

CPA File Submission Guidelines

Quick Reference Guide

Quick Facts

- CPA's computer is a Windows-based laptop.
- CPA's desired file format for submissions is JPEG.
- Canon Realis SX80 projector's photographic color space is sRGB.
- Canon Realis SX80 projector's native resolution is 1400 x 1050 pixels.
- Even though the projector's native resolution is 1400 x 1050 pixels, this does NOT mean your image must be exactly 1400 x 1050. It means the width of your image should not exceed 1400 and the height should not exceed 1050.
- CPA file naming convention is yourname-nn-xxx.jpg. Where nn is a sequence number so your images will sort in the order you want and xxx is whatever description you want. For example, jdoe-01-sunset.jpg.

Steps for preparing your image for submission

The following instructions are for both Elements and Photoshop CS*n*.

1. Make a copy of the original image.
2. Flatten the copy.
3. If present, remove alpha channels, text annotations, color sampler targets, etc.
4. Resize the image. Detail steps next page.
 - Width: no more than 1400 pixels
 - Height: no more than 1050 pixels
 - File resolution: use 72 ppi if using the Save for Web feature
5. Convert to sRGB color space. Detail steps next page.
6. Use Save for Web feature to create JPEG file. Detail steps next page.
 - ICC profile: checked
 - Color space: sRGB
 - File format: JPEG
 - Name the file using the CPA naming standard
7. If bringing images to the meeting, use a USB drive or CD, not flash memory cards or diskette.

Resize Your Image (see Figure 1)

1. Elements: Click Image > Resize > Image Size
CSn: Click Image > Image Size
2. Make sure Resample Image is checked.
3. Make sure Constrain Proportions is checked.
4. Set Resolution to 72 if you will be using the Save for Web feature.
5. In Pixel Dimensions, make sure unit of measure is pixels.
6. In Pixel Dimensions, set Width to 1400.
7. If Height changes to 1050 or less, click OK.
8. If Height changes to a number greater than 1050, change Height to 1050 and click OK.

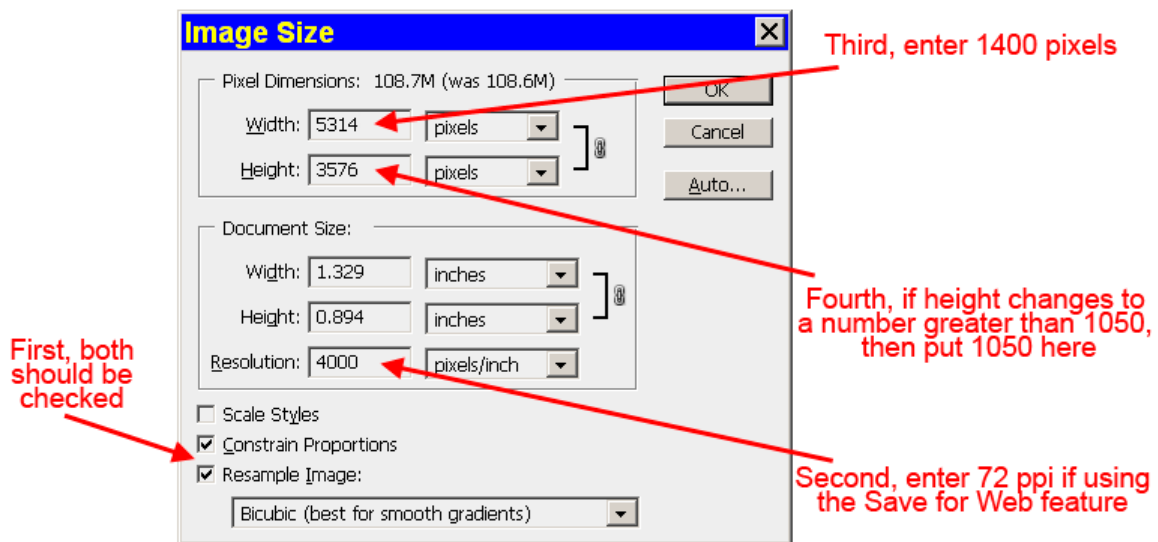


Figure 1.

Convert Image to sRGB Color Space

This step is for Elements users only as CSn users can convert to sRGB while using the Save for Web feature.

1. Click Image > Convert Color Profile > Apply sRGB profile

Saving Your Image as a JPEG File (see Figure 2)

1. Elements: Click File > Save for Web
CSn: Click File > Save for Web & Devices
2. Preset: JPEG High
3. Progressive: unchecked
4. ICC Profile: checked. The Preset name will change to Unnamed or Custom. [CS4 users ignore this step]
5. Optimized: unchecked. [CSn only]
6. Embed Color Profile: checked [CS4 only]
7. Convert to sRGB: checked [CSn only. For CS, CS2 and CS3 this is on the flyout menu.]
8. Click OK/Save. The file save dialog box will be displayed.
9. In the Save In field, browse to the folder where you want your file saved.
10. In the File Name field, type a file name that follows the CPA convention of yourname-sequence number-description.
11. Save As Type should be jpeg.
12. Click Save.

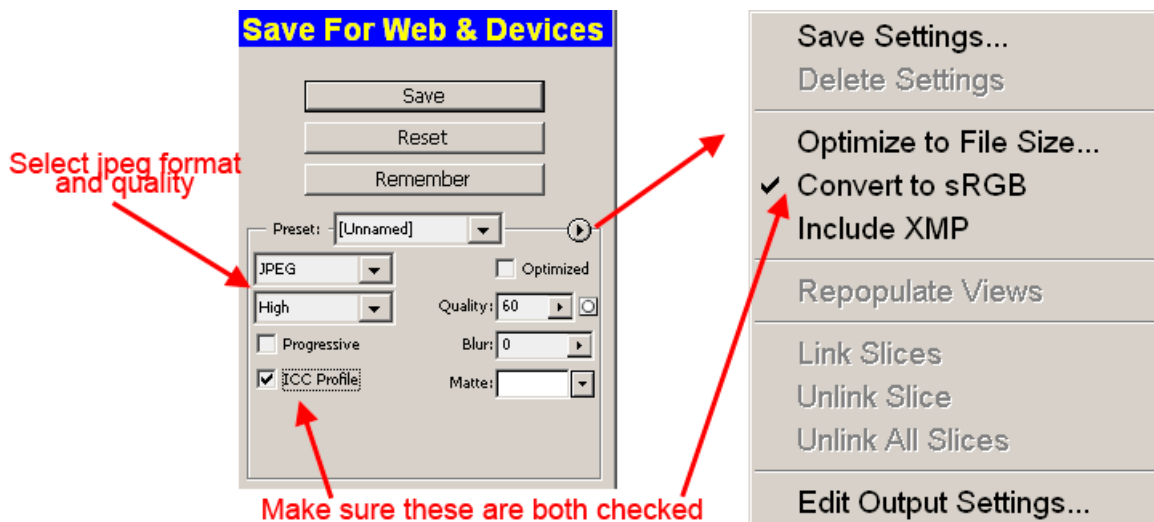


Figure 2. The flyout menu on the right is available to CS, CS2 and CS3 users only.