

# Preparing Files for Projected Image Competitions

Competition entries should be jpeg format and presented the week before the competition on a CD rom or a USB memory stick. Entries can also be emailed to Ali-j which will save a lot of time on club evenings. The images presented at the club should be in a folder labelled with the date of the competition to make it obvious which files you want to enter when they are loaded onto the club laptop. The file name of your three entries should be your membership number followed by the letters a, b and c respectively.

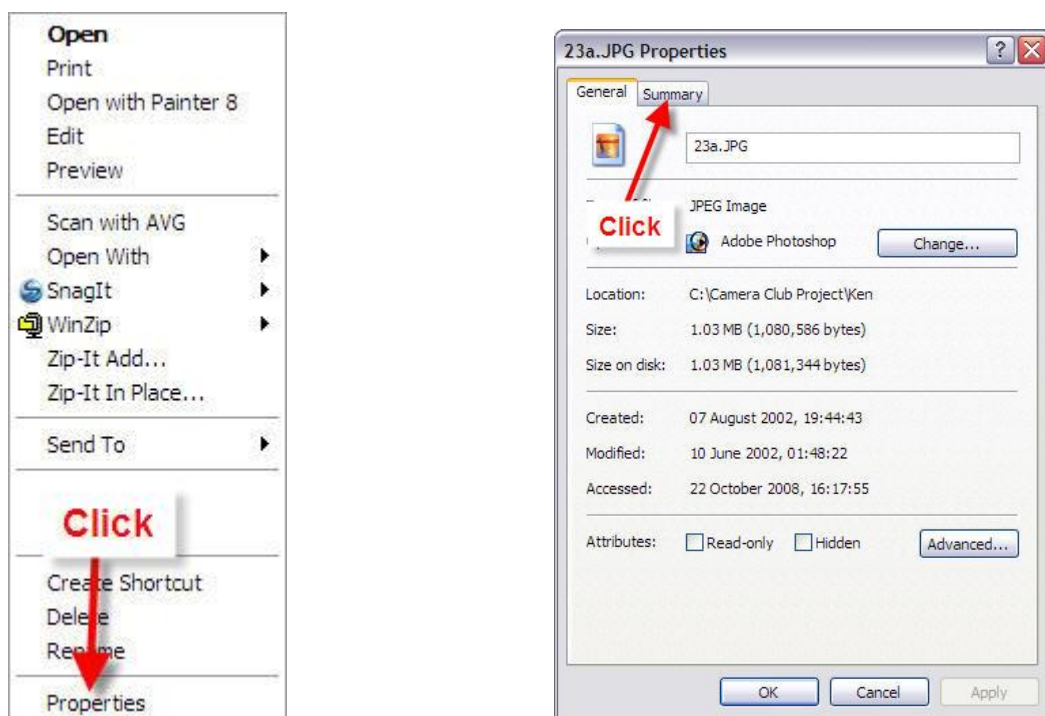
The resolution of our projector is 1400 pixels X 1050 pixels so if your image is landscape format it should be 1400 pixels wide and if it is portrait format it should be 1050 high. Images smaller than this will be displayed smaller on the screen.

In order for the person marking to be able to identify entries during the competition your membership number and image letter needs to be entered in the files metadata. The projection software will then display the number and letter on the screen for a few seconds to identify the author and image.

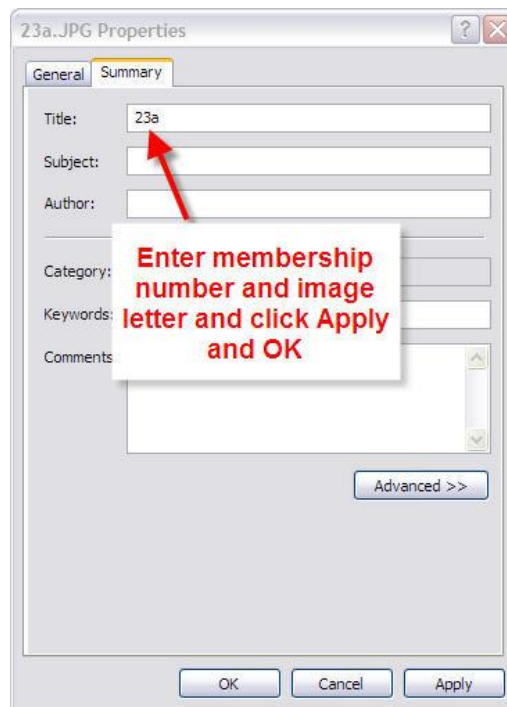
The procedure for changing the metadata is detailed below and it is slightly different for Windows XP and Vista. MAC user who do not know how to change the metadata can ask the person loading the images on the laptop to do it for them in Windows.

