

Digital Image Preparation for Assessment/Trophy Checklist

1. Have you made a copy of your original image on which to work? Yes No
2. Have you completed all editing you want to do on your image? Yes No
3. Have you resized your image to a maximum size of 1400 x 1050 pixels? Yes No
4. Have you saved your resized edited image in .jpg format? Yes No
5. Have you named your file using the correct naming convention? Yes No

Your Name_Image Title_B (if you are in the beginner or primary class)

Your Name_Image Title_A (if you are in the advanced class)

NOTES:

Spaces are allowed in the Author's Name and Titles. Use a capital for each new word to improve clarity

If this image is for submission to a TROPHY competition the “_A” or “_B” must be omitted.

When you can answer YES to ALL of the above questions, send your image(s), listing the correct title(s) and indicating your preferred selection priority by e-mail to:

viewfinders@hotmail.co.uk

Ensure you have attached the .jpg images to your e-mail before pressing ‘Send’.

If you answer NO to ANY of the above questions, DO NOT send your image but go back to that stage of the process and correct it until you can answer YES.

Only send your image when you can answer YES to ALL questions, or it may be necessary to exclude your entry, as it will not be in the correct format for the software in use.

If you are unsure about any of the above, please refer to the detailed re-sizing instructions distributed to all members (and available on the web site) or consult Jillian Koernich or Mark Koernich at a meeting prior to the assessment or trophy competition, or by telephone.