

Image Preparation Checklist

Before submitting digital images for an Assessment, please go through the following checklist to ensure that **all** your files conform to the requirements laid down by the RPS Distinctions Department.

Submissions that do not follow these requirements may result in an unsuccessful outcome or a delay in your Assessment.

✓	Property	Value	More Information
✓	File Type	JPEG	Please do not send <i>TIFF, PSD, PNG</i> or any other file type
✓	File Naming	01.jpg 02.jpg 03.jpg 04.jpg etc.	Two digits with “.jpg” suffix 10 files for LRPS 15 files for ARPS 20/21 files for FRPS
✓	Maximum Dimensions	3840 x 2160	Not wider than 3840 pixels AND Not taller than 2160 pixels
✓	Image Quality	Maximum	100% in Lightroom, Capture One, etc. 12 in Photoshop
✓	Colour Space	RGB	Please do not send <i>Greyscale, CMYK, Lab</i> , or any other colour space
✓	Embedded Colour Profile	sRGB	Please do not send <i>AdobeRGB, ProPhotoRGB, DisplayP3</i> or any other colour profile
✓	Resolution	(any)	The “Resolution” metadata value is ignored, but please set it to 300ppi if a value is requested



Print Submissions

For **Print** submissions, applicants are requested to send a set of files to **accompany** their prints. **The files are never used to assess technical quality** — this is always done by examining the prints under controlled lighting conditions. Their purpose is to allow Panel Members to familiarise themselves with the submission before the Assessment, and as a reference when writing feedback for unsuccessful applicants.

Please ensure that the files submitted conform to the *Image Preparation Checklist*.

Digital Submissions

For **Digital** submissions, the set of files sent by the applicant are the **originals**, and hence will be used for all aspects of the Assessment — **including technical quality**.

It is critical, therefore, that the files submitted should conform to the requirements in the *Image Preparation Checklist*.

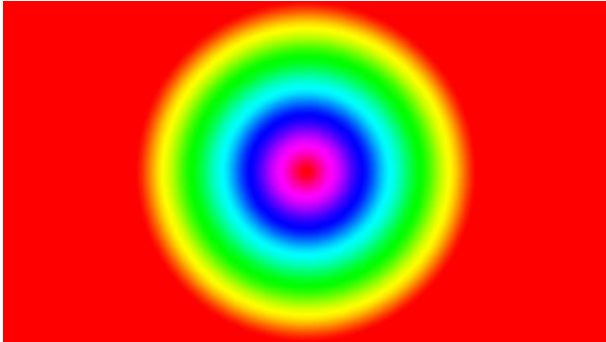
For example, files with no embedded colour profile — or an embedded colour profile other than sRGB — will result in unpredictable or inaccurate contrast and colour rendition. Also, because the files will be projected at their native resolution, their dimensions will affect how they are perceived during an Assessment. In particular, files which are smaller than the maximum (3840 x 2160) will be **padded with black** rather than being scaled up. Any variation in pixel dimensions will cause images to be displayed at different sizes on the screen; and, as with prints, this will be assessed as part of the overall presentation.

Individual images which are significantly larger or smaller than others in the same submission will tend to stand out, so their inclusion is always assumed to be a conscious decision by the applicant.

