

# **Bon Accord Camera Club**

## **Members Handbook**

**2020 to 2021**

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## **INTRODUCTION**

Welcome to the Bon-Accord Camera Club. This member's handbook has been put together with the aim of reminding members of all club activities and facilities and the general rules for their use.

Whatever your interest in Photography, Bon-Accord Camera Club can expand your horizons. We welcome members with all levels of skill and experience, from beginner to expert. We offer a varied and interesting programme of activities, with visiting speakers, talks and workshops by Club Members and competitions. The club is also affiliated to the Scottish Photographic Federation (SPF) and hence to the Photographic Alliance of Great Britain (PAGB) and takes part in inter-club activities run by these organisations.

Our own Members are experienced in a wide variety of skills, including Studio, Nature, Landscape, Pictorial and Macro photography. They work in colour and black-and-white both in digital and wet chemistry modes. Whilst most work digitally, many are skilled in traditional techniques, but all are happy to share their knowledge with others.

There are regular competition nights when you will have the chance to see photographs taken by others and to hear them discussed. By taking part yourself, you can have your own work judged and then discuss your technique on an informal basis over a cup of coffee, or over a beer in the Northern Bar, after the meeting. This is an ideal way to learn and to improve your photography.

We meet at our own premises in Spring Garden, Aberdeen (just off George Street), where we have a clubroom with a fully equipped studio and computer room. We meet every Thursday evening from August until April at 7-30 pm. In the summer there is a less formal programme of practical excursions, tutorials and studio sessions on Thursday evenings. There is also an informal Set Subject Challenge Group and an Accreditation Group which meet once a month Throughout the year (see page 15). Visitors and prospective members are welcome.

It has been apparent for some time that newer members of the club often have little idea of the wider range of activities outwith the clubrooms, undertaken by the club, and available to them by virtue of their membership. It is hoped that members will feel more involved in this wider range of club activities and will respond by offering their work more freely for the representation of the club in external competitions when work is called for by competition secretaries and representatives. If members do not offer their work for selection then the club cannot put its best work forward in inter-club and national competitions. It should be considered an honour for your work to represent the club, and all high scoring work from internal club competitions should be made readily available for consideration when asked for.

# **CLUB RULES**

## **AIMS**

To promote and maintain an interest in amateur photography and to foster associated social activities.

## **MEMBERSHIP AND SUBSCRIPTIONS**

1. The club shall consist of Life Members & Members.
2. Admission to membership shall be at the discretion of the Committee
3. The Committee shall have powers and discretion to terminate the membership of any member violating the Club Constitution or Rules, or otherwise engaging in conduct prejudicial to the interests of the Club. Any such member shall have the right to appear and give evidence before the committee.
4. The Annual Subscription shall fall due at the Annual General Meeting and be set at a sum decided at that Meeting.
5. Payment of the annual subscription shall constitute membership of the Club, from the date of first payment. Membership entitles the member to participate in all Club activities. Renewal subscriptions must be paid by the end of June to allow us to offer places to prospective members. Any subscriptions not renewed by the end of June shall be considered to have lapsed. After that date the Lapsed Member can only rejoin via any current waiting list.
6. Membership numbers are limited by the capacity of the Club premises. A waiting list will be operated for prospective members if numbers exceed this maximum.
7. A separate fee for use of the Club facilities (Studio, & Digital Dark room) will be decided each year at the AGM. For the current season the fee is £15. This fee entitles members to use these facilities for non profit making activities. Any member wishing to use the facilities in any other way must discuss this with the committee and a fee appropriate to the level of commercial work being done will be set by the committee. The premises may not be used for any form of commercial work without the express agreement of the Committee.
8. New members shall pay subscriptions on admission. Where membership commences other than at the beginning of the financial year, the Committee may, at their discretion, agree on a suitably reduced subscription for the remainder of that financial year.
9. Subscriptions are non returnable, except at the discretion of the Committee

## **RESIGNATIONS**

Any member wishing to resign should give written notice to the Secretary.

## **KEYS**

Members who pay the additional “Facility Fee” will, on payment of a deposit, be provided with keys to the Club Rooms. For the current season the fee is £15. The keys shall remain the property of the Club and shall not be transferred or loaned to a non-member, nor to another member. The deposit will be refunded when the key is returned.

