

# **LINCOLN CAMERA CLUB**

Established 1925

Registered Charity No. 1107903

## Members' Handbook

Version 6

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## About This Handbook

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### Revisions List

This handbook has been designed to be updated; pages can be replaced as necessary. The revision number is given on the top right of every page; as pages are updated the revision number will change. Please use the table below to ensure your handbook is up to date.

Page	Revision
i	01/2020
ii	06/2017
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1	06/2017
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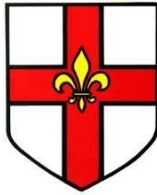
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## Welcome Message

Welcome to Lincoln Camera Club. We are a friendly club bringing together people with a mutual interest in photography. With over fifty members and still growing, we are an extremely active club in all aspects.

We aim to share the knowledge and experience we have of photography amongst ourselves whilst also branching out into the local community.

The club has an extremely active program hosting a number of lectures, practical sessions, competitions and exhibitions. I hope as a member you find our program interesting and diverse and that you participate in interactive sessions as well as entering the club competitions and exhibitions.

The best part of our club is the social aspect, with events including the barbecue and quiz night being highlights of the year. I am proud to play an active role in and be part of such a lively, sociable and, above all, friendly club.

It is the members that make the club what it is, and I thank you all for your contribution. I wish you all a successful year.

Jorj Malinowski - President, Lincoln Camera Club, 31/05/2017

## Club Meetings

Lincoln Camera Club meets every Tuesday at the premises of Red Recruitment 24-7, which is on the corner of Doddington Road and Pioneer Way, near the level crossing. Please note that the club meets upstairs.



Doors open at 19:15 for a 19:30 start. If you arrive before 19:15, you are expected to help the committee set up for the evening.

People who are new to the club are invited to attend up to four club meetings free of charge.

### Car Parking

There is limited parking at the premises and ample parking along Pioneer Way at no cost. If you require parking close to the club for health reasons, or for a guest lecturer, then please speak with the President and arrangements can be made.

## Organisation of Lincoln Camera Club

As a registered charity, Lincoln Camera Club is governed by its Constitution, which is included at the back of this handbook and is also available on the club website or from the Charities Commission. At the AGM, the members elect the Executive Committee, which comprises of three honorary officers (President, General Secretary and Treasurer) and up to eight additional members. The roles of the eight committee members are allocated at the first committee meeting.

The current Executive Committee are as follows:

Name	Position/Role & Responsibilities
Jorj Malinowski	President. External Competition Secretary, NEMPF Delegate, Digital and Print Folios
David Davies	General Secretary
David Weaver	Treasurer, Program Secretary, Website, LPA Delegate
David Chapman	Facebook, Motorsport Group
David Tabbener	Internal Competition Secretary, Membership Secretary
Karen Bassett	Newsletter
Audrey Stanley	Social Secretary, Refreshments
Dawn McCall	Raffle and fundraising
Steve Percival	Website and IT
and David Chapman, Chris Gresham, Keris Eyton-Williams. Co-opted.	

Contact details for the Executive Committee can be found on page iii of this booklet.

The Executive Committee meet on the last Wednesday of each month and minutes are posted on the club website as a pdf document. If you would like to submit something for discussion by the committee, please email the Secretary, talk to a Committee Member or use our 'suggestion box'. It can be added to the agenda for discussion.

The Executive Committee may appoint up to three additional co-opted members to help with specific tasks or gain committee meeting experience. In order to assume the role of President, one must have at least 3 months of committee experience.

The following is a list of members who help the Executive Committee:

Name	Responsibility
Tim Scott	Beginners' Sessions, Club Exhibitions, Auctioneer, Head Chef

All of the committee and its helpers are volunteers. Unfortunately, the club does not organise itself, the Committee and those who help work extremely hard to ensure the club runs smoothly. If you would like to join the committee or help out in some way then please speak to any member of the Executive Committee.

#### Do Your Part

The Committee do ask for help where possible, particularly for small jobs. A volunteer to help with refreshments is requested each week and there are a number of other small jobs to go around. Those who arrive early at club meetings are expected to help set up for the evening.



## General Meetings

The club holds an Annual General Meeting (AGM) usually in May.

