

# HOW TO Size and Submit Digital and Print Images for Evaluation

If you need clarifications on any of the information below or need help submitting images, please check the [How To...](#) documents on our website or feel free to contact Image Evaluation Chair by email at [RPC.Evaluations@gmail.com](mailto:RPC.Evaluations@gmail.com).

## Deadlines

### DIGITAL Evaluation Night

Images must be submitted via the website prior to 7:00 PM Sunday before the evaluation meeting. Any received after this time will not be included in the current meeting evaluations. So do not wait until last minute to submit in case you have computer issues.

### PRINT Evaluation Night

Prints need to be delivered prior to 6:45 pm on the night of the evaluation meeting.

Digital version of your print images is also needed. Please submit via the website prior to 7:00 PM Sunday before the evaluation meeting. As each print is being evaluated by the judge during the meeting, the corresponding digital image will be projected for the benefit of all members in the audience. This has two additional benefits – winning images will be available for viewing on the website and there will be a digital copy of your image available for review for possible entry into external competitions.

## General Information

Unless indicated on the Evaluation Invite, you may submit up to a total of three images. It is required that at least one image submitted by each member must be “on topic” for the theme of the evaluation. If at least 1 image is not on theme, all images will NOT be accepted.

Images which have previously been submitted for evaluation *may not* be submitted again and *will not* be accepted. This applies even if a different medium is used (i.e. print vs digital). An image which has been changed significantly (e.g. a new crop / composition, or converted to black & white) will be acceptable.

### Skill Level

On joining the club each new member will be put into level 1 (Novice). The member will remain at that level until they meet the requirements to progress to the next level or are reassigned through a Member Review. Please refer to the club's [Image Evaluation Progression Policy](#) for additional information (can be found under **Resources > Documents and Files > RPC Policy Documents**). To find out what level you are at, check **Resources > Documents and Files > Image Evaluations Program > [Member Eval Levels inc. medals needed to progress.](#)**

The club defines levels for image evaluations as follows:

**Novice:** Understanding/Control of exposure, focus and basic composition. Basic understanding of Depth of Field, forms, lines, angles.

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**Intermediate:** Understanding/Control of Novice criteria plus the following: Advanced design and creative composition; Selective use of depth of field and lighting; Expressive use of colour, form, lines and angles.

**Advanced:** Understanding/Control of Intermediate criteria plus the following: Advanced design and creative composition; Advanced image making techniques and knowledge of media used.

## Sizing

### Digital Images

**Image size (Pixel Dimensions):** Images may be up to 1600 pixels wide, but no wider, and up to 1200 pixels tall, but no taller. These are the maximum dimensions. An image may be smaller than 1600 X 1200, but not larger. For example you may not size a digital image 1200 pixels wide X 1600 pixels tall.

To learn how to re-size your image. On our website go to **Resources > Documents and Files > How to...**

In PhotoShop Elements, go to the top menu bar and select **Image > Image Size...**

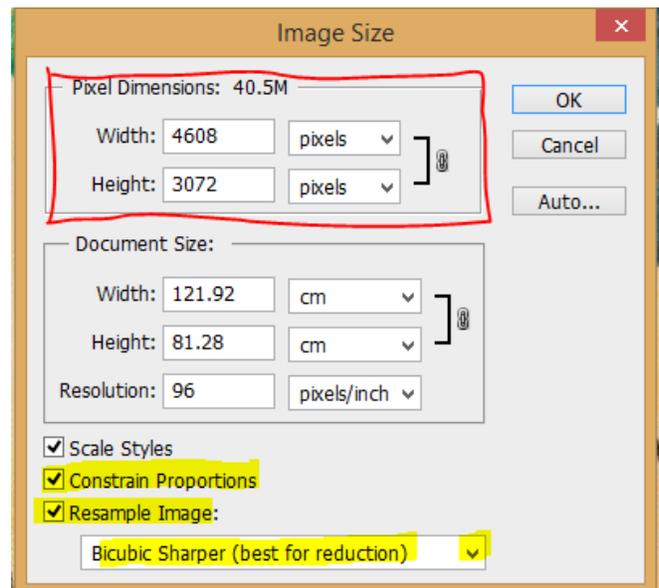
In the boxes at the bottom, put a check in **Constrain Proportions** and **Resample Image** (you must choose resample before you can change the pixel dimensions). *Remember to un-check these boxes next time you resize an image for your own purposes.* In the drop down list, select **Bicubic Sharper** (allows the image to maintain its sharpness that you applied when doing your work-flow).

In the section under **Pixel Dimensions**, for horizontal format images, enter 1600 in the Width box. Check that the height does not exceed 1200 pixels. If it does, enter 1200 in the Height box which will automatically adjust the Width to something less than 1600. If your image is a vertical / portrait or square format, enter 1200 in the Height box.

Ignore the section under **Document Size**. Resolution is irrelevant and is only a concern if you are making a print of your image.

**Saving:** Save your image as a JPEG and set the quality to its maximum (12 in PS Elements).

**Other software:** If you do not have Photoshop or PS Elements and are not sure how to resize the image correctly...Check our website for documents on your software or contact the Image Evaluation Chair.



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## Print Images

**Image Size:** The minimum size of a print for evaluation is 80 square inches (e.g. 8 x 10, 8 x 12 etc.) and the maximum is 16 x 20. Between those two extremes any size and shape is allowed.

**Mounting:** Prints are to be mounted in a single 16" x 20" mat (no double mats) – either black or white (though colours are acceptable for evaluation but not for external competitions). No mat is required for a full, edge to edge, 16" x 20" print. Matted or not, a full-sized 16" x 20" backing board is required for protection of the image during handling. It should be fastened securely to the back of the mat or of the image using double-sided tape (or masking tape folded on itself).

**Labeling:** On the back of each mounted print, in the top right corner, write your level number, image title, and your name. A black felt pen is ideal so that image handlers can read the details quickly and easily (please avoid scratchy ball-point pens and faint pencil). "01 Image Title Photographer Name".

**Submit Digital Version:** If possible, submit a digital version of your print images via the website as per below and as per the deadline noted on the first page of this document.

## Submitting/Uploading Digital Images

For information on uploading and submitting images via the website, please refer to the documents at **Resources > Documents and Files > Website Tips > [How to Submit Images to an RPC Evaluation](#)**.

## Check List Items

Other than size as discussed above, here are some other things to note.

**Do not add your name to the photo:** Make sure the image doesn't have your name on the photos. For competitions and evaluations, the judges must not know the photographer's name.

**Title of Image:** When uploading, the system defaults the title with the name of the actual file. Replace the title to something that describes the image as the judges usually check to see if the title reflects the image.