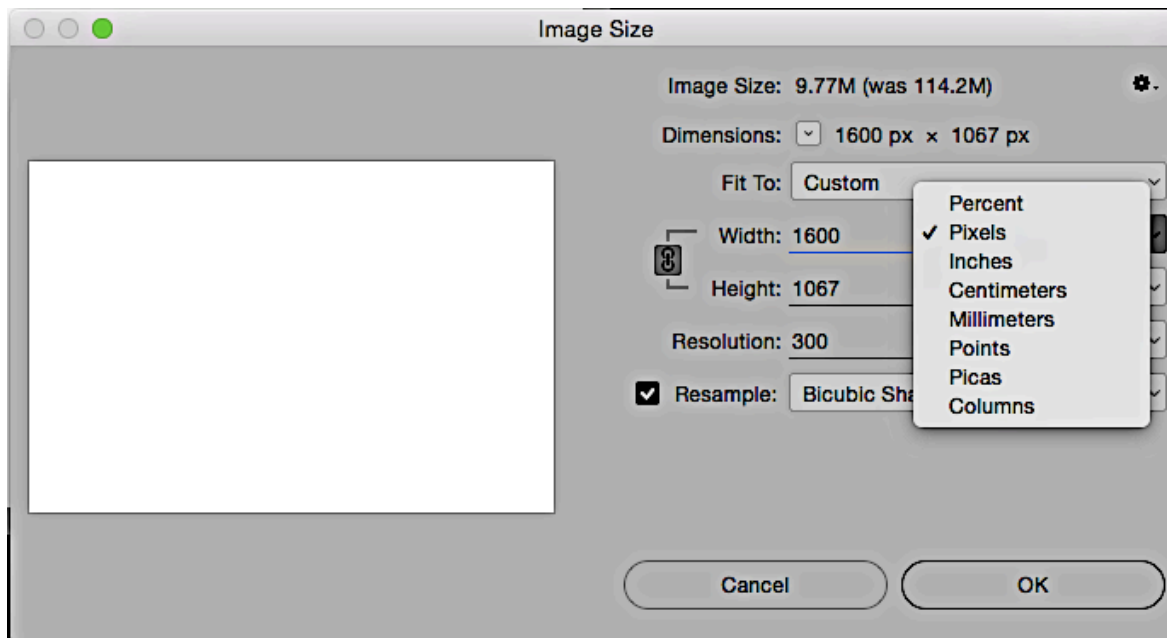
Always **check** before you click OK that **neither dimension is more than 1600 width or 1200 height.**

Below is the Image Size box for CC, somewhat different. Make sure there is a tick in Resample, and choose Bicubic Sharper. And make sure the Link icon between Width and Height is active - ie dark grey and with lines coming out of it to both Width and Height. Next to Width use the drop-down arrow and choose Pixels, then for a **Landscape** shape, highlight the number in the **Width** space and type in 1600. The height will change to keep the proportions the same as the original. Or for a **Vertical** shot, change the **Height** to 1200.

*Note - For an image that is not fully landscape, more square-ish, treat it as a Vertical – ie make the Height 1200.
Always check before you click OK that the dimensions are no more than 1600 width or 1200 height.

Click OK to save the size changes. When you close your image, choose jpg, quality 12, and in Format options, choose Baseline.

Image Size dialog

Image Size: 9.77M (was 114.2M)

Dimensions: 1600 px × 1067 px

Fit To: Custom

- Percent
- ✓ Pixels
- Inches
- Centimeters
- Millimeters
- Points
- Picas
- Columns