This is when the Executive Committee are elected and the reports from the Treasurer and General Secretary are reported to the club. The AGM is a formal meeting and if any member wishes to raise a point for discussion, or a motion (motions require a proposer and a seconder), then it must be submitted in writing to the General Secretary 21 days in advance.

Nominations for the Executive Committee must be submitted 14 days in advance and also require a proposer and seconder.

An Extraordinary General Meeting can be called, with 21 days notice, by the Executive Committee or 10 members of the club stating the business to be discussed.

Two scrutineers are elected towards the start of the meeting. They count the number of members present and determine the majority. Decisions are made by a show of hands counted by the scrutineers. If a majority is determined then the decision is carried, otherwise it fails and is not implemented.

General meetings are chaired by the President and there is no informal discussion, if you wish to speak on any point you must raise your hand and wait to be called.

## Membership & Subscriptions

Clause 5 of the Constitution gives details on membership of the club.

The membership fee is due immediately after the AGM and must be paid by the 1<sup>st</sup> July of each year. Returning members paying after the break ( ie September ) will pay full amount. Any not paid by 14th September will be removed from the membership list. The Executive Committee allow visitors new to the club to attend up to four club meetings before payment is due.

Every member must fill out a membership form each year and return it with the fee to Dave Tabbener. We also ask that tax payers fill out a gift aid form as well. This allows the club, as a registered charity, to claim back the VAT on your membership.

The club operates a sliding scale for those joining at different times of year. The fees are currently [2018] - £30 Full, £45 Joint and £15 for Concession (unwaged) / Junior (under 18).

Membership:	Full	Concession	Joint	Junior
Standard:	Rates set yearly at, or after, AGM.			
1 <sup>st</sup> Oct – 31 <sup>st</sup> Dec	75%	75%	75%	75%
1 <sup>st</sup> Jan – 31 <sup>st</sup> Mar	50%	50%	50%	50%
1 <sup>st</sup> Apr – 30 <sup>th</sup> Jun	25%	25%	25%	25%

Concessions are given to students upon proof of a valid student id card.

Once you have joined Lincoln Camera Club you will receive your membership card within a few weeks. Your membership card is unique to you and should not be exchanged or given to anyone else. Please see the Benefits of Lincoln Camera Club Membership for more information.

If one is deemed to have contributed significantly to the objects of the charity then the Executive Committee may bestow Honorary Membership, which has no annual fee.

## Personal Information & Communication

Lincoln Camera Club collects and holds some personal information about its members. This is held and maintained by the Communications Officer. The information is kept as securely as possible and is not shared outside or inside the club. If your details change then please inform the Communications Officer as soon as possible.

Provision of the information is not mandatory but it may limit your involvement if you choose not to provide it. Your information can be removed at any time upon request and is deleted if you leave the club.

Lincoln Camera Club's primary method of communication outside of club meetings is email. The club emails a monthly newsletter and the occasional update or reminder to all of its members. The newsletter is printed and put on the notice board for those without an email address. The club also posts updates on our Facebook page. We highly recommend that members visit our Facebook page regularly for the latest news and updates.

## Benefits of Lincoln Camera Club Membership

Apart from being the best value for money, friendliest and most established club in the region, Lincoln Camera Club has a number of additional benefits.

### Discounts

Upon proof of a valid membership card, the London Camera Exchange in Lincoln offer a 10% discount on some purchases.

### ESPO Orders

As a charity, the club has an account with ESPO and can make purchases on behalf of its members. They have very competitive prices for items such as mount board, paper, adhesives, ink, etc.

The ESPO catalogue is available on club nights and online at [www.espocatalogue.org](http://www.espocatalogue.org) please remember the prices shown do not include VAT. Orders must be handled through the club and not made direct to ESPO. An Order Form is available at the back of this handbook and should be handed, with payment, to the Treasurer.

## For Sale

Lincoln Camera Club is a registered charity and as such organises a small number of fund-raisers that help cover the club's costs.

### Mounts

We have pre-cut mounts available in black or white. They are sized 20" by 16" (for LPA Competitions) or 50mm by 40mm for many External Competitions, each with a pre-cut aperture. Black or White mounts are available costing £1 each and have an aperture sized to approximately 14.75" by 11". Both can be purchased from Committee Members, subject to availability.

### Polo Shirts

Black polo shirts with 'Lincoln Camera Club' embroidered over the right breast are available for £8. These are available in the usual sizes and can be purchased from Committee Members.