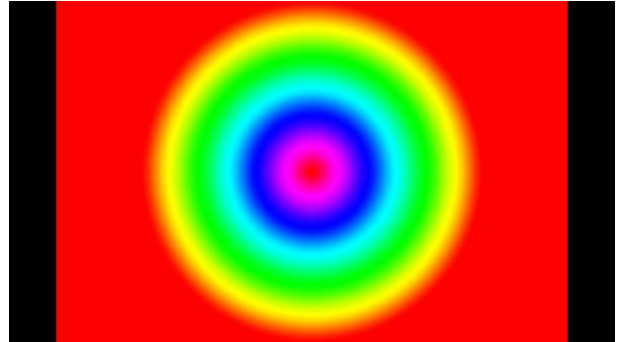


Projection Examples

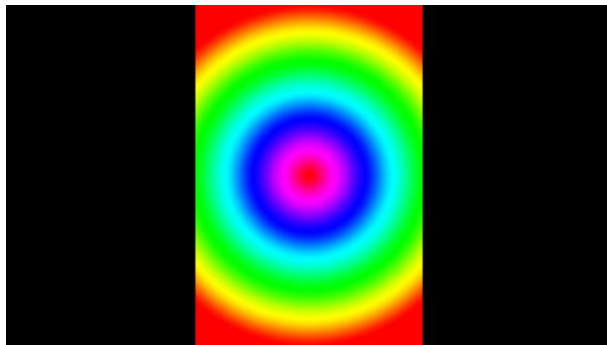
Here are a few examples of how images with different pixel dimensions will appear when projected during an Assessment.



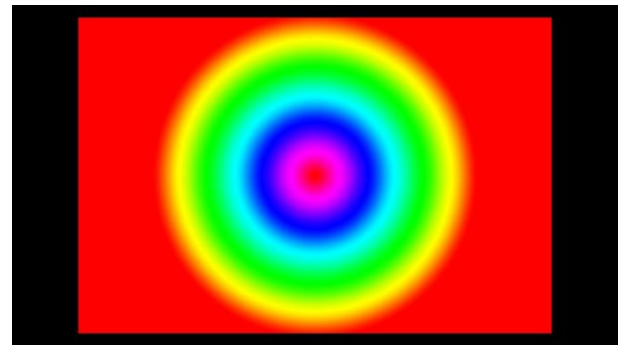
3840 x 2160



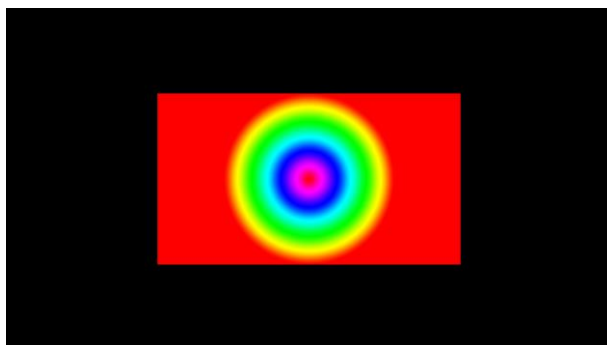
3240 x 2160



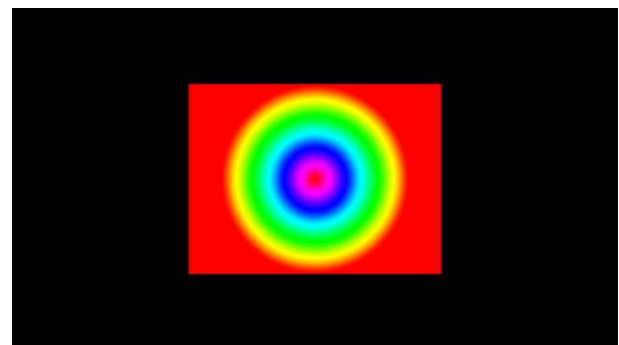
1440 x 2160



3000 x 2000



1920 x 1080



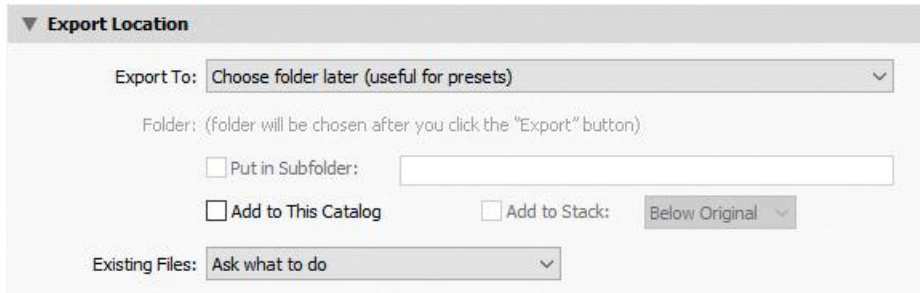
1600 x 1200



File Preparation in Lightroom

Lightroom's **Export** function brings up a long and complex dialog, split into multiple sections which cover a variety of scenarios. The relevant sections are shown below.

