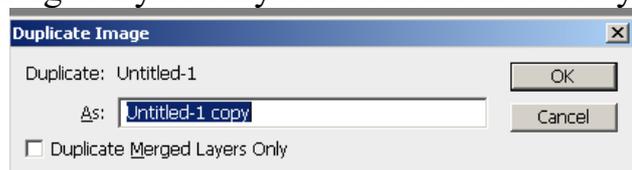


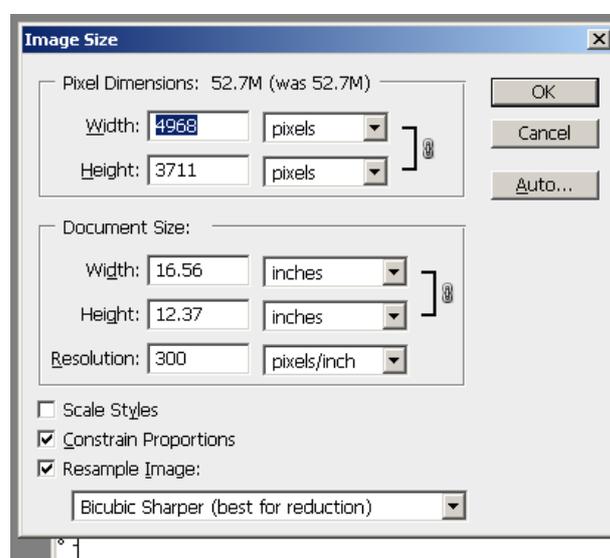
Hello everyone,

Thought I'd try to make a tutorial on paper about how to resize images for the L&CPU. The same principle applies to getting comp pics right too. I can only do this in Photoshop (PS) 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 Image. 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. Close your original.



2. Go back to the Image menu, and this time choose - Image size (PS), or Resize, then Image size (E). You get this box. This one is PS, E is almost the same.

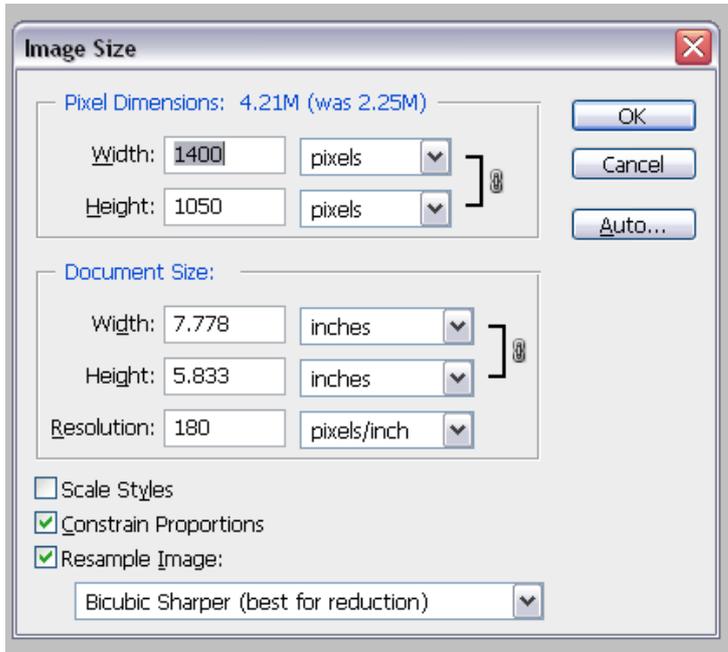


The first thing to do is make sure there is a tick in the boxes at the bottom labelled Constrain Proportions, and Resample Image. Also at the bottom, click on where there is a drop down arrow, and choose, in PS, Bicubic Sharper, and in E, Bicubic. These settings are the best for making an image smaller, 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. . **It may not be 1200, may be less, but this is ok.**

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.

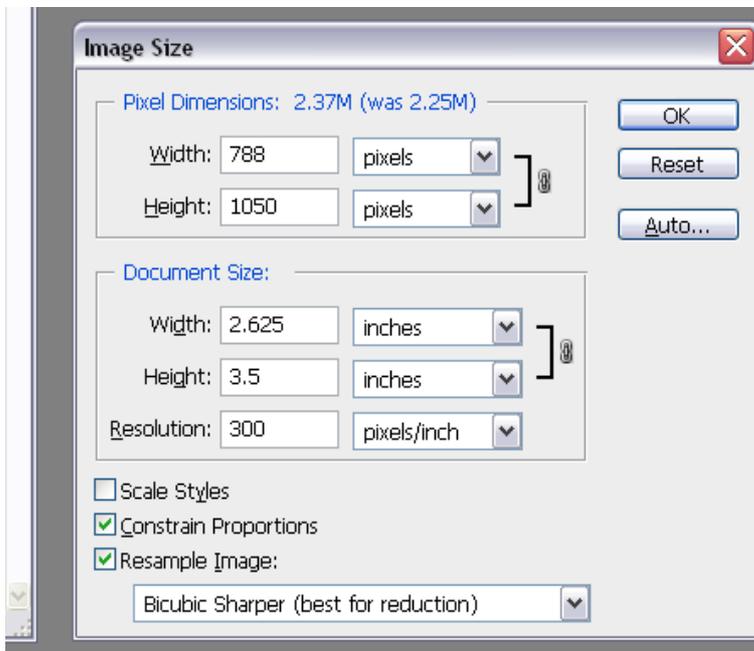
For a **vertical** shot, change just the **Height** number to **1200**. The width will change to keep pace. (It will be less than 1600, probably around 800. This is ok) See the examples below. Of course the image **must be the right way up, vertical**, when you do this, not lying on its side in landscape shape.