## Our Online Presence

### Website

[www.lincolncameraclub.uk](http://www.lincolncameraclub.uk)

The website has up to date information regarding the club program and competitions, as well as a gallery showing winning images from the competitions. You can also download a copy of the club constitution and the latest competition entry forms.

David Weaver runs the website, for any queries please email [feedback@lincolncameraclub.uk](mailto:feedback@lincolncameraclub.uk).

### Facebook

The club Facebook page can be found by searching for 'Lincoln Camera Club' and is a Community page about Photography. There is also a link from our website home page.

You will find up to date information about events, the program, and members' posts and images. The Facebook is used for notices and updates for members; it is recommended that all members check our Facebook regularly. Links to other interests in the photographic world also are posted on the club Facebook.

### Twitter

The club Twitter account is '@LincolnCameraCl' and we encourage you to follow us for the latest updates and reminders. Our Twitter account is operated by Mike Lincoln.

## Program

The club program runs parallel with the calendar year and is not included in this book. For an up to date copy of the program please see the General Secretary. The program is also available on the website: [www.lincolncameraclub.uk](http://www.lincolncameraclub.uk)

Lincoln Camera Club tries to host a wide ranging and comprehensive program of events. Roughly speaking, each month we try to include a practical session, a competition and a lecture. If you have a suggestion for the program or know of someone you would like to see speak at the club then please email the Program Secretary.

## Practical Nights

The club aims to have at least one 'hands on' session each month. This could be a trip out to take photos or a practical session led by a club member demonstrating and teaching their method of working. All levels of photography are catered for; with beginners and more experienced groups often running in parallel. We encourage all experienced members to run a practical session as often as possible.

Members who attend the (studio) portrait practical sessions are expected to provide at least one high-resolution digital image of each model they photograph. Additional images and prints are very welcome as well. These are and passed them onto the models as a 'thank you' for their service.

Practical sessions are highlighted in green on the program. Please remember to bring your camera and any other suitable equipment and make sure you dress appropriately for the weather and temperature.

## Exhibitions

The club may host several exhibitions in the year but always holds our Annual Summer Exhibition of Photography in Lincoln Central Library, Free School Lane, at the end of June / beginning of July. Members are encouraged to enter their prints for display. Advice regarding mount sizes and colours allowed may be obtained from the Exhibition Organiser/s.

## Social Events

Lincoln Camera Club is not purely a Camera Club. Social interaction is important and the club hosts a number of social events, some of which are open to non-members. The club auctions are open to all.

The club's Barbecue Night is open to members' family and friends.

The end of year quiz and Christmas buffet is for members only, it includes a themed quiz with prizes to be won.

Other fun evenings may be arranged at times during the year.

Details will be given in the program.





## Specialist Interest Groups

The club will support any members wishing to start or run a specialist interest group.

If you wish to start a specialist interest group, please see a committee member. An announcement will then be made at club meetings and publicity via emails to all members to help form the group.

## Internal Competitions

The club hosts ten internal competitions throughout the year.

Club competitions contribute points to the Lincoln Camera Club Photographer of the Year. The winner with the most points has their name engraved on the Tipler Trophy and receives this at the end of the competition year to keep for twelve months. Points are awarded according to the table on the right. A league table showing the progress of the points is displayed on the club notice board throughout the year. An internal judge, who is excluded from entering the competition they judge, is awarded 5 points for their service.

1	For every entrant
2	Commended
3	Highly Commended
4	Third Place
5	Second Place
6	First Place

A full list and details of the competitions is available on the club website or notice board. They are also listed in the program.

### Approximate Dates

Month	Competition
Jan	Theme Comp. 1
Feb	Architecture
Mar	Nature
April	
May	Open *
June	Theme Comp. 2 *
Jul	Panel Print & PDI Competition *
Sept	Theme Comp. 3
Oct	Open Digital Competition [pdi]
Nov	Monochrome
Dec	Rose Bowl Print Competition

\* These competitions may move depending on LPA Battle date.