## Changing Metadata in Windows XP

Right click on the file in the Windows file browser and left click on properties and you should see dialogue box like the one below.

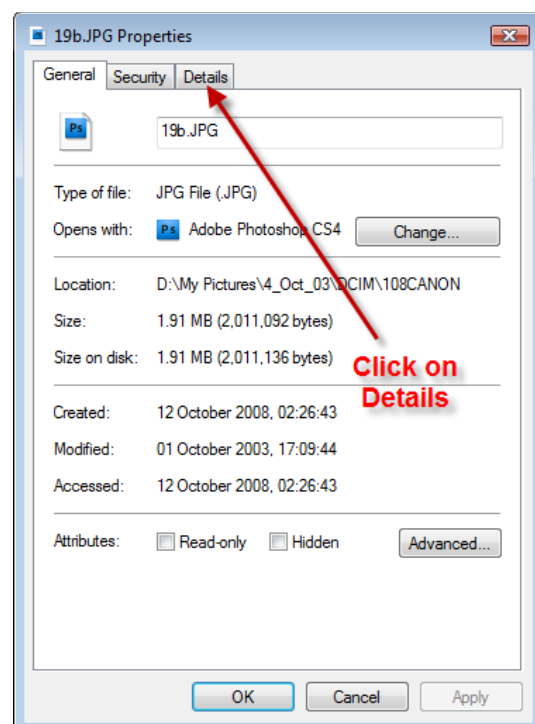
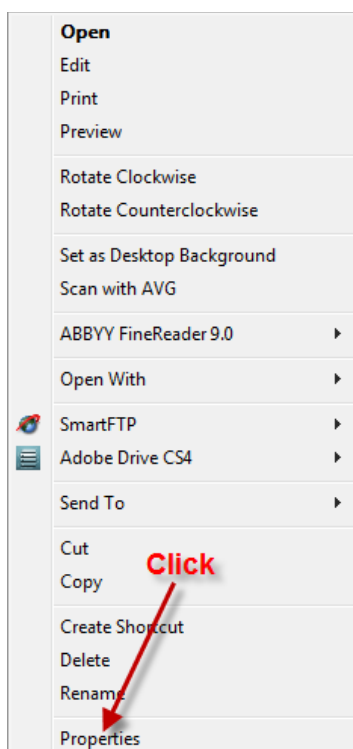


Click on summary tab and enter number and letter as shown below

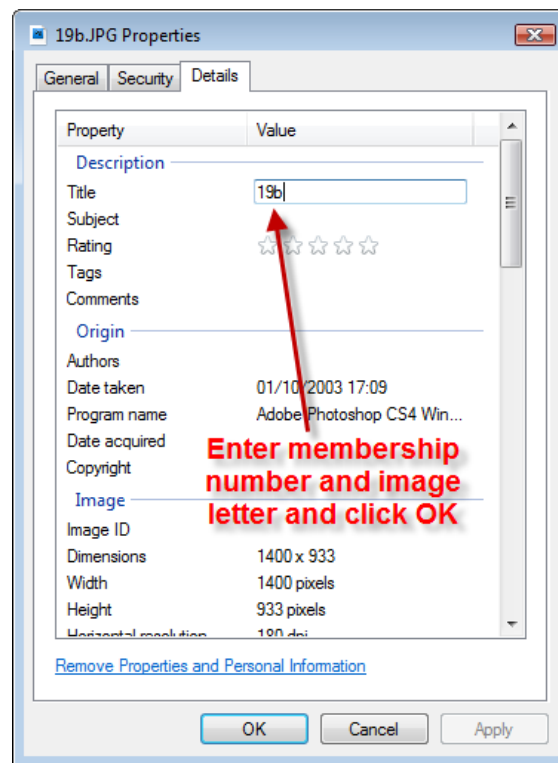


## Changing Metadata in Windows Vista

Right click on the file in the Windows file browser and left click on properties and you should see dialogue box like the one below.



Click on the Details tab and enter membership number and image letter as shown below. The box to enter the data is only visible when you move your mouse cursor over it.



Should you need any help or further clarification please ask a committee member