Above is an old image.

SEASON 2017/18.....WIDTH NOW 1600 Height 1200 Pixels

This one is for a landscape format, the one below is for portrait shape. Notice that the Resolution is not the same in these two examples. This is because it is irrelevant, it doesn't matter what the resolution is.



Above is an old image.

SEASON 2017/18.....WIDTH NOW 1600 Height 1200 Pixels

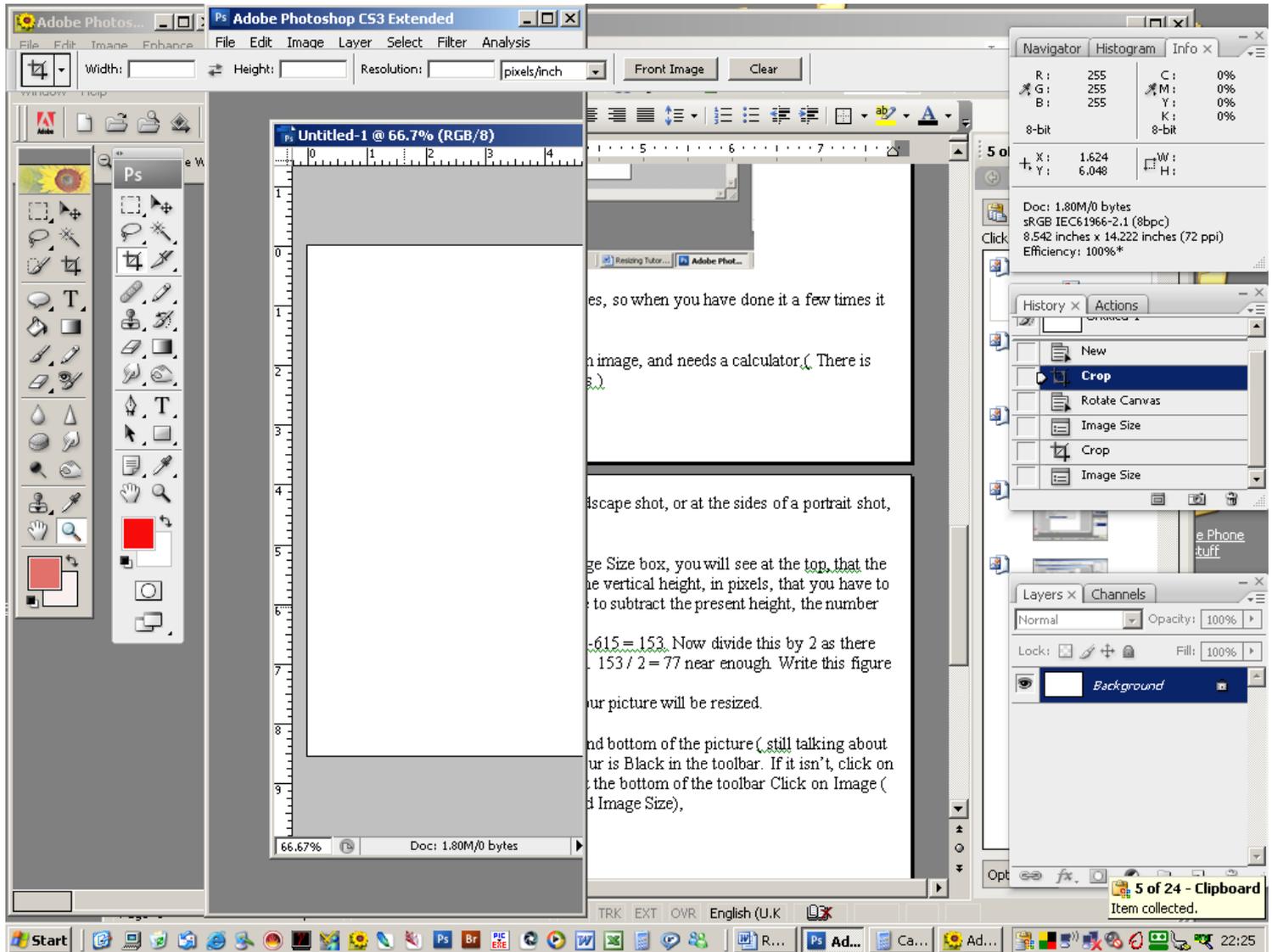
Click OK.