Export Location

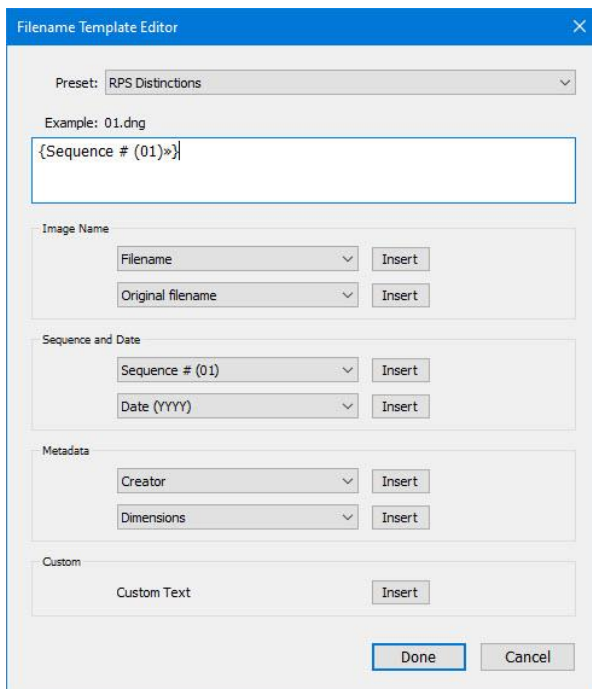


Export Location defines the folder where the output files are written. Select a folder or defer the decision to later (as shown here). It's also possible to choose whether the newly exported files should be added to your Lightroom catalogue.

File Naming

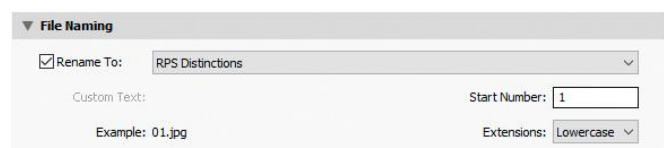


File Naming defines what the output files will be called. By default this is the same as the original, as shown here.

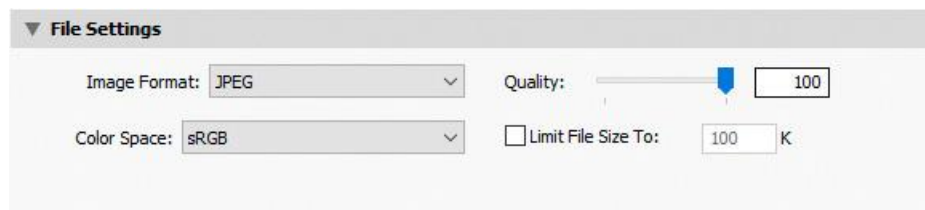


Enabling the **Rename To** option allows the creation of a template which can be used to generate the output filenames automatically. This is a very powerful mechanism which can use an arbitrary mixture of parameters, but the relevant option for RPS Distinctions is **Sequence # (01)** — a two-digit sequence number — which can be found in the **Sequence and Date** section. Once defined, this template can be saved as a Lightroom Preset (in this case called *RPS Distinctions*) for future use. Once created, simply select the Preset from the dropdown list and ensure that the **Start Number** is set to **1**.

N.B. Before using automatic renaming, please ensure that images being exported are ordered correctly in either a Folder or a Collection. The output files will be created (and named) in the chosen order.



File Settings



▼ File Settings

Image Format: JPEG

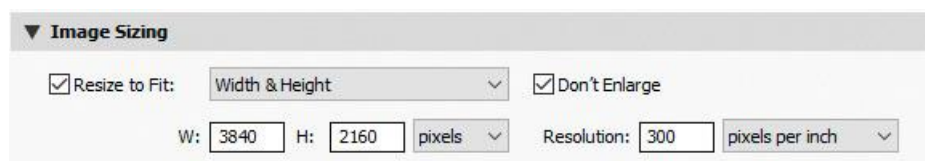
Quality: 100

Color Space: sRGB

Limit File Size To: 100 K

File Settings defines the Image Format (**JPEG**), Quality (**100%**) and “Color Space”¹ (**sRGB**) of the exported files. Do not enable the **Limit File Size To** option.