## **OTHER FORMS OF MEMBERSHIP**

**Life Members** Any member may become a life member by paying the equivalent of ten times the annual subscription in any one year.

## **OFFICE - BEARERS**

10. The elected office-bearers of the Club shall be the President, Vice President, Secretary, Treasurer, Syllabus Secretary, Print and Projected Image Secretaries, External Competition Secretary, Web Site Manager & Ordinary Members, who shall form the Club Committee.
11. The members of the Committee shall be elected at the Annual General Meeting and shall hold office until the following AGM. The Committee shall have the power to act for and on behalf of the Club.
12. A quorum shall consist of four Committee Members.
13. The Committee shall have the power to co-opt a member on to the committee in the event of a Committee Member resigning or there being no appointment made at the AGM or if the need arises.

## **MINUTES**

The Secretary shall keep a minute of each Committee Meeting which shall be available to any Member on request.

The minutes of any Extraordinary or General meeting shall be read and approved at the first subsequent Committee Meeting.

## **MEETINGS**

14. Ordinary meetings of the Club shall be held weekly, on Thursday nights at 7.30pm. Doors will be open from 7pm and, as a courtesy to the speaker or judge, members should be seated by 7:30 and mobile phones turned off or on silent.  
If for reasons beyond the Club’s control it is not possible to use the Club premises for an extended period, meetings may be held online.

15. The Annual General Meeting shall be held on the last Thursday of the session, for the purpose of electing the Committee and considering the Treasurers Financial Report and Balance Sheet and for any other competent business.
16. An Extraordinary or Ordinary General Meeting may be called by the Committee as they deem necessary. An Extraordinary General Meeting shall be called by the Secretary receiving a request for such a meeting stating the nature of the proposed business and signed by six Members of the Club.
17. No alteration to the Rules of the Club shall be made except at the Annual General Meeting or at an Extraordinary Meeting called for that purpose (other than as noted at 19 below).
18. Business meetings of the Committee shall be held monthly at a time and place decided by the Committee.
19. Competition rules will be decided by the Committee. The Committee will publish any changes to the competition rules before the start of a new season. Rule changes during a season will only be made for exceptional reasons and the members will be given a minimum of two weeks notice.

### **NOTICE OF MOTION**

Members have the right to make any motion, relating to Club business, in writing to the Secretary who shall submit it to the Committee. The Committee's decision shall be given as a recommendation to the Members at an Ordinary Meeting of the Club.

### **ACCOUNTS**

Accounts shall be kept by the treasurer who shall submit a report and balance sheet to the Annual General Meeting or to an Extraordinary General Meeting if called upon to do so.

## **CLUB FACILITIES AND THEIR USE**

The Club does not exist only to provide the studio and other facilities and it is a condition of membership that you play an active part in the life of the Club. For this reason, we expect to see Members who use the facilities attending at least one Thursday evening Club meeting a month (averaged over the season). Failure to do so may (at the discretion of the Committee) result in the loss of access to the facilities.

To use the Club's studio or computer you can make a booking on the Club Website. Before you start work you must sign in on the sheet by the front door. Always leave the place clean and tidy and remember to sign the Exit Sheet and double lock the outside door when you leave. A record that the building is empty, lights turned off and the door locked is necessary for insurance purposes.

Please remember that the only people who clean the premises are fellow Club members; we do not employ a cleaner. The last thing a member wants, when arriving to use the studio or computer room, is to have to clean up someone else's mess!

Do not leave the studio lights fully extended after use. This makes them at risk of being knocked over and damaged. Please return them to the fully stowed position when you are finished. If by any chance you do damage any of the club facilities or the modelling lamp in the studio flash expires etc., PLEASE OWN UP by telling the committee member responsible for the facility in question as soon as possible. This will allow us to get any repairs carried out promptly and not inconvenience other members.

**Anyone using any of the Club facilities must put their name and start time on the sheet by the front door.** This applies even if you are not pre-booking, but arrive on the chance that the facility is free. We have to know who has been using the facilities for the very reason described above. If someone doesn't book themselves in then everyone is at risk of being blamed for any mess or damage. If you are found using the facilities without having booked them, you may find yourself barred from future access.

