

# **A Guide to Naming and Submitting Images for APAC Club Competitions**

In order to make organizing the images easier, please use the following system for all images.

## **Prints:**

Record the information on an APAC label using the level and categories listed later in this document. Stick the label to the back of the image, in the bottom right hand corner. Include a very large arrow to indicate the top of the image (which way is up?).

People entering Prints will be required to submit full quality jpg files with maximum 1800 pixel horizontal dimension and 1200 pixel vertical dimension (address below) on or before the Wednesday prior to the competition.

After you resize your image to the required 1800 x 1200 Name the re-sized image. (Category) (Level) (Image Name) (Last Name, First & Middle Initials).jpg

Please use first & middle initials to help avoid the rare possibility of duplication with other club members.

Example: NA L3 Monkey Fulton DL.jpg

Send your resized/named images to Ellie at

[Print\\_Registration@apac.bc.ca](mailto:Print_Registration@apac.bc.ca)

NB: there is an underscore between Print\_Registration

## **Digital Images:**

When preparing your email, the subject line should read: "APAC submissions for Month\* competition".

### **- Sample email:**

Subject: APAC submission for Month\* competition

\* use the current month

### **- Image Naming:**

Images should be named as follows:

Category\_Level\_ ImageName\_LastNameFirst&MiddleInitials.jpg

Example: [NA\\_L1\\_Monkey\\_Moss DL.jpg](#)

Note: the underscores can be replaced by dashes or spaces as long as it is all easy to read. Also, it is unnecessary to add “.jpg” when naming your image as this will be done by camera and/or software. If you do not see .jpg at the end of your image open Windows Explorer and click on:

Tools>Folder Options>View and deselect “Hide extensions for known file types”.

Some things to think about when naming your photo:

- The purpose of naming your image is to share more information about it. Not to distract from the photo. If you are too descriptive, controversial, long or humorous in your naming of the image, the name becomes the focus, not the image.
- If the name is too long, it will need to be shortened to fit on the score sheet. This may result in a loss of clarity.

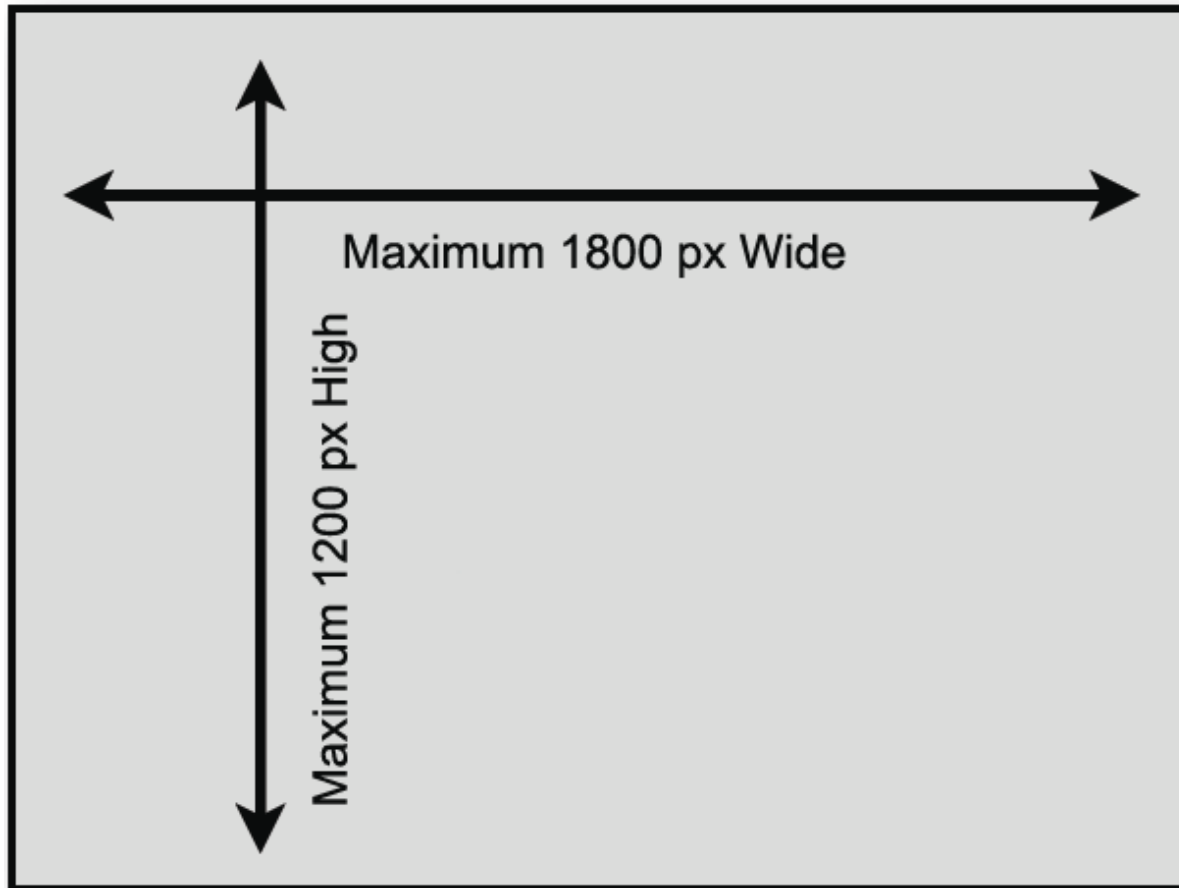
**Levels:** Level 1 = **L1**      Level 2 = **L2**      Level 3 = **L3**      Infinity = **L4**

