

# Projected Digital Images. Specification

This Specification is attached to the Competition Rules of the Federation of North West London Photographic Societies. It is designed to comply with the Photographic Alliance of Great Britain document:: "Projected Digital Images - Standards for Events, April 2007". The PURPOSE of this specification is to minimise errors by clearly stating the respective responsibilities of host Clubs and guest Clubs. Please follow the specification carefully.

## Match Organisation by the host Club (re Rule 5.11)

### A. Equipment

- The host Club must commission and use a digital projection system which gives a fair representation of the image files. **(See Advice(1))**

### B. Image Management

- The Federation Representatives for both host and visiting Clubs at a Match must liaise to agree who is responsible at each Club respectively for preparing and sending, and for receiving images for that Match. The arrangements should be confirmed at least ONE MONTH before the Match. Any electronic submission arrangement should also be tested.
- The host Club should acknowledge receipt of media (CD or electronic), and raise any queries promptly to ensure resolution.
- The host Club is not required to check the image files, but has discretion, using any reputable software, to revise an image file so that it complies as to mode, colour space, height, width, file name, file type or any other essential property. The host Club must use reasonable skill, but any display is at the risk of the Club supplying the non-compliant image file.
- The host Club must keep all personal and electronic image data secure, and must delete all such data shortly after the Match. CDs with images must be made available for collection at the Match. If not collected, CDs must be securely destroyed.

## Image File Preparation for Authors and Clubs (re Rule 3.8)

- The image file must be in RGB mode (even for monochrome images), and in the sRGB colour space.
- The maximum image width is 1400 pixels, and the maximum image height is 1050 pixels. **(See Advice(2))**
- The host Club for the Match must inform all Clubs in the Match of the file name format required to suit the software being used by the host Club. **(See Advice(3) & (4))**
- The file type must be 'jpg' and the file should be saved at maximum quality.
- Other than for the correction of genuine errors eg, of mode, colour space and size, a Club's images submitted in the First Round Matches must not be altered in any way when submitted to a Semi-Final, or the Final, or for the showing of Starred images at the Final. EXCEPT that the file name format must be that required by the host Club. **(See Advice(3) & (4))**
- The default method of submission of a Club's image files for a Match is to place them all in one folder in the root directory on a CD-R type disk. The CD must be accompanied by a copy of the entry list, carrying sufficient information to recognise and allocate the image files appropriately. **(See Advice(5))**
- With the permission of the host Club, one or more of a Club's images may be submitted electronically. The content should include a list of the entries sufficient to recognise and allocate the image files appropriately. **(See Advice(6))**

# Advice relating to the Specification for Projected Digital Images

## 1. Projection Systems

- The pixel dimensions of the computer graphics subsystem must be set to the native image dimensions of the projector, so that the projector does not rescale the image.
- Where the projector can adjust dynamically for the screen colour, or for the content of each individual image, then these capabilities must be disabled.
- The computer and projector should be calibrated together for brightness, contrast and colour, using a suitable hardware device. After calibration, manual adjustments or computer/projector substitutions are not permitted without recalibration.
- If, for any reason, a computer and projector cannot be calibrated as above, then the system should be adjusted, guided by an extensive range of typical photographic images.
- Calibration or adjustment of a computer and projector should be checked by display eg, of step wedge images, where a neutral multi-step wedge is generally considered more useful than colour step wedges. Other standard images may also be used. On display of a white image, a reflected meter reading at ISO 100 of about EV 7.5 is usually suitable.
- In any case, all adjustments to the computer and projector must have been made in advance of the Match. No adjustment may be attempted by discussion at the Match.
- Projection systems may exhibit minor pixel shifts or clipping at the edges of the image, which may affect images submitted with a border. If this occurs, then the host Club must instruct the Judge to ignore any such effects.

## 2. Image Size

- The standard image size of SXGA+ (1400x1050 pixels) is chosen to agree with the specifications of the Chilterns Association (CACC) and Photographic Alliance (PAGB). Host Clubs having equipment running at XGA (1024x768 pixels) must set their projection software to rescale larger images downwards. Any images which are smaller than the native dimensions of the projector system must not be expanded.
- Clubs may submit images in XGA size (1024x768 pixels), either always or selectively when the Host Club is using XGA size projection. For 2009/2010, the Clubs using XGA projection are listed below, with their software usage (**see Advice (4)**).

## 3. File Naming

The image file name, and any folder name, are important as they are used to automate loading of the images correctly into the competition software.

The naming fields used in this software advice are:

Seq	A TWO-digit sequence number (01-06 for NWFed, and compatible with 01-15 for CACC Rosebowl), which is the required order of showing the images within a Club's entry.
TITLE	The image title which is to be displayed or announced. For consistency, all letters are in upper case.
Author	The name of the photographer.
Entrant	The CACC code for the Club.
a keyword	An exact set of characters used to recognise or separate parts of the file name. Example: by
spacer and separator characters	Depending on the software being used, Space, Hyphen (-) or Underscore ( ) are used as spacer or separator characters. Exact usage is shown with each example.