The excellent facilities we have were provided at considerable cost and belong to the Club Members, not to some faceless outside authority, so it is up to all of us to look after them. Remember, if you abuse them you are abusing your own property and everyone else's!

In order to take advantage of these facilities you will have to obtain a set of keys from the Treasurer on payment of a refundable deposit. The locks may be changed at the beginning of each season and so you will have to obtain a new set of keys if you wish to carry on using the facilities.

**When you first come to use any of the club facilities you must NOT muddle through on your own,** you must get the designated member of the club to show you the proper way to use the equipment; when you are judged to be au fait with the equipment you will be allowed to book it for use on your own.

Commercial use of the club facilities is not encouraged but if you wish to use club facilities for such a purpose you **MUST** get the approval of the committee who may impose an appropriate fee for such use.

PLEASE REMEMBER TO CHECK THAT EVERYTHING IS SWITCHED OFF AND SIGN THE SHEET AT THE FRONT DOOR CONFIRMING THIS, AND TO LOCK THE DOOR WHEN YOU LEAVE! THIS MAY SEEM TO BE OBVIOUS BUT WE HAVE HAD INSTANCES WHERE THE FRONT DOOR HAS BEEN LEFT UNLOCKED. FORTUNATELY THIS HAS NOT LED TO BURGLARY: IF IT DID THE CLUB WOULD BE SEVERELY OUT OF POCKET AS OUR INSURANCE WOULD NOT PAY UP FOR ANY LOSSES!!

## **STUDIO**

The club has a well equipped studio upstairs in the clubrooms for the use of members. Black, white and mid grey rolls of background paper will always be installed on the ceiling brackets. **THESE MUST NOT BE TAKEN DOWN.** If it is noticed that one of the rolls is getting low, then contact the member responsible, and it will be replaced as soon as possible.

If a member wishes to bring in a roll of paper of a different colour, then there are free standing background stands available in the studio for this purpose. Such backgrounds must **NOT** be installed on the ceiling brackets.

For close-ups and pack shots we have a table top setup as well. We have several light sources and a selection of reflectors, softbox etc. The lighting at present comprises 4 flash heads with associated stands. When using the lighting equipment be aware of the safety aspects, it is too easy to concentrate on the setup and forget the trailing wires! This can lead to a tripping accident resulting in damage not only to yourself but possibly to your model and the lighting if it falls over! So keep the cables tidy and if you do have a stand fall over and damage the equipment **LEAVE A SIGNED NOTE OF SUCH IN THE DIARY, TO WARN ANY OTHER USERS, & AND INFORM THE COMMITTEE MEMBER RESPONSIBLE FOR THE STUDIO,** and do not just put the lights away and leave the next user to find that the modelling light has blown or the lights are unusable!

The flash heads have a variable power facility which is linked to the modelling lights and they bleep when fully powered and ready to fire. They use infrared, radio or flash lead triggers but you will need your own camera adapter. Please consult an experienced user before attempting to use this equipment for the first time so that you can be advised on correct usage and any necessary adapters etc.

PLEASE REMEMBER TO STOW THE EQUIPMENT PROPERLY, COIL UP THE POWER LEADS AND GENERALLY LEAVE THE STUDIO CLEAN AND TIDY FOR THE NEXT USER!!

## **DIGITAL DARKROOM**

The area opposite the kitchen is a well equipped digital darkroom. It currently has a desktop PC with Photoshop CS5, Elements 11 and 12, Proshow Gold, and Office loaded. There is a film scanner for 35mm slides and negatives and an Epson 2880 inkjet printer. There is also a calibration system for monitors that can be borrowed to set up your own system on permission of a member of the committee.

As with the studio, PLEASE ASK THE DESIGNATED MEMBER TO SHOW YOU HOW THE SYSTEM WORKS BEFORE USING IT FOR THE FIRST TIME.

**Do not load your own software!** If your camera needs its own program, then ask the designated member for permission to load it. There is storage space on the hard drive, but be warned that if the hard drive fills up your files may be removed to free up working space. It is better to keep your files on a USB pen drive and take them with you after a session.

The Epson 2880 printer will print up to A3+ sized prints. You must provide your own paper.

