

SOUTH TOWNS PHOTOGRAPHY CLUB – INSTRUCTIONS

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GENERAL INSTRUCTIONS:

- All paid members are eligible to submit images to competitions.
- Once you join the club, you will receive an email with instructions to create a login to the club's website.
- Once you set up your login, follow the instructions below to submit digital images to competition.

HOW TO USE PHOTOSHOP TO ADD A STROKE AROUND A DIGITAL IMAGE FOR PROJECTION

Before you begin:

- All edits to the full size image should be completed before adding the stroke.
- Save the full size image now (usually using a unique name), before adding the stroke.

TO ADD STROKE:

1. Click on **Select** located in the top menu bar
 - a. Click on **All**
2. Click on **Edit** located in the top menu bar
 - a. Click on **Stroke**. The **Stroke** pop-up panel will appear
 - b. Enter 6 px in the box next to **Width**
 - c. NOTE: If adding a stroke to a large image, you should start with 10 px or 12 px. If adding a stroke to a smaller image, start with 6 px. The number of pixels you choose for your stroke size will depend on the image size.
 - d. Click in the color box next to the word **Color**. The **Color Picker – Stroke Color** pop-up panel will appear
 - e. Move the pointer (which is now an eyedropper) onto your image and click on a color you would like to use as your stroke color
 - f. After choosing the color, click **OK** to close the pop-up panel
 - g. In the **Stroke** pop up panel, under **Location**, select **Center**
 - h. Click on **OK** to close the pop-up panel
3. Click on **Select** located in the top menu bar
 - a. Click on **Deselect** (this will remove the marching ants around the image so that you can see the stroke)
4. NOTE: In many cases you will need to redo the stroke you just added because it is too large or small or not the right color.

- a. To undo your last action, hold down **CTRL** and press the letter **Z**. This will move you back one step. To go back another step, press **CTRL Z** again. You can press **CTRL Z** to move back as many steps as needed.
5. Now that you have added the stroke you are ready to resize the image to 1080 by 1920 pixels and save it as a jpeg file with a unique name. (See instructions provided).
6. Remember, do not overwrite your full size image

STEPS TO RESIZE DIGITAL IMAGES

1. Digital images for competition must be resized to 1080 pixels by 1920 pixels before submitting.
2. IMPORTANT – SAVE THE FULL-SIZE IMAGE BEFORE RESIZING IT FOR COMPETITION
3. Keep in mind that the image must be 1080 pixels by 1920 pixels OR LESS.
4. These instructions explain how to resize an image using Photoshop software.
5. In Photoshop Click **Image, Image Size**
6. In the pop-up dialog box, make sure The “locked symbol” appears to the left of the words Width and Height. This will ensure that when you change either the width or height of the image both settings will change.
7. Change the **Resolution** field to 300.
8. Then go back to the top two fields of the dialog box to change the **Pixel Dimensions**:
 - a. For a horizontal image (landscape orientation):
 - i. Change the **width** field to 1920 pixels
 - ii. If the **height** field is 1080 or less you are done
 - iii. If the **height** field is more than 1080, change the **height** field to 1080
 - iv. The **width** field will automatically adjust
 - b. For a vertical image (portrait orientation)
 - i. Change the **height** field only to 1080 pixels
 - c. Again, do not change both fields. The other field will automatically adjust
9. Click **Okay**
10. Save the image (be sure not to overwrite your full size image)
 - a. Click on **File**
 - b. Select **Save a Copy**
 - c. Next to **File Name** enter the name you have selected for the image
 - d. Next to **Save As Type** (located below the **File Name** field), choose **JPEG** from the drop down menu
 - e. Click the **Save** button at the bottom of the screen
 - f. Your image has now been saved as small jpeg image ready to be submitted into competition on the STCC website