Width: 1600

Height: 1067

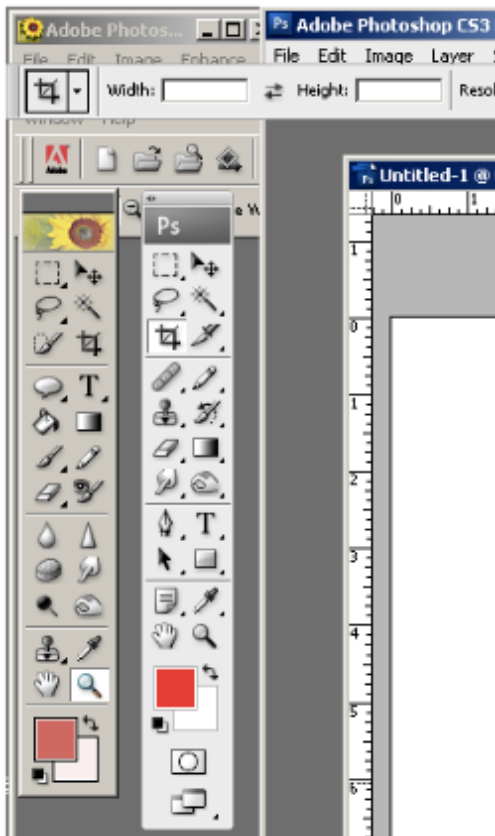Resolution: 300

☑ Resample: Bicubic Sha...

Cancel   OK

THE NEXT PART IS ESSENTIAL FOR CLUB COMPS.

4. If the image has pixel width or height that is less than the required 1600 x 1200 we now have to fill the space at the top and bottom of a landscape shot, or at the sides of a portrait shot, with black, to make the overall size 1600 x 1200 pixels.

*In Elements **first** make sure the **Background** colour is Black in the toolbar. If it isn't, click on the tiny black & white squares near to the bigger squares at the bottom of the toolbar. This will re-set the big squares to black & white, then click on the little double-headed arrow just above the big squares, to reverse the black and white squares (so that the underneath one is black).
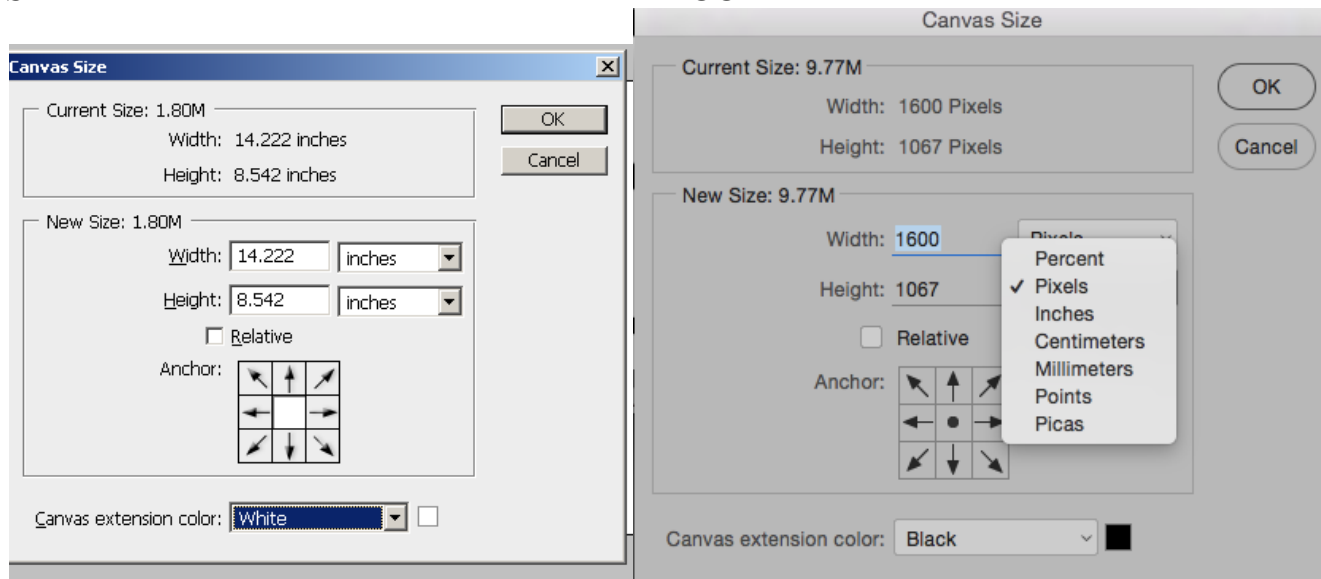
In PS/CC you don't need to do this as you can choose the colour a bit later.

This shows Elements toolbar on the left, early versions of PS on the right.

Click on Image (main menus, top left of PS/CC or E screen, where you found Image Size), choose Canvas Size. (PS/CC) or Resize, then Canvas Size, (in E) You get a window as below. Almost the same in E.