## **BOOKING CLUB FACILITIES**

Members can only have up to two advanced bookings of the studio or digital darkroom.

## **PROJECTION FACILITIES**

The club has projection facilities for both slides and digital images. These facilities are mainly for club use on meeting nights, but there is a Carousel projector available to be borrowed on asking a committee member. The committee will consider requests for use of the other facilities if an approach is made.

For further information on the facilities or to report difficulties, please contact: STUDIO: Paul or Sarah Dickson or any committee member. DIGITAL ROOM: Bob Smith or any committee member.

## **MONITOR PROFILER**

The club has a 'Spyder' monitor profiler which members can borrow if they wish to profile their own monitors. Contact Bob Smith

## **MOUNT CUTTER**

The club has a mount cutter available for use by members which enables accurate window mounts to be cut. Ask a committee member if you are unsure how to use

## INTERNAL CLUB COMPETITIONS

### GENERAL RULES

20. Prints and Projected Images for Club competitions must be submitted to the appropriate competition Secretary on the evening indicated on the syllabus and in accordance with the Competition Rules below. Entries for any other competition must be submitted by the date indicated in the Syllabus or notified at an ordinary Club meeting. All entries must bear the competitor's number (ISSUED BY THE PRINT SECRETARY) and be otherwise anonymous.
21. Images entered must be entirely the work of the photographer. Composite Images are permitted provided all component images meet this requirement. For the avoidance of doubt, use of images from any source including, but not limited to, royalty free image banks, textures and clipart are not permitted. Trade processing of film and prints is allowed.  
Sexually explicit images are not permitted in competitions. The Competition Secretary may reject images considered unsuitable and/or refer these to the Committee, who will consider factors including, but not limited to, framing, composition, surroundings and the total effect. In general, "Adult Industry" are not allowed.
22. All prints must be mounted. No mount to be bigger than 20 x 16 inches (50cm x 40cm). A club label (ISSUED BY THE PRINT SECRETARY ALONG WITH YOUR COMPETITOR'S NUMBER & TITLE) must be on the back of the mount.
23. Digital Projected Images must be in JPEG format, sRGB colour space and no larger than 1600 (horizontal) or 1200 (vertical) pixels. Images may be submitted on CD, DVD or Memory Stick (labelled with a title the competitor's number and competition/month number) or loaded onto the club computer Memory Sticks will be returned to the competitor. Files must be labelled with the title followed by the competitors number e.g. Landscape 13.jpg  
It may also be possible to submit images online via the Club website. Notice will be given via the Club website or by email when this is possible.
24. Prints and Projected Images may not be entered more than once in any club competition except for the Print and Projected Image of the Year, Portfolio and any other competitions designated at the A.G.M.
25. A competitor may not enter more than one photograph depicting substantially the same subject in the same month of the Monthly Competitions, nor can two such pictures be entered in the Print and Projected Image of the Year Competitions.
26. Photographs submitted for Club Competitions may be copied or originals requested for use by the Club in external competitions and or exhibitions. Members may opt out of this if they wish. Permission for such use will be assumed unless the appropriate competition secretary is notified otherwise.

27. Trophies will be engraved with the winners names but will be retained in the trophy cabinet in the clubrooms after presentation. The winners will receive an appropriate keepsake in recognition of their achievement.

### ***Definition of a Monochrome Photograph***

A black & white work fitting from the very dark grey (black) to the very clear grey (white) is a monochrome work with the various shades of Grey. A black & white work toned entirely in a single colour will remain a monochrome work able to stand in the black & white category. On the other hand a black & white work modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) to stand in the colour category.

