

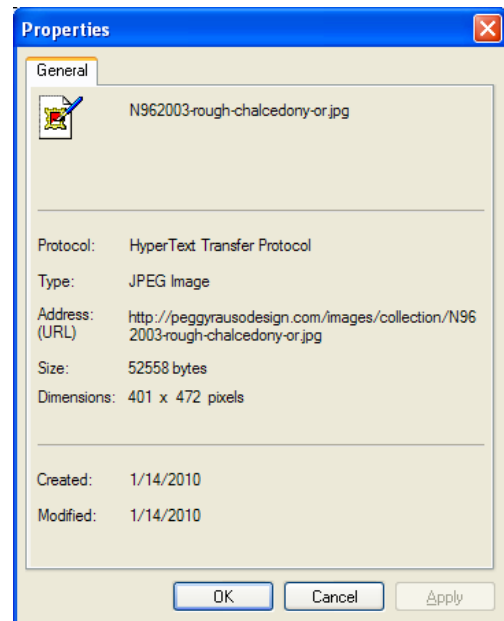
Resizing Your Image in Photoshop

Photoshop has become an industry standard and is available in many versions such as Photoshop Elements, available at: www.adobe.com

It's easy to see the file size of a photo online. Right-click the mouse over the photo online and click **Properties**. The type of photo, size and pixel dimensions will be displayed.

To resize for a large image in Photoshop

1. Open the image you want to resize
2. Go to **Image > Image Size**
3. Make sure **Constrain Proportions** and **Resample Image** are checked
4. Under Document Size, set the resolution to (designated pixels)
5. Under Pixel Dimensions set the (designated pixels)
6. Click OK
7. Go to **File > Save for Web**
8. Save file as a **jpg** with a **Very High** setting.



Use this same process to resize for the smaller version:

1. Go to **Image > Image Size**
2. Under Pixel Dimensions, set the width to (designated pixels)
3. Click OK
4. Go to **Image > Canvas Size**
5. Make sure **Relative** is *not* checked
6. Set height to (designated pixels)
7. A window should popup asking if you want to proceed, click Proceed
8. Go to **File > Save for Web**
9. Save file with a different file name.
10. Close original file and do not save
11. If you have horizontal images, reverse the order of Image resize and Canvas Size.
(Do steps 5-8 and then 2-4).

Your images are ready for upload.