STEPS TO SUBMIT DIGITAL IMAGE INTO COMPETITION

- 1) Go to the website “stcc.photoclubservices.com” and click on the Log-in button on the upper right and log-in. (If you have not yet received an email to create a log-in to the club’s website, contact a club officer).
- 2) Click on the **Competitions** button located on the bar at the top of the screen.
 - a. Select **Submit Images to Competition**
 - b. All future competition dates will come up in a list
 - c. Click the **Select** button next to the competition date you are entering images for
 - d. Click the **Upload Images into Competition** button at the bottom of the screen
 - e. Click the **Select** button at the bottom of the screen to navigate to the folder where your image is located
 - f. Navigate to the folder where the image is located and click on the image you want to upload. Then click **Open**
 - g. Click on the **Save Images and Proceed to Edit Page** button
 - h. In the box called “Title” you may change the title of the image (not necessary)
 - i. Click on the button **Save any changes and return to original page**
 - j. Any image(s) you submitted will appear on this screen
 - k. Click on **Return to Competition List**
 - l. If you want to enter more images, follow instructions from step c above
 - m. If you want to double check that your images have been submitted, click on the **Select** button next to the competition date you just submitted images for. Make sure your images appear on the screen. If your images do not appear on the screen, they have not been submitted.
- 3) When finished with website, click on the **Logout** button in the upper right.

NOTE: Members are allowed to re-enter previously submitted images when the image did not receive a high enough score to earn a ribbon. (See Competition Rules for full details). When a digital image that has been previously submitted is re-submitted, the website will recognize the image and display the following message:

You have uploaded an image that is already in your library. You cannot upload the same image more than once.

The duplicate image is ImageId=20858841, AuthorId=3058638, Title=50 Shades of Vodka

The duplicate image will be used instead of the image you uploaded.

This message is displayed to let you know that the previously submitted image will be used. You should click on the button that says **Save any additional images and proceed to the Edit page** to continue and submit the image.

NOTE: The website will not allow you to enter two different images with the same name. If you enter a new image with the same name as a previously entered image you will receive the following message:

You have specified a duplicate title for an image that is already in your library. Each image must have a unique title. Your new Image Id has been appended to the title to make it unique. You can modify your image titles on the next page after you click 'Save any additional images and continue to the Edit page'. '50 Shades of Vodka' duplicates the title for Image Id 20858841

1 images are ready to be processed when you click 'Save any additional images and continue to the Edit page'. You may select additional images before continuing to the edit page.

The website automatically adds the image ID (which is created by the website) to the name of the image. You can then rename the image on the next page. I also recommend renaming the image on your computer so that it matches the name of the image entered.

HOW TO PREPARE PRINTS FOR COMPETITION

1. Optimize your photo in photo editing software such as Photoshop:

- a. For example, crop, sharpen, lighten, darken, etc. your image.

2. Size your image. Refer to the Competition Rules for information to properly size and prepare prints:

- a. Typical print sizes range from 8 X 10, 11 X 14 and 16 X 20, etc. Prints can be horizontal, vertical, panoramic (ie: long and narrow), etc. Prints can be any size but cannot exceed a total of 320 square inches or be smaller than 80 square inches.

3. Print your image:

- a. Print your images on your home printer
- b. For smaller prints. you can have images printed locally at Walmart, Walgreens, etc.
- c. For larger prints, send your images using the internet to be printed professionally
 - i. Three good printing companies are *Nations Photo* and *Adorama* (both online) and locally *iprintfromhome*.
 - ii. *Nations* and *Adorama* have frequent sales and shipping usually takes less than one week. The local printing company, *iprintfromhome*, allows for pickup from their location in Kenmore.

4. Mount print on a stiff board that will stand up in the print display box

- a. The club sells “sticky boards” for a reasonable cost and assistance can be provided from a club member to practice adhering the print to the board. Talk to any officer about obtaining assistance with this.

5. Label back of print

- a. On back of print , in the upper left, write (a sharpie pen or label works well):
 - i. Name
 - ii. Competition Class (Bronze, Silver, Gold, Diamond or Platinum)
 - iii. Print Title
 - iv. Arrow to indicate orientation of print

6. Bring your print(s) with you to the competition meeting and turn in.

WHERE TO HAVE LARGE PRINTS MADE:

Iprintfromhome

Link [iprintfromhome](#)

2630 Elmwood Ave (entrance on Shepard), Kenmore, NY 14217

Local print shop. Pickup and shipping available

16 x 20 – approximately \$17.00*

Next day turnaround time

Printique (was AdoramaPix)

Link [Premium Custom Prints & Photo Books - Printique, An Adorama Company](#)

On the web only

16 x 20 – approximately \$18.00*

Economy Shipping – 7-10 days

Nations Photos

Link [Print Etsy Digital Downloads | Nations Photo Lab](#)

On the web only

16 x 20 – approximately \$20.69*

Shipping – 2-6 Business Days

NOTE: Adorama and Nations both have occasional sales

*Prices subject to change