Image Sizing



▼ Image Sizing

Resize to Fit: Width & Height

Don't Enlarge

W: 3840 H: 2160 pixels

Resolution: 300 pixels per inch

Image Sizing defines the maximum **Width & Height** of the exported files (**3840 x 2160 pixels**). The **Don't Enlarge** option should be enabled.

Output Sharpening

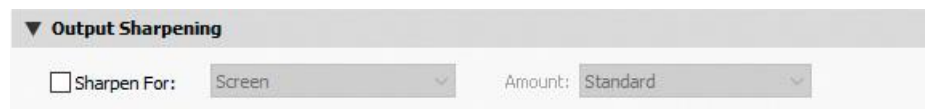


▼ Output Sharpening

Sharpen For: Screen

Amount: Low

Output Sharpening is optional, but may be needed as scaling an image will tend to soften it slightly.



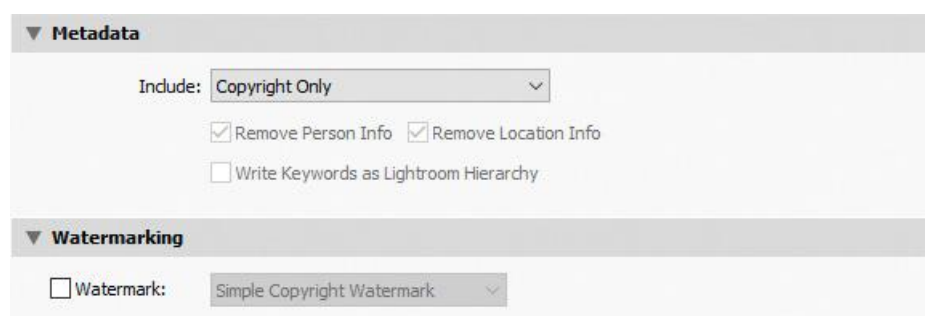
▼ Output Sharpening

Sharpen For: Screen

Amount: Standard

Experiment with the different settings to see whether output sharpening is needed (and, if so, how much).

Metadata and Watermarking



▼ Metadata

Include: Copyright Only

Remove Person Info Remove Location Info

Write Keywords as Lightroom Hierarchy

▼ Watermarking

Watermark: Simple Copyright Watermark

Metadata is not used in a Distinctions Assessment, but **Copyright Only** will cause all personal metadata (including GPS coordinates) to be stripped.

Watermarking should be disabled.

¹ Note: Colour Space is always RGB; sRGB is actually a Colour Profile.



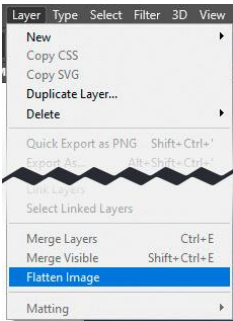
File Preparation in Photoshop

Photoshop provides two ways to export files: individual images; and batch operation using the Image Processor. Both are shown here.

Individual Image Export

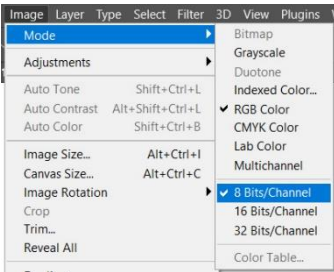
Photoshop Documents (PSD) can contain multiple layers, as well as using a variety of colour spaces, colour profiles and pixel depths, and this complexity needs to be standardised as part of the export process. Although the steps shown below could be performed in many different orders, the one presented is designed to give a logical workflow which could be turned into an **Action** for repeated use.

