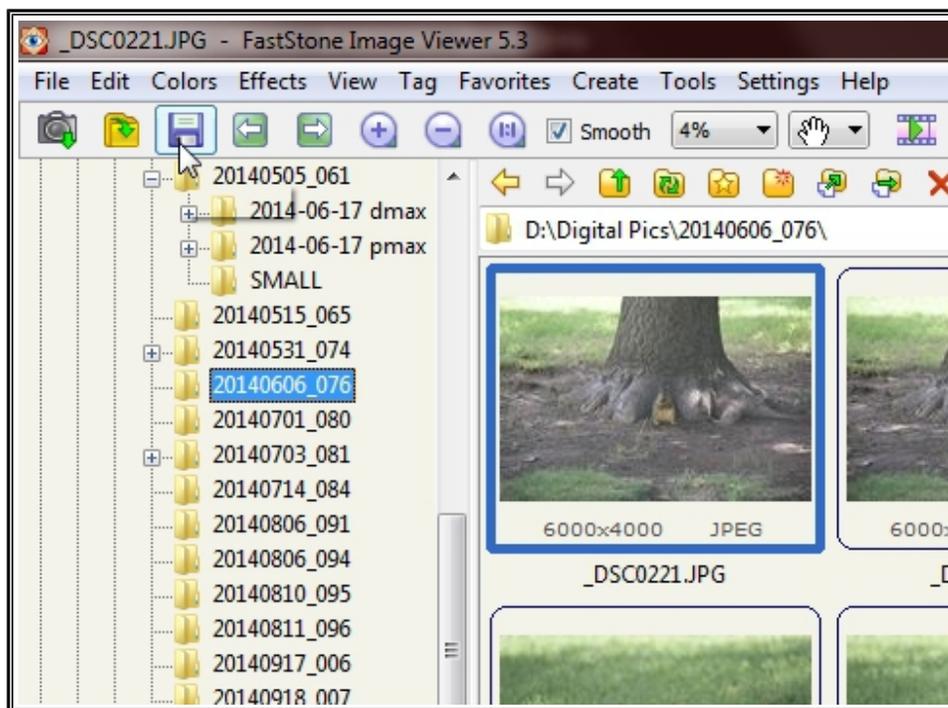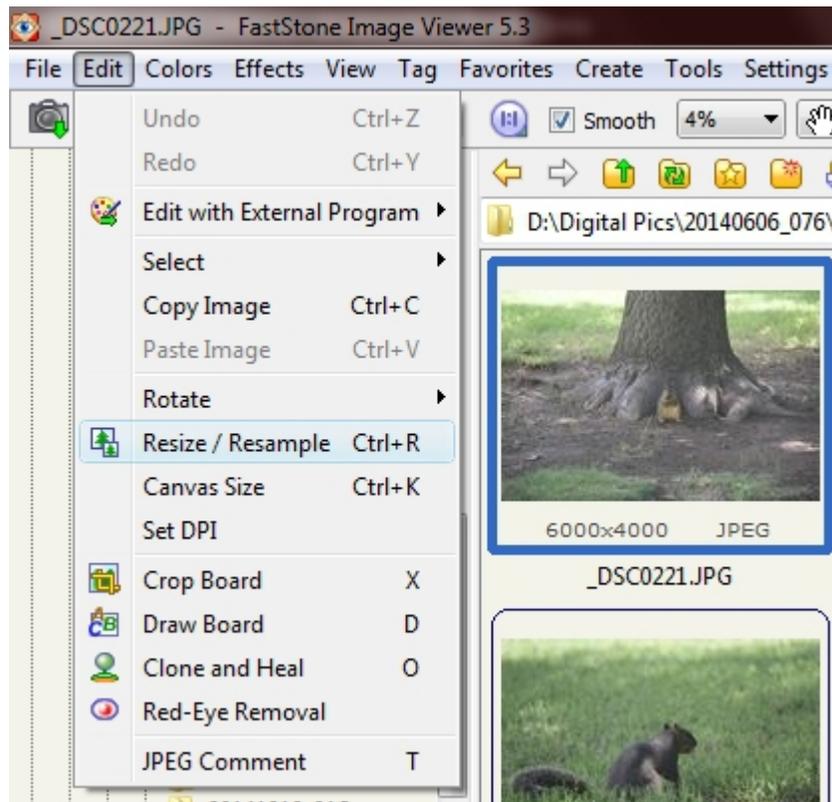# SIZING AND RENAMING PDI IMAGES WITH FASTSTONE IMAGE VIEWER

1. First, determine the location of the picture you wish to size and rename. Is it on a cd-rom, on the computer hard drive or on your camera's media card? If necessary, you might need to use "MY COMPUTER" on your desktop to locate the picture file. Make note of the location.