## **MONTHLY COMPETITIONS**

28. Monthly Competition shall comprise of the following sections: *Monochrome Prints : Colour Prints : Colour DPIs : Monochrome DPIs*  
There are two leagues ; **League 1** and **League 2**
29. A competitor may enter any number of sections each month but may only enter the division of each section to which he/she has been allocated by the committee.
30. a) **Print competitions.** Competitors may submit up to 2 images each month in each section. When more than one image is entered in any section in any one month, the highest marked shall count towards the seasonal total (but see rule 33).  
An entry may consist of any number of images up to the permitted maximum.
30. b) **Digital Projected Image Competitions.** Competitors may submit up to 3 images in total, either 2 colour and one monochrome or 1 colour and 2 monochrome
31. Late entries may be submitted except for the final month. Late entries are restricted to one image per category for any given month. Late entries must be clearly marked with the month for which their score is to be counted. A maximum of three late entries may be made per season with a maximum of one late entry per month.  
Submitting a late entry does not affect the number of images that may be entered for the current month – i.e. the late entry is in addition to the permitted maximum number for that month.
32. The Judge will be asked to mark the photographs out of 20 with no half marks and to award the winning entry 20 marks. In the event that the winning entry is awarded less than 20 marks, all marks will be increased by the number of marks required to allow the winning entry to reach 20 marks, thus ensuring equity of marking over all months.
33. The winner of each section shall be the person with the highest total for the season. In the event of a tie in the print competition marks of any second entries will be totalled to decide the winner. In the event of a tie in DPI competition the average score of all the entries will decide the winner.

34. Print Entries may, after judging, be displayed in the Clubrooms for one month following the presentation. Projected images and copies of prints may be displayed on the Club website following their presentation.
35. The top 15 from last season will form League 1 and the rest League 2.  
 At the end of the season the bottom 3 in League 1 will be relegated to League 2 and the same number promoted from the top of League 2 to League 1.  
 Members who do not enter any of the monthly competitions will be in League 2.  
 In the case of any dispute the committees decision will be final.  
 At the committees discretion the number in each league or the numbers being promoted or relegated may be changed.

### **PRINT AND PROJECTED IMAGE OF THE YEAR COMPETITION**

36. There shall be the following sections;

Monochrome Prints:	(i) League 1	(ii) League 2	
Colour Prints:	(i) League 1	(ii) League 2	-
Colour DPis:	(i) League 1	(ii) League 2	
Monochrome DPis	(i) League 1	(ii) League 2	

All photographs must have been entered in a Club Competition during the current season Images may be reworked and or reprinted but must still be in the original medium ie. not converted from colour to monochrome or prints to PDI (or vice versa).

37. Competitors may enter up to 3 prints and 3 projected images in the relevant section(s) for which they are eligible.
38. In addition to picking the the Print and DPI of the Year in each section the judge will be asked to award Highly Commended or Commended for up to 3 images in each section

### **PORTFOLIO COMPETITION**

39. Each entry shall consist of 6 prints which illustrate a theme of the competitors' choice. A hanging plan should be provided either on a sheet of paper or a diagram on the back of a mount.
40. Any number of entries may be submitted by each competitor.
41. The winning entry will be decided by popular vote of the club members present on the competition evening.

## **INTER-CLUB COMPETITIONS**

### **STUART McNEILL THREE WAY PRINT CHALLENGE**

This is an annual competition held at the clubrooms in which, at present, Bon-Accord Camera Club challenges two other invited clubs, to a print competition. There is a Quaich trophy which the winning club holds for a year and a small prize for the judge's choice of best print on the night. The rules are as follows:-

42. The Stuart McNeill Print Challenge competition is an annual inter-club print battle by invitation of Bon-Accord Camera Club.
43. The Club will invite 2 other camera clubs to compete in a print battle to be held at the Club premises in Spring Garden, Aberdeen for the Bon-Accord Challenge Quaich.
44. Each club entry will consist of 15 mounted prints, colour or monochrome or a mixture of both, with no more than 4 prints by any one author. The maximum size of mount to be 16 x 20 inches (50cm x 40cm).
45. The prints will be submitted to an external judge who is independent of any of the competing clubs for assessment. The judge will award marks out of 20 for each print.
46. The club with the highest total of points will be declared the winner and will hold the Stuart McNeil Challenge Quaich for a year.
47. The judge will also select what, in his or her opinion, is the best individual print in the competition and there will be a small award for the photographer of that print.
48. In the event of any dispute, the judge's decision is final.
49. Prints may be retained until the other competing clubs have a chance to view them.

### **THE GRAMPIAN EYE**

This competition is held between all the clubs in the Grampian Area. Each club takes it in turn to host the event. Twelve projected images (with no more than 2 from any one photographer) are submitted by each club and are sent to a judge independent of any of the participating clubs.

