

## HOW TO PREPARE AND UPLOAD IMAGES FOR VPS DIGITAL COMPETITION

### Instructions are for Photoshop CS

1. Make a **duplicate** copy of image. (Image>Duplicate) **OPTIONAL AS TO NOT SAVE OVER YOUR ORIGINAL**
  2. Edit>Convert to Profile> Change to **sRGB**.
  3. Image>Mode>**8 bit** (If it is not already 8 bit)
  4. Image>Image Size> **Uncheck RE-SAMPLE image** (located at bottom of box)
  5. Change resolution to **96dpi**.
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### Photoshop Elements 5.0 differences

2. Edit>Color Settings. Click the Radio button to Optimize Colors for Computer Screens.
  4. Image>Resize>Image Size **Uncheck RE-SAMPLE image** (located at bottom of box)
  - 5A. Hit OK.
  - 5B. Select . Image>Resize>Image Size again.
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6. Then **Re-check RE-SAMPLE image**
7. Change Pixel Dimensions (**Width: no more than 1024 pixels, Height: no more than 768 pixels**)
8. Select OK
9. Select File> SAVE AS **Change file to jpeg** (if it's not already a jpeg) It's a good idea to save in a separate folder for example: "Digital Projection Images" so it's easy to find and you won't write over your original by mistake. If you have made a copy (#1) please remove the word "copy" from the file name as you don't want it to be in the Title of the photograph when "uploading" for competition.
10. Select SAVE
11. The **Jpeg Options** box will open. Select the "**QUALITY**" that will save your image in a compression that will be **1000K (or under) @56.6Kbps**. in the "**SIZE**" box at the bottom of this page. The best quality is Maximum 12, but you may have to reduce the Quality to 11, 10, or whatever it takes, to reduce it enough to be 1000K or under. **The Photograph can not be compressed over 1000K.** Compressing closest to 1000K or under, will give you the best quality for projecting your image for competition. **(This procedure will make the image 1mg or under for uploading to VPS website. If it is over 1mg, your photo will not upload on the VPS website.)**
12. Select OK
13. Go to VPS website online ([www.vps-va.org](http://www.vps-va.org))
14. Go to "**Digital Competition**" listed on the left of the VPS Home page.
15. Type your **NAME**,
16. Click the Category you are entering: **NOVICE or ADVANCED**.
17. Select **BROWSE**. Find your image(s) on your computer that you wish to enter for competition. (\*You have to upload one photograph at a time.)

18. Type the password. The password has been mailed to all dues paying members. If you are new, please email Joan Axilbund at [Jaxilbund@verizon.net](mailto:Jaxilbund@verizon.net) to receive the latest password. The password will be all lower case letters. (You don't have to provide your email address)

19. Select **SUBMIT FORM**

20. **Wait for successful upload.** (It will advise when images are uploaded successfully).

21. \*Repeat #15 to #20 for uploading another entry.