

# PREPARING YOUR FILES

CROPPED IMAGE ©VIJAY PAUL

You need to upload a digital file of your entry, even if entering a print, or the Expressive category.

All entries must be entered online at <https://nzipp.awardsplatform.com/>. Log in if you have entered the NZIPP Iris Awards in 2020 or 2021. If you are a first time user, you need to register by clicking the link above and completing the register now section.

Ensure your digital file represents the finished appearance you wish judges to view. For an image where you would have used a circular, oval or polygonal mat if you had been printing your entry, apply an overlay mask in Photoshop. This ensures the audience and judges view your intended format, and awarded images are represented correctly in all NZIPP and sponsor material.

#### DIGITAL IMAGE UPLOAD FILE SPECIFICATIONS

For all entries, your uploaded digital file must be:

- Dimensions: 25.4cm on the longest edge (side)
- Resolution: 300 dpi (3000 pixels)
- Colour Mode: RGB colour mode (not Grayscale)
- Bit Depth: 8 bits/Channel
- JPEG Quality: 8
- Colour Profile: sRGB
- JPEG Format: Baseline ("Standard")

#### DIGITAL FILE NAMING

This year, we've removed the requirement to code images according to categories when uploading. We do however need to be able to easily see your files in the system. The below file naming is recommended.

Use the following file naming convention: Surname\_First Name\_Entry Number, eg. Bloggs\_Joe\_01

Your file name needs to match the name of your folder of raw images that are supplied for vetting.

Once your entry file is ready, visit <https://nzipp.awardsplatform.com/> to upload your file(s). Follow the prompts to submit your entries.

#### USB REQUIREMENT

You need to supply your files to NZIPP, either on a USB or via Dropbox file transfer. You can send a USB with your print case, or with a self-addressed, prepaid envelope or courier bag if entering digital only.

The files required are:

- » All 'original capture' (RAW, DNG, or unedited JPEG) files for each and every element used within each entry submitted;
- » The final image file for each entry. This is the same flattened JPEG file you will upload as part of your online entry registration.

# RESIZING AND COLOUR PROFILES

Follow the prompts below to save your images in the correct size and colour profiles.

## IMAGE MODE

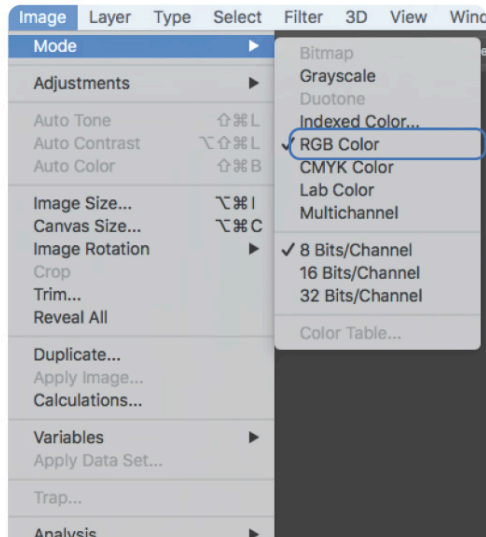


Image > Mode:

- » RGB colour mode (not Grayscale)
- » 8 bits/Channel

## IMAGE SIZE

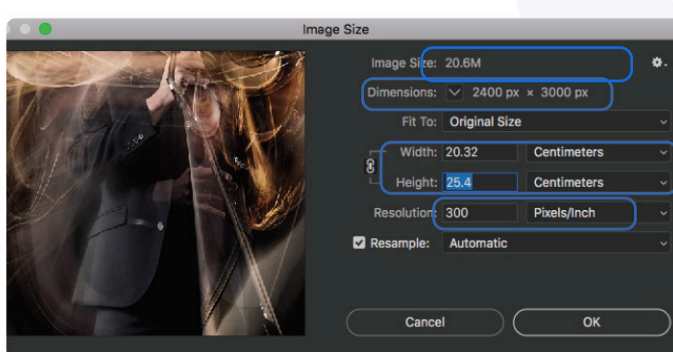
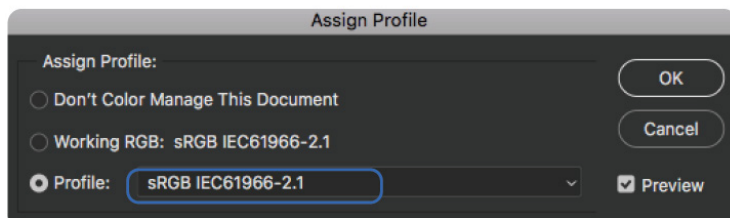


Image > Image Size:

- » 25.4 cm on the longest edge (side)
- » 300 dpi (3000 pixels)

## ASSIGN PROFILE

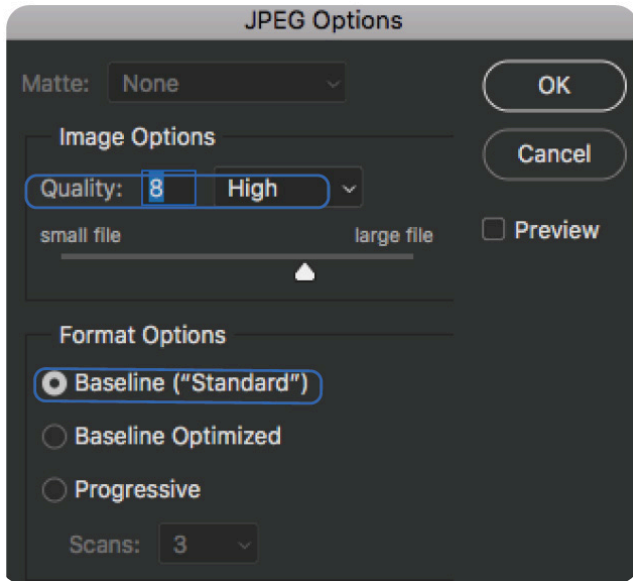


Edit > Assign Profile:

- » sRGB (1998)

# SAVE SETTINGS

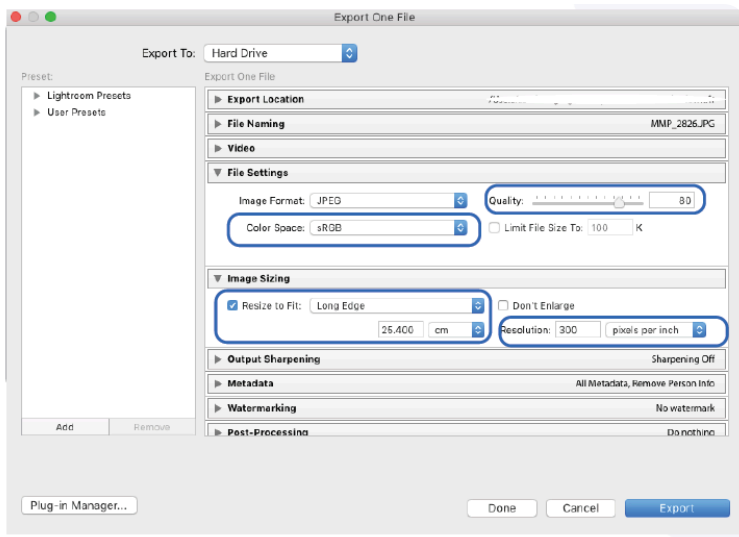
## SAVE SETTINGS



File > Save As > JPEG:

- » Quality: 8 (High)
- » Baseline ("Standard")

## IMAGE SETTINGS - LIGHTROOM

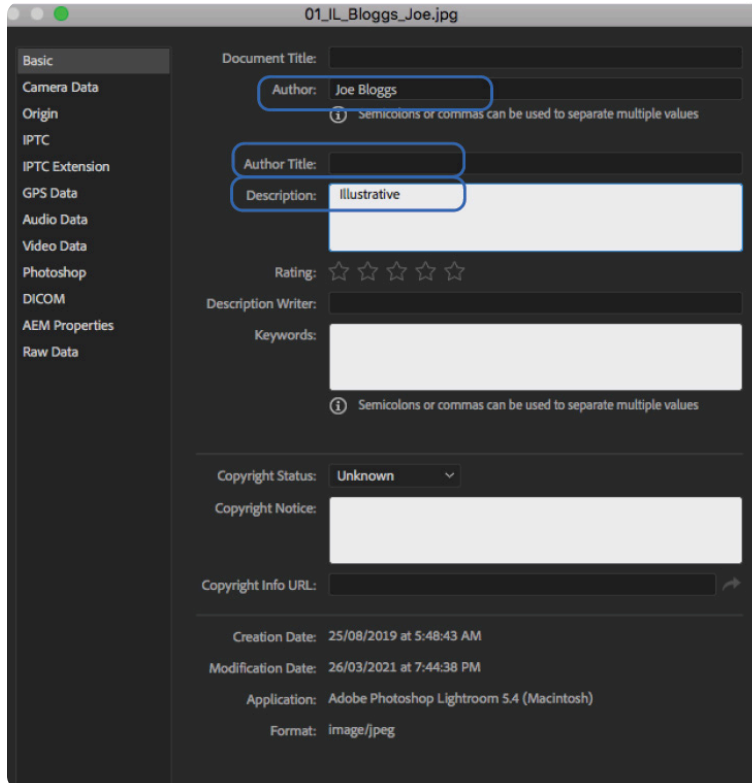


JPEG Export:

- » Quality: 80
- » Colour Space: sRGB
- » Image Size: 25.4 cm on the longest side
- » Resolution: 300 (pixels per inch)

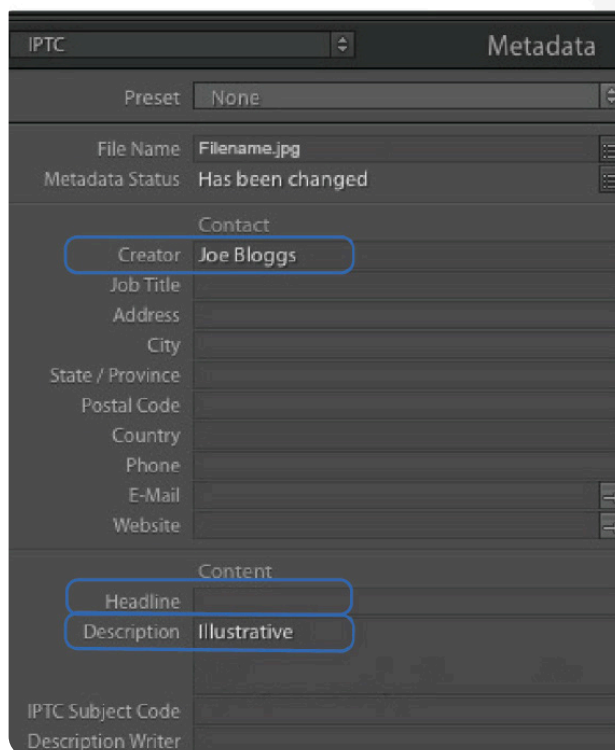
# METADATA

## METADATA - PHOTOSHOP



- » Author: Your name
- » Description: Category entered
- » Description: Optional caption for Nature, Expressive and Documentary categories only.

## METADATA - LIGHTROOM



- » Creator: Your name
- » Description: Category entered
- » Description: Optional caption for Nature, Expressive and Documentary categories only.