## Competition Rules

1. Images must be entirely produced by the author, use of stock images or images off the internet is not allowed.
2. A maximum of four entries per section from each author. An entry form must be submitted to the Internal Competition Secretary giving your name and the titles of the entries. Titles must be written in your order of preference. If there are too many entries then the number of entries will be reduced in reverse order of preference starting at the 4<sup>th</sup>.
3. The Internal Competition Secretary reserves the right to remove any entry or change your order of preference in the interests of a balanced competition and the sensitivities of the audience.
4. Digital entries must be JPEGs in sRGB colour space sized to a maximum of 1920 pixels width by 1080 pixels height at 300dpi.
5. The title on the entry form must match the title of the digital file, e.g. an entry titled 'The Cat' would be written on the entry form as 'The Cat' and the file name would be 'The Cat.jpg'.
6. Digital entries must be submitted on a USB memory stick or a CD/DVD. Other formats such as compact flash cards are not acceptable.
7. Print entries must be mounted to a good standard with the maximum allowable mount size being 20" by 16". The image can be any size within the mount.
8. Your print entry must not damage other prints, if it is deemed likely to do so then it will not be entered.
9. You must write the title of your entry and your name on the back of the mount. Please do not write anything on the front of the print mount.
10. For every print entry please submit a digital file according to the rules above. Please add an exclamation mark at the start of the file name, e.g. '!The Cat.jpg'.

11. The presentation of your entry will be taken into account by the judge, i.e. the standard of the mounting or the framing of your digital image.
12. The Internal Competition Secretary defines the title of each competition extremely clearly, the images will be judged within the bounds of the title. Entries deemed to be not fitting with the title may be removed at the discretion of the Internal Competition Secretary or the Judge. This is particularly relevant in the technique and subject orientated competitions, e.g. a long exposure technique competition would not encompass images of objects that had been exposed to the elements for a long period of time (rusty nails or driftwood), as the author has tried to find a loophole which is not in the spirit of learning the technique. However, this is not the case for all competitions and some are open for interpretation.
13. There is no limit on the age of images entered into competitions.
14. A winning image may not be submitted into the same competition in the future.
15. An image may be submitted into multiple competitions, although we encourage authors to enter new unseen images where possible.
16. Both colour and monochrome images may be submitted for any competition unless otherwise stated.
17. Copies of winning entries will be displayed on the club website. Any entrant who wishes NOT to have their images used in this way should tick the relevant box on the Entry Form.
18. Similarly, winning entries in both pdi and print form may be used in inter-club or LPA competitions. Entrants will be asked for permission before their images are used in this way.

## Competition Specific Rules / Guidelines

Theme Competitions (3) – These competitions focus exclusively on a photographic subject or category such as portraiture or landscape photography. The idea is for authors to improve and undertake some photography in that field. The title is clearly defined and entries that do not fit the title will not be entered. Prints and digital entries are allowed.

Applied Photography - Three competitions in the year: Architecture, Natural History and Monochrome, which have both prints and digital entries. The judge will choose the best image from the prints and digital entries that will earn extra points towards winning the Tipler Trophy to keep for 12 months.

Competition	Entry Subjects
Architecture	General
Nature	Natural History, Flora or Fauna.
Monochrome	Open. Images may be toned but must be single tone not 'spot' colour.

Architecture accepts images of buildings or major parts of buildings where the main fabric is shown.

Nature accepts images covering Natural History / Flora & Fauna and allows for any plant or animal be it in the wild or cultivated or captive. Natural History & Natural Formations describes firstly strict natural history i.e. wild plants or animals in their natural environment, and secondly, natural landscapes, weather and geological formations.

Monochrome This competition focuses exclusively on monochrome images and is a replacement for the original 'wet' photography. The idea is for authors to improve and practice their technique in this genre. Images may be tinted in a single colour, such as Sepia, but 'spot colour' is NOT allowed. Both Prints and digital entries [pdi's] are allowed.

Panel Print & PDI Competition. There are two sections: Print Panel and PDI Panel. Both have three images, Prints being separately mounted but can all be on one mount if desired. The PDI Panel will be a single frame, no larger than 1920 by 1080, containing three images. The three images must be on a theme of your choosing and must work together to please the viewer.

A Panel can be entirely colour or monochrome, i.e. you cannot have a mixture of both in one panel.

Open Digital Competition This is a digital only competition with two completely open sections: Basic Editing & Creative.

Basic Editing covers things such as slight contrast, exposure and colour adjustments, cloning on small sections, and cropping.