2. Open **FASTSTONE IMAGE VIEWER**. When you start the program, you will see a directory "tree" or list at the left side of the screen. Use this "tree" to to select the directory, memory card, or CD-ROM which contains the file you wish to edit.
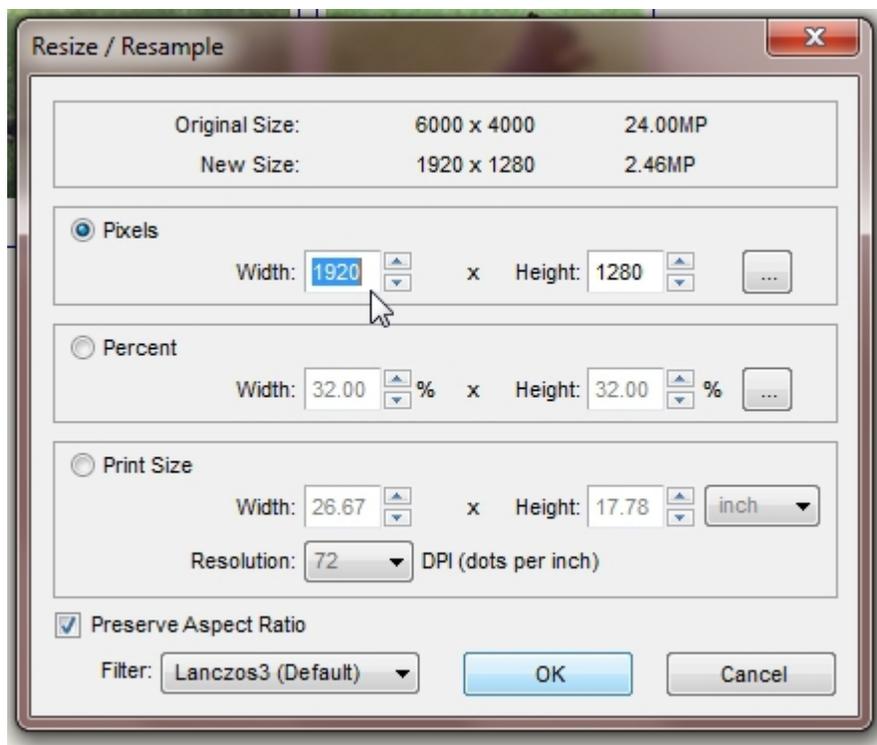

3. When you select a directory, the contents of the directory will be displayed as thumbnail images on the right side of the screen.

4. To select an image to **SIZE** and **RENAME**, click on an image _**ONCE**_ with the mouse cursor. A Bounding box will indicate the image has been selected.

5. To SIZE the image, select, EDIT, RESIZE/RESAMPLE.

6. A window will open displaying information about the image you are editing. Change the **LONGER** dimension, either the **WIDTH** or **HEIGHT** of the image to **1920 PIXELS**. Make sure the box marked "Preserve Aspect Ratio" is checked and click on OK

7. File Naming: File naming is the most important element to get your photos entered in the proper competition and category. If you are unsure what class you are competing in, consult the **PDI STATISTICS** on the **COMPETITION** page of the club web site.

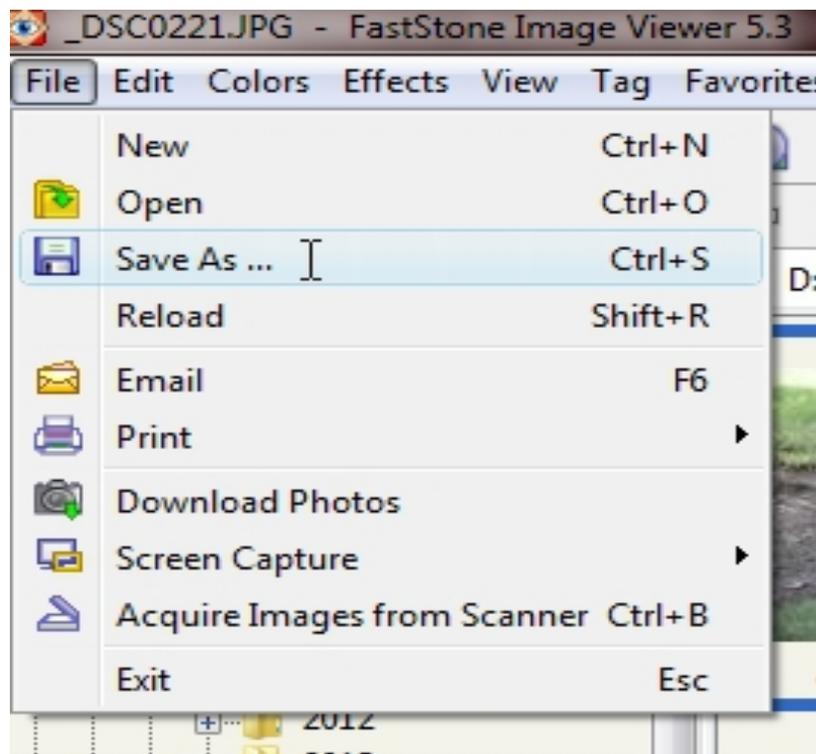NOTE: ALL DATA FIELDS MUST BE IN UPPER CASE AND SEPARATED BY COMMAS WITH NO SPACES BEFORE OR AFTER THE COMMAS!!!

For example, a COLOR image entered in Class "A" would be named as follows:
C,A,MY GREAT PICTURE,LASTNAME,FIRSTNAME.JPG

For a BLACK & WHITE image entered in Class "AA" it should be named:
B,AA,MY FAVORITE IMAGE,LASTNAME,FIRSTNAME.JPG

8. File Type: All images should be saved as JPEG/JPG images, which is the file extension .jpg.

NOTE: NO OTHER FILE TYPES WILL BE ACCEPTED!

7. To RENAME the image, select **FILE, SAVE AS**.

9. At the **SAVE AS** pane, enter the name for the image and click on SAVE. The image will be saved in the same directory as the original file unless it was on a CD-ROM, in which case you will need to specify a different directory for saving the image file.