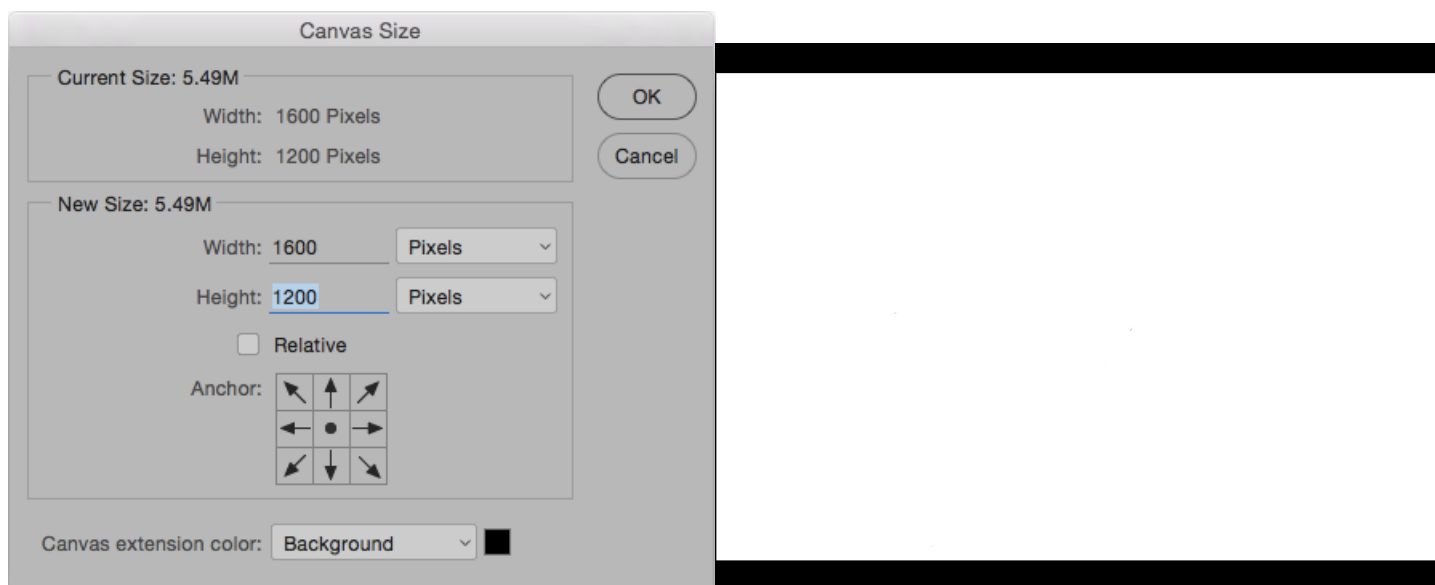PS   CC

Make sure there is **no** tick in the Relative box, click on the drop down arrows next to where it says Inches in this example and choose Pixels. In E you need to do this for both arrows; in PS/CC, changing one will change them both.

For a **Landscape** shot, you will now see that the Width dimension is already 1600, (you made it so earlier). Change the **Height** to 1200. Don't alter the Anchor box, as we want the image still to be in the middle. Now in PS/CC, use the drop down arrow next to Canvas Extension Colour, to choose Black. *Elements doesn't have this, which is why you have to choose the background colour first, as I described at the beginning of Section 4. Now **click OK** and the black extension will be added, top and bottom.

For **a Portrait** shot, the sequence is just the same, except that the height will already be correct, at 1200, so you have to change the **W idth** to 1600.

Below there is a grab shot of the Canvas Size box with settings for a landscape image, and how a landscape-shaped image looks after adding the extension. A portrait image will have much bigger black areas either side instead of top and bottom.

Now save and close your image. Save it as .jpg . Choose Quality 12 and Baseline. If you use a lower number there will be more compression, which downgrades the image.

Don't forget the title, no numbers or name, just   Title.jpg

Please be sure that the file extension is .jpg , NOT .JPEG, as the projection software only recognises 3 character file extensions (.jpg). And also check that it is saved as sRGB. There is a tick-box at the bottom of the Save As dialogue box to make sure this happens.

Phew, I hope this is clear enough! Go through it with a few pictures to see if you follow it and if you are not sure, ring me.   Ruth 662644   If what I have said about Elements is out of date, I apologise. I haven't got Elements now so working from memory.