Creative is about discovering new shapes, colours, dynamic range, distortions or a combination of them all. Creative Photography can stimulate you to create impressive imagery which can also be an individual view on reality. The only limit to this kind of photography is your imagination. An image in this section should still have a major photographic element and should not be made exclusively with editing software.

Rose Bowl Print Competition This is a print only competition and is the last competition in the year. It is the most prestigious competition throughout the year and the winner will receive the Rose Bowl Trophy to keep for twelve months.

## Mount Size

Mount sizes for Internal Competitions can be any size up to a maximum of 20 inches by 16 inches.

Mounts for Internally organised Exhibitions

- 20 inches by 16 inches (to fit LPA frames).

Mounts for Externally organised Exhibitions

- 500mm by 400mm for N&EMPF.
- 20 inches by 16 inches for LPA.

## Judging

Club competitions are always judged by experienced judges. The judge for a competition is organised by the Internal or External Competitions Secretary. The names of the authors are also kept anonymous from the judge to prevent any preferential bias.

Please bear in mind that judging is not an easy task and is extremely varied. The comments and winning images chosen always vary from judge to judge. Remember, although you may not agree with a judge's comments or selection, do not feel disgruntled or upset as another judge would likely be very different.

If you would like to learn to judge, the LPA run judging seminars where there is plenty of advice available. If you wish to become a judge, please contact the Internal Competitions Secretary who will make the necessary arrangements. We encourage members to take part in judging and joining the LPA or NEMPF registered judges list.



## External Competitions

The club participates in a number of external competitions including some of those hosted by the Lincolnshire Photographic Association (LPA) and The North and East Midlands Photographic Federation (NEMPF). We often enter and organise inter-club battles outside any other organisations.

External competitions often have strict rules regarding entries. Digital image and print sizes must be exact for the competition or they will not be entered. The club endeavours to enter external competitions with a comprehensive and competitive selection of members' images. Images are usually selected by a small panel of experienced club members with the External Competition Secretary. Depending on the number of images the club can submit, an author may get only one or two images in. Please submit all entries to the External Competition Secretary by the deadline specified.

Approximate entry deadlines for the LPA Competitions :

Month	LPA
Jan	Individual PDI Digital AV
Feb	Biennial Exhibition
Mar	Foster's Colour Challenge
Apr	Print Battles
Oct	Inter-Club PDI POTY
Nov	Portfolio (Individual)

## Folios

The club runs both a print and a digital folio. Each folio member enters one image, which is then commented on by the other folio members. The idea is to get back constructive comments and advice on your images from fellow members. This helps folio members gain confidence in their images and encourages them to enter the internal competitions. The folio is passed around the participants on a regular basis and relies on them passing it on at least every 14 days. Members who have the folio for too long or do not comply with the rules of the folio may be dropped from the group at the discretion of the organiser. Members who are away for long periods should inform the organiser as soon as possible so that the folio can be passed to someone else who is available.

### Print Folio

The print folio is organised by Jorj Malinowski and all members are welcome to join. The print boxes circulate around the folio members, each box should contain three sets of prints being new prints for comment at a later date, prints to be commented on when received, and prints which have already been commented on and are ready to be removed by the author. Each print box should be passed on at least every 14 days.

### Digital Folio

The digital folio is also organised by Jorj Malinowski and is open to all, but is intended for those who may be less confident or experienced with their images or photographic ability. This folio runs on a USB memory stick that circulates the folio members. Comments are made on a Microsoft Word .doc file as appropriate. In order to join this folio, basic IT skills such as file renaming and image sizing are required. Members must pass this folio on within two weeks or they will be removed.

## Affiliations & Membership

Lincoln Camera Club is affiliated or a member of the following organisations.

NEMPF – [www.nempf.org](http://www.nempf.org) The North & East Midlands Photographic Federation covers a huge area – Derbyshire, Lincolnshire and Nottinghamshire and has the majority of camera club and photographic organisation in those areas affiliated. NEMPF hold a number of events, exhibitions and events throughout the year. Members are invited and encouraged to enter NEMPF competitions and exhibitions, and to attend events such as the Photographic Weekend or Memorial Lecture.