## **OTHER CLUB ACTIVITIES**

### **CHALLENGE GROUP**

On one Monday of each month there is an informal meeting of interested Members who form the Challenge Group. The group sets a specific subject and Members are challenged to produce one or more images for presentation and discussion at the following meeting. The intention is to encourage Members to tackle subjects removed from their “usual” work. The only rule is that those attending must produce at least one image depicting the “set subject” for that month and that the image(s) must have been taken during the month since the subject was chosen.

### **CLUB WEEKENDS AWAY**

On Aberdeen Spring Holiday weekend and occasionally at other times there are organised club meetings away at hotels around Scotland. These gatherings are the highlight of the year for many members, not only enjoyable socially but also as an opportunity to learn new techniques and ways of seeing from fellow members. This has become even better with the advent of digital imaging as shots taken during the day by groups and individuals are reviewed and discussed in the evening on the laptop!

### **THE SCOTTISH PHOTOGRAPHIC FEDERATION (SPF)**

As with most Scottish photo clubs, BACC is a member of the SPF. We hope many of you will enter the SPF championships as the club has a good record of success in these competitions. If you don't enter you won't know if your work is good enough. Do consider making the journey to see what the other clubs produce!

Do try to remember to enter your best work for these external competitions. Getting good marks not only boosts your ego but also helps to raise the club's profile as a leading club both in Scotland and nationally within the UK through the Photographic Alliance of Great Britain (PAGB).

Further information on all aspects can be found on their website at ;

**[www.scottish-photographic-federation.org](http://www.scottish-photographic-federation.org)**

### **PHOTOGRAPHIC ALLIANCE OF GREAT BRITAIN (PAGB)**

Apart from holding UK national exhibitions and events as mentioned above, the PAGB also has a distinctions scheme similar to that of the Royal Photographic Society. See their website at-

**[www.pagb-photography-uk.co.uk](http://www.pagb-photography-uk.co.uk)**

## **ROYAL PHOTOGRAPHIC SOCIETY (RPS)**

The senior photographic society in the UK, the RPS has a huge membership worldwide and runs many exhibitions, touring speakers etc. There are also 16 sections within the society that run specialised activities and meetings e.g. industrial, historical, nature etc. etc. The Scottish region currently has some 400 members and has touring lecturers who come to the club as well as running workshop weekends and distinction panel advisory meetings. These are open to non-members and are well worth attending - they may even persuade you to join!

The RPS also has a scheme for the award of distinctions (LRPS, ARPS and FRPS) that are internationally recognised. These are awarded for panels of work submitted to an assessment committee of senior members of the society. Workshops to help people who are intending to submit for a distinction are held regularly in all regions and are very instructive to attend, even if you do not immediately intend to submit a panel.

For further information consult their website at [www.rps.org](http://www.rps.org) or contact the Scottish Regional Organiser, James Frost ARPS,

**[james.frost11@btinternet.com](mailto:james.frost11@btinternet.com)**

or the Grampian representative, Andy S Hayes **[andyshayes@btinternet.com](mailto:andyshayes@btinternet.com)**

Several of our members hold RPS distinctions and will be happy to point you in the right direction"

## **ACCREDITATION AND AWARDS**

Members are encouraged to develop their photographic skills and submit work for accreditation with organisations such as the PAGB and RPS mentioned above. Members who have already worked for accreditation and awards will be willing to help others achieve this goal.

## **CLUB WEB SITE and FORUM**

The club runs an active web site which carries up-to-date news and information about the Club and its activities. The address is :-

**[www.bonaccordcameraclub.co.uk](http://www.bonaccordcameraclub.co.uk)**

**Members are encouraged to use the website if buying from Amazon or Wex or by booking accommodation through Booking.com by clicking on the logos of these firms on the Club Website. Anything bought in this way from these firms results in a payment to club funds at no cost to you.**

## **POSTSCRIPT**

We hope the information contained in this handbook will be of use to you and help you to get the maximum enjoyment and good out of your club. It may also have made you aware of some of the wider possibilities opened up by membership if you are so inclined. In any case we hope you enjoy your membership of Bon-Accord Camera Club. Any comments or suggestions for improvement should be sent to the committee, who will give them full consideration.