Flatten Image



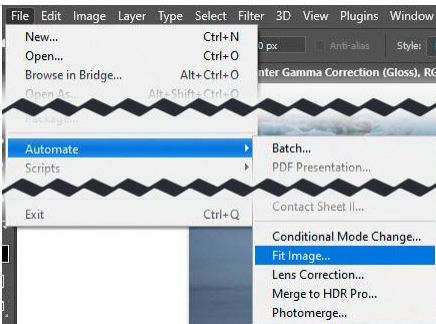
Layer>Flatten Image converts a multi-layered document to a single layer.

Image Mode

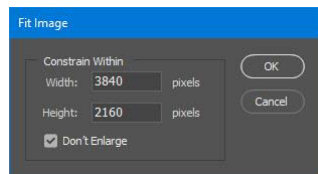


Image>Image Mode controls both the Colour Space of the document and its Pixel Depth. Set the Colour Space to **RGB Color** and the Pixel Depth to **8 Bits/Channel**, if this is not already the case.

Fit Image



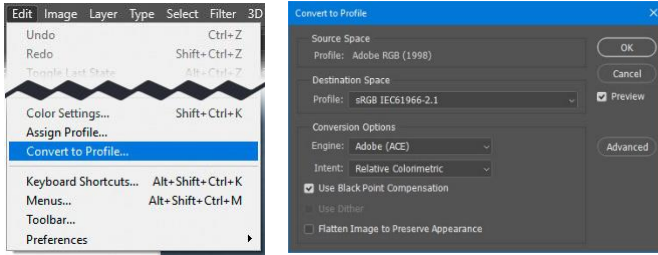
Although it is possible to use *Image>Image Size* for scaling, it is better to use *File>Automate>Fit Image* instead. This is because it allows both the Width and the Height to be specified, so will always work correctly independent of image aspect ratio (important for an **Action**).



Set the Width and Height to the required values (**3840 x 2160 pixels**) and make sure that the **Don't Enlarge** option is enabled.



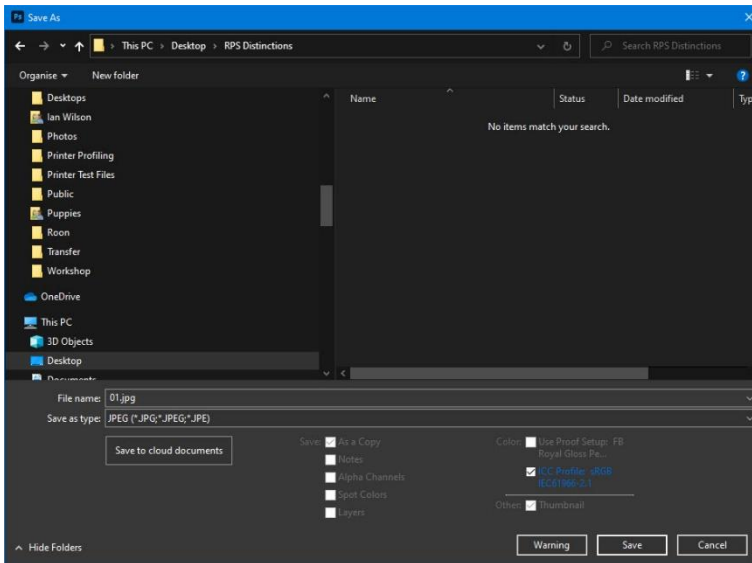
Convert to Profile



Use *Edit>Convert to Profile* to convert the document Colour Profile to **sRGB IEC61966-2.1**.

The choice of **Intent** will depend on the range of colours in the original image. **Relative Colorimetric** will perform an accurate conversion, but may clip out-of-gamut colours; **Perceptual** will avoid clipping, but may shift colours slightly to compensate.

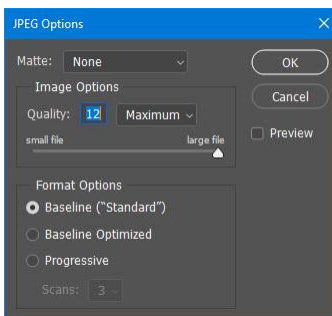
Save As



Use *File>Save As* to complete the export process. The **File name** will depend on the image's position in the panel, but **Save as type** should always be set to **JPEG**.