LPA – [www.lincspa.co.uk](http://www.lincspa.co.uk) The Lincolnshire Photographic Association encourages inter-club competitions and puts on a number of events in the region including the biennial exhibition. The LPA organise the following annual competitions:

- Inter-Club Print Battles – each club competes three times against another club. Top scorers then compete in the final which is held over one day.
- Digital Battle – a one day inter-club digital images battle.
- Foster Colour Challenge – an inter-club colour print competition.
- Digitally Projected Competition – for individual club members on an open theme.
- Digital AV Competition – for individual club members competing with Audio/Visuals.
- Photographer of the Year (POTY) – for individual club members entering three colour or monochrome prints on a theme.

PAGB – [www.pagb-photography-uk.co.uk/index.htm](http://www.pagb-photography-uk.co.uk/index.htm) The Photographic Alliance of Great Britain is made up of all 15 regional Federations (NEMPF included). Formed in 1930 to

promote and co-ordinate the interests of all Federations and their member organisations. The Alliance also promotes their own distinctions in photography. They include:

- Credit (CPAGB) where 10 prints or projected images are required to the standard of 'good club photography'.
- Distinction (DPAGB) where 15 prints or projected images are required to the standard of 'open exhibition photography'.
- Master (MPAGB) where 20 prints or projected images are required to 'the highest standard of UK amateur photography'.

Any member can attempt these prestigious distinctions and Lincoln Camera Club offers support for pursuing these.

FIAP – [www.fiap.net/index-en.php](http://www.fiap.net/index-en.php) La Fédération Internationale de l'Art Photographique (or in English the International Federation of Photographic Art) has a similar role but on an international scale. Promoting friendly links between photographers and organisations all over the world. FIAP also have their own distinctions based on acceptances into international exhibitions.

RPS – [www.rps.org](http://www.rps.org) The Royal Photographic Society offers an extensive program of events across the UK. The RPS photographic distinctions are as follows:

- Licentiate (LRPS)
- Associateship (ARPS)
- Fellowship (FRPS)

These can be attained through submission of images, attainment of qualifications and significant contribution to the science and art of photography.

## History of Lincoln Camera Club

Lincoln Camera Club is amongst the oldest camera clubs in the UK. It was officially established in 1925, based around a photographic society that dates back to Victorian times in the City of Lincoln.

For many years, it held its meetings in the old YMCA but in April 1956, it purchased the Methodist Chapel on Well Lane as its new meeting place. This building was used until April 2005, when the club moved to its' current premises at Lincoln Cathedral Centre.

In 2005, the club became a registered charity (No. 11077903) and adopted a constitution, which was subsequently updated in 2013.

# Digital Image Resizing Instructions

The purpose of these instructions is to provide the reader with an understanding of resizing and a working method that they can follow.

## The Purpose of Resizing

Resizing images is essential for competitions and entries for other purposes. The benefits and reasons for it are:

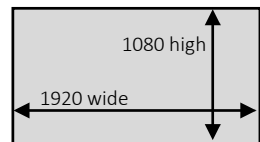
- Small file size allows entries to be submitted over email.
- The judge is viewing the same quality resolution for all images.
- The resolution of the camera used to take the image becomes less important. This helps bridge the gap of different equipment.

## An Important Convention

When stating the dimensions, it is always measured in pixels with the width first followed by the height. So 1920 x 1080 means 1920 pixels width and 1080 pixels height.

## The Meaning

The dimensions are literally the number of pixels of the screen or projector that will be used. So for Lincoln Camera Club, our laptop and projector operate on 1920x1080. The rectangle on the right depicts the projection on the screen. As the projector is always set up the same way, the width is always the largest first dimension. So your image must fit within that space.



The aspect ratio is the ratio between the width and the height of an image or screen. An aspect ratio of 1:1 is square. Camera sensors usually have aspect ratios of 4:3 or 3:2. This means that the width is larger than the height. So in the case of a 3:2 sensor, the width is 1.5 times the height as  $3 \div 2 = 1.5$ .

Most screens currently have a widescreen aspect ratio which is 16:9. This is what the camera club uses for its laptop and projector. You can check this as  $\frac{1920}{1080} = \frac{16}{9}$ . This means that when you resize your image for the height, it is not wide enough as the aspect ratio is less for your sensor or you are resizing a portrait image. So unless you have changed the aspect ratio of your image by cropping it, it is likely that you will need to resize for the height of your image and then add extra black fill to the width to make it exact.