Up to now, these steps are always the same, for all images, so when you have done it a few times it will be easy. When you close your image, choose jpg, quality 10 or more, and in Format Options choose Baseline.

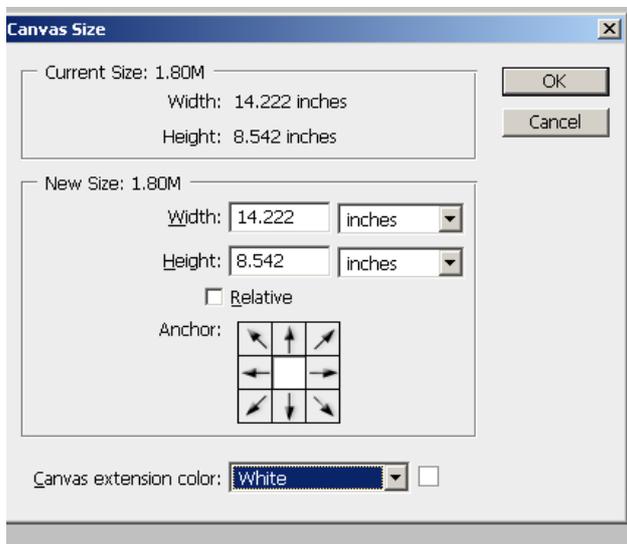
THE NEXT PART IS ESSENTIAL FOR CLUB COMPS.

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 you don't need to do this as you can choose the colour a bit later.

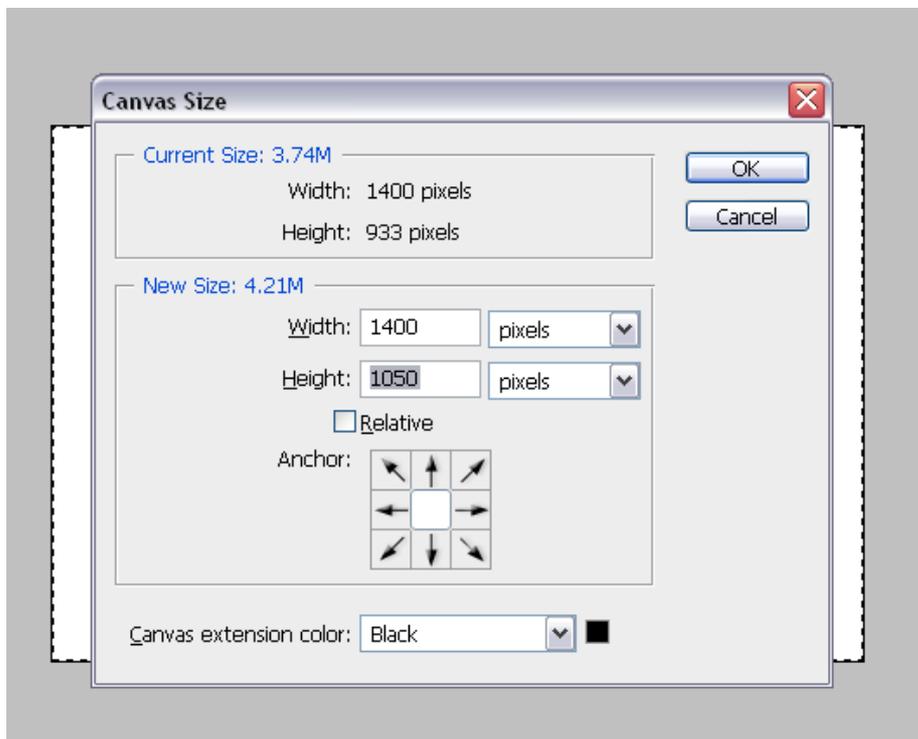


Click on Image (main menus, top left of PS or E screen, where you found Image Size), choose Canvas Size. (PS) or Resize, then Canvas Size, (in E) You get a window as below. Almost the same in E.



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, 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, 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 width to **1600**. Below there is a grab shot of the Canvas Size box with alterations for a landscape image, and below that, how the image looks after adding the extension. A portrait image will have much bigger black areas either side instead of top and bottom



Above is an old image : SEASON 2017/18.....WIDTH NOW 1600 Height 1200 Pixels

The background and foreground colours in the toolbox would be black and white in E, as you had chosen this already. In PS the colours in the toolbox don't matter.

Now close your image, save it as the highest quality jpg **Don't forget the title, no numbers or name, just Title.jpg**

Please do not use 4 character file extensions (jpeg) as the projection software only recognises 3character file extensions (.jpg)

Phew, I think that ought to be clear enough! Go through it with a few pictures to see if you follow it and if you still can't, ring me. Ruth 662644