## **Image Sizing:**

The maximum image size that can be projected, and that will be accepted by other clubs, is 1800 pixels wide x 1200 pixels high. Your image can be smaller, but it must "fit into" this box. If the image is large you will be asked to re-size it to these dimensions. If you cannot be contacted in time to do so for the competition, your submission will not be entered for that month.

If you are using Photoshop or Photoshop Elements you can set your image size as follows:

1. Go to Image>Image Size. Check the Constrain Proportions and Resample Image boxes.
2. For a horizontal image, in the Pixel Dimensions box, set pixel dimensions for "Width" to a maximum of 1800 px. You can set it to less but it will not project as well.
3. For a vertical or square image, in the Pixel Dimensions box, set pixel dimensions for "Height" to a maximum of 1200 px. Again, you can set it to less but...
4. Save the image as a jpg or jpeg file using the naming conventions mentioned earlier in this guide.



**Categories:**

**The "Assigned Topic" should be labeled "AS"**

Category	Abb		Category	Abb		Category	Abb
Abstract	<b>AB</b>		Floral	<b>FL</b>		Photo Journalism	<b>PJ</b>
Architecture	<b>AR</b>		Landscape	<b>LA</b>		Portraiture	<b>PT</b>
Black and White	<b>BW</b>		Macro	<b>MA</b>		Sports Action	<b>SA</b>
Creative Expression	<b>CX</b>		Nature	<b>NA</b>		Still Life	<b>SL</b>
Experimental	<b>EX</b>		Open	<b>OP</b>		Urban\Rural	<b>UR</b>
Film Print	<b>FP</b>						

Abb = Abbreviation

**Note:** Black and White Images may NOT be toned (sepia or otherwise).

## **Qualifying Images:**

If your entry is somewhat questionable in matching its' category, you are taking a chance that your entry may be disqualified by the Competition Committee. All images and components of images must be the maker's original work and derived from subjects photographed by the maker. Generally, the imagery will have been completed in the past two years. Nudity is not permitted in competition images. Please refer to the Member's Handbook - Qualifying Images for more on this.

Images must be submitted by 8:00pm on the Wednesday prior to Competition Night.

E-mail your digital images as follows:

Competition Images are to be mailed to:

[Digital-Competition@apac.bc.ca](mailto:Digital-Competition@apac.bc.ca)

Assigned images are to be mailed to:

[Digital-Assigned@apac.bc.ca](mailto:Digital-Assigned@apac.bc.ca)

## **Calibrate your monitor:**

You have probably spent over \$2000 on your camera equipment. You have spent a similar amount on your computer system and software. You have worked for hours or days finding, photographing and preparing your image for submission. Why not take a few minutes and less than \$200 to ensure that your monitor brightness, contrast and colour are displaying according to industry standards. If your monitor is displaying too brightly, your image will display at the club as too dark and vice-versa. Brightness and contrast can be adjusted using grey scales easily downloaded off the internet for free. Accurate colour adjustment, on the other hand, requires the use of a monitor calibrator of which there are numerous models available for purchase.

## **Questions?**

E-mail: [APAC\\_Webmaster@shaw.ca](mailto:APAC_Webmaster@shaw.ca)

Subject: APAC Image Naming and Submitting.