#### One Recommended Method

The following describes one method of resizing an image for Lincoln Camera Club's competitions, but the method applies to all competitions. We recommend this method as it allows for a simple border and ensures no mistakes are made. However, as long as the final result is the same, it does not matter how you do it.

The following has been created in Adobe Photoshop CS6 but applied to any image editing program.

Step 1: Open your image into the editing program.

Step 2: Resize your image but account for a border.

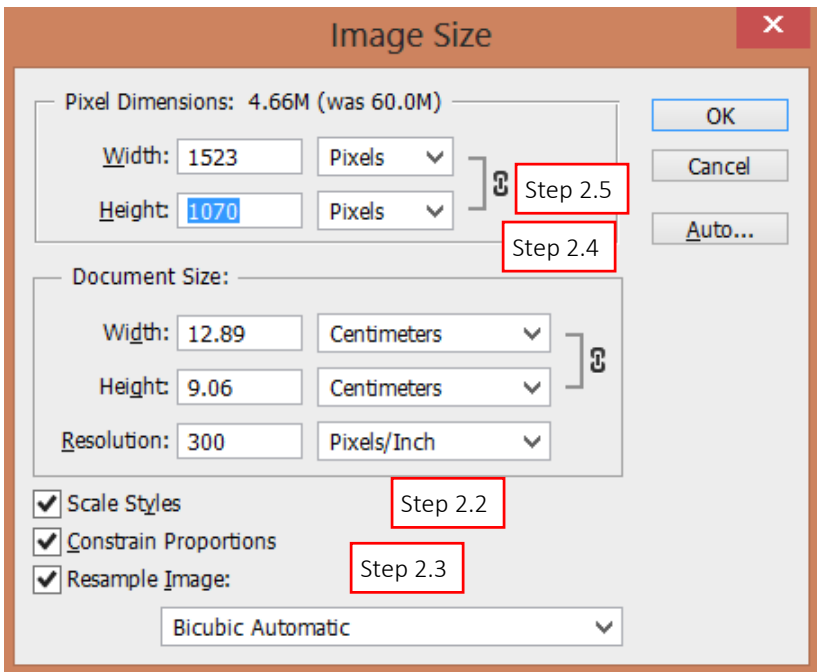
Step 2.1: Image > Image Size.

Step 2.2: Always enter the resolution first. For LCC set it to 300 pixels per inch.

Step 2.3: Ensure Constrain Proportions is ticked.

Step 2.4: For uncropped image of landscape or portrait orientation, enter 1070 pixels as the height. We will resize to 1070 pixels now as we will add a 10 pixel border later.

Step 2.5: Ensure the width of the image reads as less than 1910. If it does not, then enter 1910 as the width and ensure the height is less than 1070. Click OK.



Step 3: Add a border. As a minimum, a thin white border is recommended to show the edge of the image clearly.

Step 3.1: Image > Canvas Size.

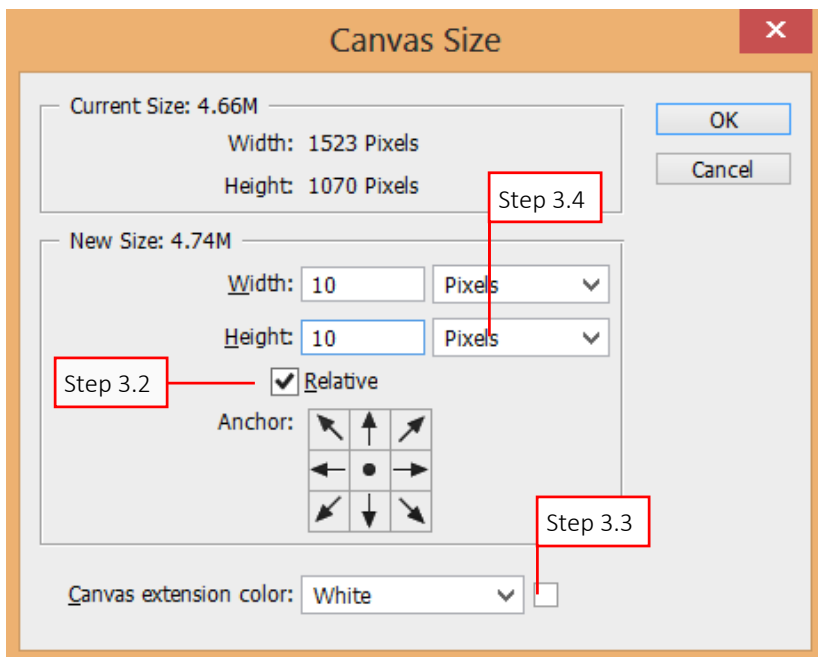
Step 3.2: Ensure Relative is ticked.