Ensure that the **ICC Profile** option is enabled.

N.B. Please do not choose JPEG 2000 or JPEG Stereo as the file type, since these formats are not supported in a Distinctions Assessment.



The **JPEG Options** dialog is used to control the Matte (**None**), Quality (**12, Maximum**) and Format Options (**Baseline, "Standard"**).

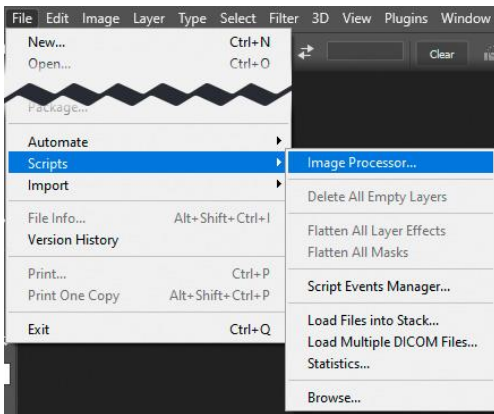
N.B. Please do not choose Progressive as the format option, as this is not guaranteed to be supported by all projection and display applications.



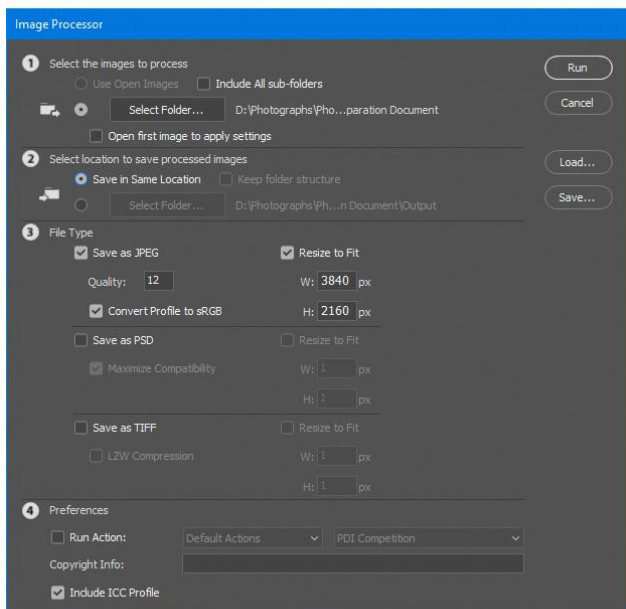
Batch Export using the Image Processor

Photoshop's **Image Processor** can be used to create a set of files using a consistent set of parameters, very much like Lightroom's **Export** function. In many ways this is much easier than using individual image export, as much of the complexity associated with multiple layers, image sizing, pixel depth and colour profile are handled automatically as part of the process. Unlike Lightroom, however, there are no facilities to rename the exported files as they are created; and, as a result, this will have to be done manually.

Image Processor



Use *File>Scripts>Image Processor...* to invoke the Image Processor.



Section ❶ defines which images should be processed. It is possible to use **Open Images**, but normally this is achieved by clicking on **Select Folder...** and navigating to the folder which contains the source images. Enabling the **Include All sub-folder** option will also cause folders beneath the chosen folder to be searched for source images.

Section ❷ defines where the output images should be stored. Choosing **Save in Same Location** will put them in a sub-folder (whose name is based on the File Type), adjacent to the source images, but it is also possible to click on **Select Folder...** to choose an output folder.

Section ❸ defines the File Type (**Save as JPEG**) and Quality (**12**). Enable the **Resize to Fit** option and fill in the Width and Height values (**3840 x 2160 pixels**). Ensure that the **Convert Profile to sRGB** option is enabled.

Section ❹ allows an **Action** to be run as part of the export process, if desired, along with the addition of Copyright Information. Ensure that the **Include ICC Profile** is enabled.

