

Preparing a digital file for MBCC web galleries

Photographs can take a long time to appear when browsing the web. To minimise the download time images must fit within a maximum size of 400 pixels x 400 pixels. They should also be 8 bit RGB files – which they probably will be if you shoot jpegs. In the **“Image”** menu go to **“Mode”** to check. Here are resizing instructions based on Photoshop CS3. Most versions of Photoshop and other image manipulation programs operate in a similar way. Check your manual if in doubt, or Google for tutorials.

1) Make a copy of your file. This can be done by opening the original image, choosing **“Save as...”** from the **“File”** menu at the top of the screen. If your file was called, say, *Lone_Tree.jpg* you could save it as *Lone_Tree_Web.jpg* and keep it in a separate folder with other gallery images. How you identify it is up to you but the important thing is to resize a copy, NOT THE ORIGINAL. Your author knows this from personal experience and it ain't funny when you forget.

2) With the web version open, go to the **“Image”** menu at the top of the screen. Mouse down to **“Image Size...”** and open the dialog box.

Make sure that the **“Constrain Proportions”** and **“Resample Image”** buttons are ticked. Choose **“Bicubic Sharper”** from the drop down menu below the buttons if it's available in your Photoshop version. If you don't see it use **“Bicubic”**.

3) Ignore the **“Document Size”** section of the Dialog box: it's only used for sizing before printing.

The important part is named **“Pixel Dimensions”**. Make sure that **“Pixels”** is selected in the width and height buttons for this section.

Change the longer dimension to 400 pixels. The other dimension will reduce, in proportion, to something less than 400 pixels.

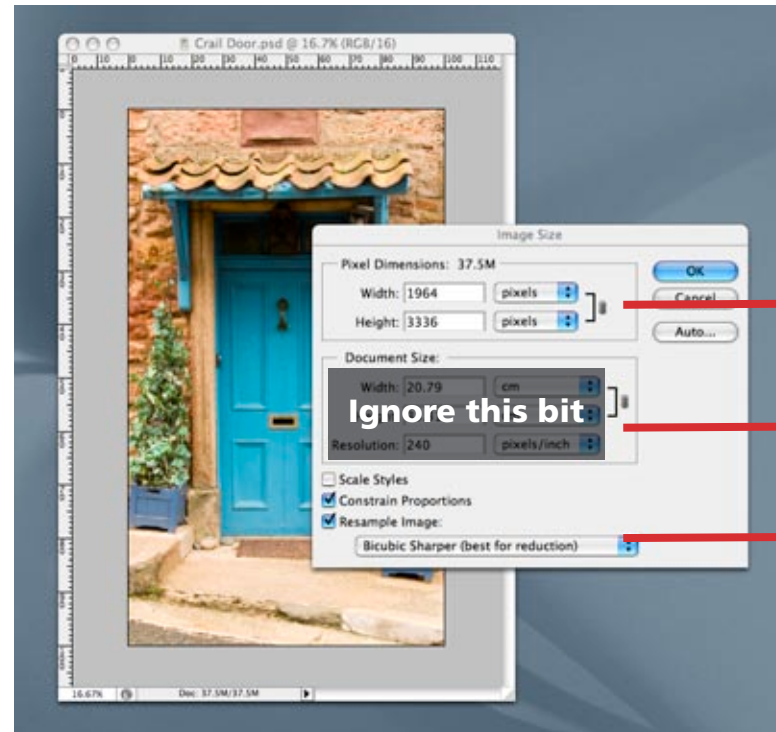
4) Save the file as a jpeg. The filename suffix should be .jpg or .JPG

5) Email all the resized files to gordon@saundersimaging.co.uk making sure to include your name.

If the overall file size is too much for emailing at one time you can send the files in batches. I can receive up to 5mb at one time.

If you'd prefer to put them on a CD you can give it to me, Gordon Saunders, at a club meeting or post it to me at 7 Borden Road, Glasgow G13 1RB. Please print your name on the CD.

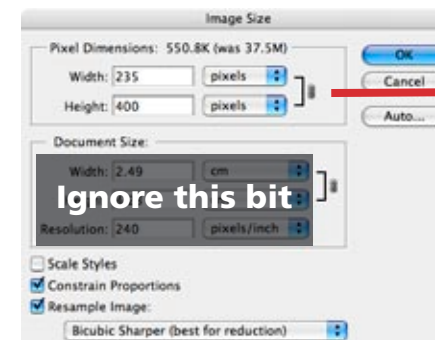
For a more detailed pdf, which explains how to resize for competitions, see the Competitions page on the club website.



Pixel Dimensions
Make sure pixels is the measurement selected.

Document Size
Ignore this section. It's just for printing.

Buttons and drop-down menu
Select the two buttons shown and choose **Bicubic Sharper**, if available. If it isn't, choose **Bicubic**.



Change size
Change the LONGER dimension to 400. The other dimension will change to something less than 400.