Instructions for Preparing CACCA DPI Entries

The following instructions will help you prepare image files for our digital competitions. It will assure that the files will load promptly on our computer and will display properly.

1. Once you have completed editing your images and are ready to prepare them for submission, open the first image in your image editing software.
2. If the image consists of multiple layers, flatten the image so that is consists only of a single 'Background' layer. In Photoshop you can use the command 'Layer>Flatten Image'.
3. Your image should be 8 bit … to check this in Photoshop, use the command: 'Image>Mode' … '8 Bits/Channel' should be checked. If your image is '16 Bits/Channel', click on '8 Bits/Channel' to convert it.
4. We recommend your image be in the 'sRGB' color space. To check this in Photoshop, use the command: 'Edit>Convert to Profile' … if the Destination Space is not 'sRGB', click on the dropdown box, select 'sRGB' and click 'Enter'.
5. Your image must be down-sized to fit into a window 1400 pixels wide by 1050 pixels high. Since the projection screen is black, we suggest it's wise to add a 10 pixel white or colored border around the image in order to 'separate' the image from the background. The next steps (#6-9) will show you how to downsize the image and add the border in Photoshop.
6. To downsize your image in Photoshop, use the command 'Image>Image Size'. In the Image Size dialog:
    a. Make sure the 3 boxes near the bottom of the dialog are checked ('Scale Styles', 'Constrain Proportions', and 'Resample Image').
    b. In the top section titled 'Pixel Dimensions'. Examine the Width and Height … the units should be 'pixels' … if they're 'percent', click the drop down box and change to 'pixels'.
    c. If the image is in landscape mode (wider than it's high), change the width to 1390 pixels, OR, if the image is in portrait mode (higher than it's wide), change the height to 1040 pixels. Whichever dimension you change, Photoshop adjusts the other in accordance with the 'Constrain Proportions' instruction.
    d. Once again check both the Width and Height. The Width must be no more that 1400 pixels and the Height no more than 1050 pixels.
    e. In the drop-down box to the right of the 'Resample Image' box, we suggest your choose 'Bicubic Sharper'.
    f. Your resultant image should be in the 1M-2M size range … see size immediately to the right of 'Pixel Dimensions' at the top of the dialog. Now click 'OK'.
7. We recommend you sharpen your image … we suggest using Photoshop's Unsharp Mask Filter, or equivalent.
8. You may create a white or colored border around your resized image. In Photoshop, use the command 'Image>Canvas Size' … in the lower section of the dialog box is a section titled 'New Size': a) click the 'Relative' box, b) set the units to 'Pixels', c) set the 'Width' & 'Height' to '10', and d) make sure 'White' or your chosen color is selected in the 'Canvas extension color' box. Now click 'OK'. Note: the border created is 5 pixels wide.
9. In the next steps, you are going to save the file in JPG format. This format provides file compression, thus making it simpler to Email images to the competition.
10. Use the command 'File: Save As' to open the Save As dialog: a) Click on the 'Format' drop down box, b) Select 'JPEG (*.JPG, *.JPEG, *.JPE)', the 8th choice down from the top, c) Now click 'SAVE'.
11. This opens the JPEG options dialog. In this dialog box you select a 'Quality' levels from 1 to 12. The '12' is the best quality but the least compression: b) then click 'OK'..
12. Repeat this process for the rest of the images you plan to submit..