#### 4. Software Usage

Principles to be observed while using any software for inter-Club competitions are:

- Clubs submit images as a list which must be shown in their required order.
- Some shuffling of the showing order by Club is required.
- The Author's name and the Club code must never be displayed on screen, even with any results list, while the judge is still deliberating.
- The manual score sheet remains the primary record of the event.

The following descriptions do not cover every option setting in software. Host Clubs will adopt this advice within their normal method of working. Clubs using XGA projection size are shown.

ImageCompPro Software                      Used by: Amersham PS, Chesham CC (XGA), Field End PS (XGA); Harrow CC (XGA); Hemel Hempstead PS, Northolt PS (XGA), Pinner CC (XGA), Wycombe PS (XGA).

The file name format is:

Seq TITLE by Author Entrant

Example 01 SEAL-6 by Joe Smith HAR

Spaces and Hyphens may be used within TITLE and within Author.

Each of the fields shown, including the keyword 'by', must be separated using one Space.

The host Club places all the images into one Picset, and uses the Alphasort method to load, forcing images to be shown in groups by Seq. Within each Seq group, images are sorted by TITLE, which shuffles the Club order.

Large images are resized during projection.

DiCentra Software                      Used by: Watford CC.

The submitting Club must place all images into one folder on CD with a folder name of:

Entrant                      Example HAR

The file name format for image files within the folder is:

Seq TITLE\_Author

Example: 01 SEAL-6\_Joe Smith

Spaces and Hyphens may be used within Title and within Author.

Underscore ( \_ ) is required to delineate Author from Title.

Within the competition rules: Do not reject invalid formats, and randomise every round. When the competition is 'made', the images will be sorted in groups by Seq. Within each Seq group, images are shuffled by Entrant i.e., Club.

Large images are resized on loading.

PhotoCompManager Software                      Used by: Chalfonts & Gerrards Cross CC (XGA).

The file name format is:

Seq TITLE by Author Entrant

Example 01 SEAL-6 by Joe Smith HAR

Spaces and Hyphens may be used within TITLE and within Author.

Each of the fields shown, including the keyword 'by', must be separated using one Space.

Create a competition folder and copy in all the image files. Create the competition with one class and 2 images per author, and save in the competition folder. When adding images to the competition, use Find to list the unallocated images in alphabetic order as required for showing, and always pick the top item from the list. Accept after each image to record the correct Author Entrant value.

Large images are resized during projection. After scoring, request the Top 2 images to provide the shortlist for stars, but uncheck the option to display Author.

## CCComp Software

Used by: XRR PS.

The file name format is:

Entrant - Class - Author - Seq TITLE

Example: HAR - Open - Joe Smith - 01 SEAL-6

The additional Class field is required by the software, but is the same (Open) for all files.

Spaces and Hyphens can be used within Author and within TITLE, provided that a Hyphen is not both preceded and succeeded by a Space.

Space Hyphen Space is the required separator character combination. EXCEPT note that Seq and TITLE are meant to be treated as one field with no separator between them.

On loading, sort images using the Title order method. The software treats Seq TITLE as a single field, so that the images are shown in groups by Seq. Within each Seq group, images are sorted by TITLE, which shuffles the Club order.

Large images are resized during projection using the "Reduce Only" option.

## IrfanView Software

Used by: Ealing & Hampshire House PS.

(Also applicable to any other 'album' type software such as Bridge, Lightroom, Picassa, etc)

The image file name format is:

Seq TITLE

Example 01 SEAL-6

Spaces and Hyphens may be used within TITLE.

Note: This format omits Author and Entrant (Club) because these must remain secret when the software displays the file name. The Author and Entrant are known from the link with Seq and TITLE on the manual score sheet.

The host Club places all the images in one folder, and sorts the files into name ascending order, forcing images to be shown in groups by Seq. Within each Seq group, images are sorted by TITLE, which shuffles the Club order.

Other relevant options are to shrink oversized images, not expand undersized images, and not display any text during the slideshow. Held back and high scoring images may be moved to another folder, or selected from the thumbnails, for further display.

## **5. Posting CDs**

A CD in a plastic sleeve, with the entry form, can go in a normal C5 envelope at the 'small letter' postage rate. Using either a plastic case or a Jiffy bag requires the 'large letter' postage rate, and increases the likelihood of theft as the package looks like a commercial DVD.

## **6. Electronic Submission**

Submitting a complete Club entry by e-mail is difficult. Before using e-mail, where timely and guaranteed submission is important, the sending and receiving Clubs should have considered the known limitations, and should have tested communication between them:

- E-mail systems limit the number of attachments. Compress the image files into a single zip folder, and name the zip folder using the code of the submitting Club.
- E-mail systems limit the size of an individual e-mail and/or its attachments. An entry of 4-6 images may be 8MB (or 9 images for a semifinal/final may be 12MB).
- Although it is feasible to send several e-mails, each with one or a few image files, the total may still exceed the recipient's Inbox size limit.
- Compatibility Note: CACC Rosebowl requires 15 images (up to 18MB) where the problems of quantity and size of e-mails are even greater.

Some Clubs have developed private sites for file transfer, accessible by link or by account and password. Use of these is acceptable provided that the necessary processes have been understood and agreed by the participants.