Step 3.3: Set the Canvas extension colour to White.



Step 3.4: Enter 10 pixels for both the width and the height. Click OK.

Note: Borders can be added with different dimensions and at different stages, but it is recommended to make sure your borders are consistent and so normally they are added after resizing the image as then you are always adding the same proportion. This also accounts for crops or different size camera sensors.



Step 4: Fill remaining canvas with black.

People usually overlook this step. It is mandatory for all external competitions.

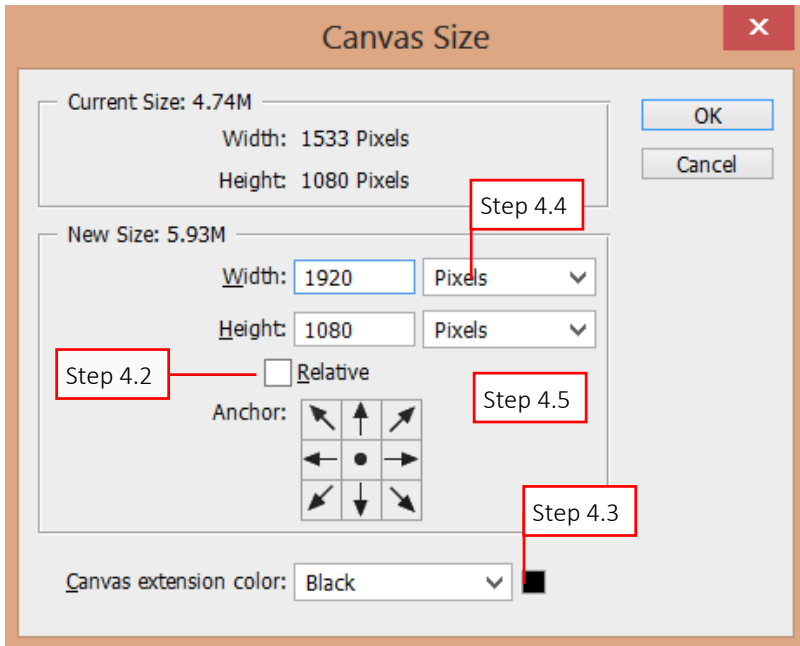
Step 4.1: Image > Canvas Size.

Step 4.2: Ensure Relative is not ticked.

Step 4.3: Set the Canvas extension colour to Black.

Step 4.4: Enter 1920 for the width. If your image is a 16:9 or greater aspect ratio then enter 1080 for the height.

Step 4.5: Ensure the width reads as 1920 and the height as 1080. If they do not then you have made a mistake somewhere. Click OK.



Step 5: Final check everything is correct then save your image as a new file and copy the new file onto your USB stick.

This is a crucial step not to be taken lightly, many an entrant has saved over their original image – losing their original high resolution file, but what is more common is the high resolution file being submitted in place of the resized image.

Step 5.1: Image > Image Size. Check the image size is 300 pixels per inch resolution, 1920 pixels width and 1080 pixels height.

Step 5.2: Save your file as a high quality JPEG with a new filename in a folder you can find or straight onto your memory stick.

Step 5.3: Ensure the filename is correct for the competition. For purposes other than competitions please put your name before the title of the image, e.g. "John Smith – My Pretty Picture.jpg".

# LINCOLN CAMERA CLUB

## ESPO Order Request Form

Please fill out this form and hand to the club Treasurer for processing.

Forename:		Surname:	
Tel No. / Email			
Date:			

Item No.	Page No.	Qty	Description	Unit Price	Total Price
Total Price (excl. VAT)					
Total Price (inc. VAT)					

Treasurer's use only:

Balance Paid:		Cash / Cheque
Date Items Collected:		