### **REMEMBER**

**It's your club and you get out what you put in.**

**If you use the club facilities, remember they are used by others so always leave them clean and tidy.**

**Always record your use in the diary, even when you have not pre-booked.**

**Always report breakages and problems so they can be promptly dealt with.**

**Always switch off all lights and heaters.**

**Sign the Exit Sheet at the front door and lock the door if you are last out.**

## **YOUR COMMITTEE**

**President**

**Allan Gawthorpe**

 01224 59304

abgawthorpe@hotmail.co.uk

**Vice President**

**Bob Smith**

 01224 325595

**(Computer Contact)**

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**Treasurer**

**Hazel Allanach**

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hazel.allanach@btinternet.com

**Secretary**

**Roger Hinton**

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roger@rogerhinton.com

**Syllabus Secretary**

**George Gray**

 01224 704608

ggray1904@gmail.com

**Projected Images Secretary**

**Alistair Martin**

alistair.martin@zen.co.uk

**Print Secretary**

**David Watson**

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 01358 742131

**External Comp. Secretary**

**Euan Fraser**

fraser\_euan@hotmail.com

**Ordinary Members:-**

**Adrian Robbins**

**Alan MacLeay**

**Gordon Ritchie**

**(Studio Contact)**  
**(Studio Contact)**

**Paul Dickson**  
**Sarah Dickson**

**Convenor**  
**Librarian**

**Neil Easton**  
**Alex Porter**

## **HOW TO 'SIZE' YOUR FILE FOR SPF COMPETITIONS**

These notes are supplied only as basic guidance to anyone who wishes to enter our competitions and may require some assistance. There are several different ways to do everything in photoshop, and several different image-editing programs to use too.

### **Using Photoshop & Elements**

Remember if you have done work in layers in photoshop you should 'flatten' the image before resizing - **LAYER > FLATTEN**

- a) **FILE > OPEN**  
'left mouse-click' on 'your chosen file' and click '**OPEN**'
- b) **IMAGE > MODE > RGB Color & 8 BITS**  
(In Elements if you are not prompted on opening, convert to 8 bits)
- c) **IMAGE > IMAGE SIZE**  
(In Elements – **IMAGE > RESIZE > IMAGE SIZE**)  
and tick all three boxes - '**Scale Styles**', '**Constrain Proportions**' and '**Resample Image**' and choose one of the '**Bicubic**' options (if you are not sure then just select '**bicubic**')  
(note - older versions of Photoshop only have two boxes, tick both of these and carry on as above)
- d) Still in the image size palette; you require to set the **PIXEL DIMENSIONS**  
If a 'landscape' (horizontal) image in  
**'Pixel Dimesions' > Width > type '1600'**  
(the height will be automatically filled in)

OR

If a 'portrait' (vertical) image in  
**'Pixel Dimensions' > Height > type '1200'**(the width will  
be automatically filled in) **and left mouse click 'OK'**

- e) you are now ready to save;  
**FILE > SAVE AS**
- f) Create a **'NEW FOLDER'** by left mouse clicking on the  
folder icon (if you are not sure which icon, hold your cursor over  
the icon to find the right one) & type in your 'Name', (just type  
where you see 'New Folder' appear) as the 'New Folder' name,  
and then press the 'RETURN' key
- g) type in your 'filename' and competition number,  
(eg *My Landscape 013*)  
select **'JPEG'** from the 'format' drop down list click **'SAVE'** when  
the next box comes up select **'Image Compression'** option  
**'NONE'** and **'OK'**
- h) You can now continue to do your remaining images following steps  
a) to e) & g) and place them in the folder you created at step f).  
After you have done all the images you wish to submit, you are ready to go  
out of Photoshop and create your CD-R or write to a USB Drive.

### Using Lightroom

Select the image(s) and set up the **EXPORT PANEL:**

In **EXPORT LOCATION** choose a destination folder. In **FILE  
SETTING** choose **JPEG, Quality=80, .**

In **IMAGE SIZING** tick **'RESIZE TO FIT'**, select **'WIDTH &  
HEIGHT'**, enter **W=1600, H=1200 pixels, RESOLUTION 300ppi.**

Now click **EXPORT.**