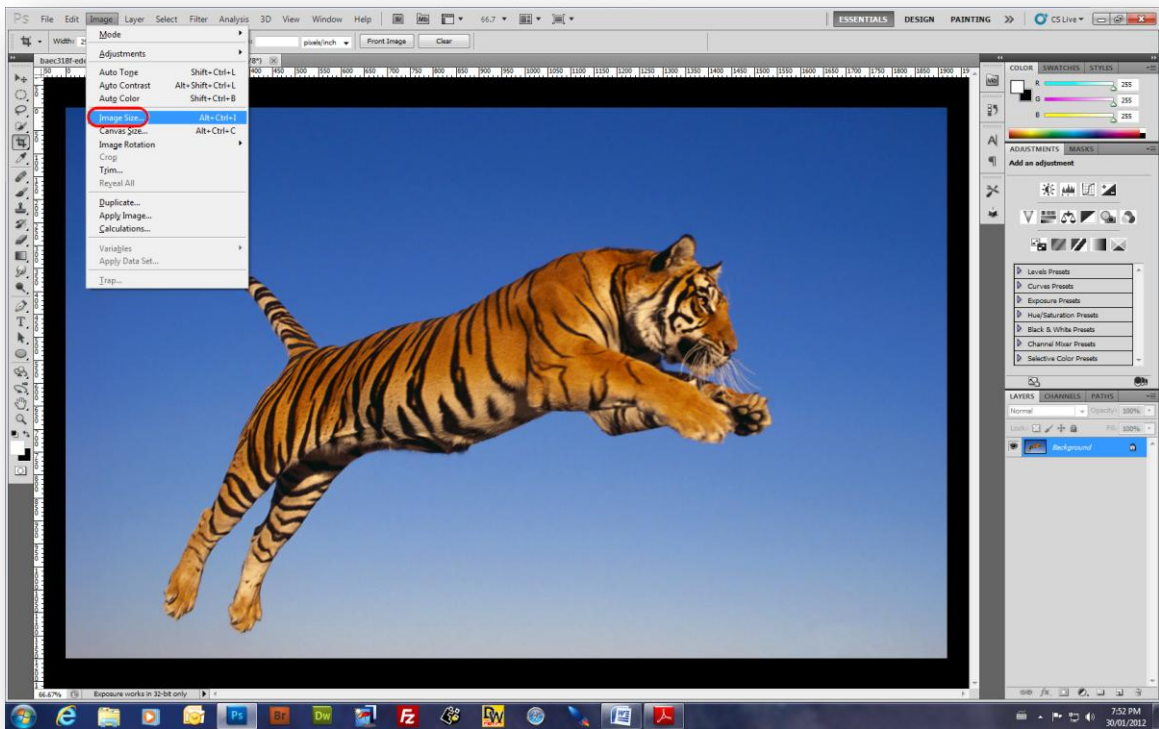


Resizing an Image

1. Select **“Image”** from the toolbar.
2. Select **“Image Size”** from drop down list.



3. Deselect the **“Resample Image”** Check box before changing **“Resolution”** to 300 pixels/inch.
4. Reselect the **“Resample Image”** Check box and the **“Constrain Proportions”** Check box.
5. For Images wider than their height (**Landscape**), change the **“Width”** dimension to **1400** pixels Photoshop will automatically adjust the **“Height”** dimension to maintain the aspect ratio.
6. For images higher than their width (**Portrait**), change the **“Height”** dimension to **1050** pixels Photoshop will automatically adjust the **“Width”** dimension to maintain the aspect ratio.

STEP 1:
For best results always deselect the **“Resample Image”** checkbox before changing the **“Resolution”** size.
Maximum Resolution size is **“300 pixels”**
Reselect the **“Constrain Proportions”** and **“Resample Image”** checkboxes.

STEP 2:
For images wider than their height, only the **“Width”** dimension is changed to **“1400”** Photoshop will automatically change the height to maintain the aspect ratio.
For images higher than their width, only the **“Height”** dimension is changed to **“1050”** Photoshop will automatically change the width to maintain the aspect ratio.

The image shows two screenshots of the Photoshop 'Image Size' dialog box. The first screenshot (left) shows the dialog with 'Width' at 1920, 'Height' at 1200, and 'Resolution' at 96. The 'Resample Image' checkbox is checked. The second screenshot (right) shows the dialog with 'Width' at 1400, 'Height' at 875, and 'Resolution' at 300. The 'Resample Image' checkbox is now unchecked, and the 'Constrain Proportions' checkbox is checked.

7. After re-sizing your image go to **File-> Save As**

Note: Be sure to select **“Save As”** and not **“Save”** as this would permanently alter your original Image.

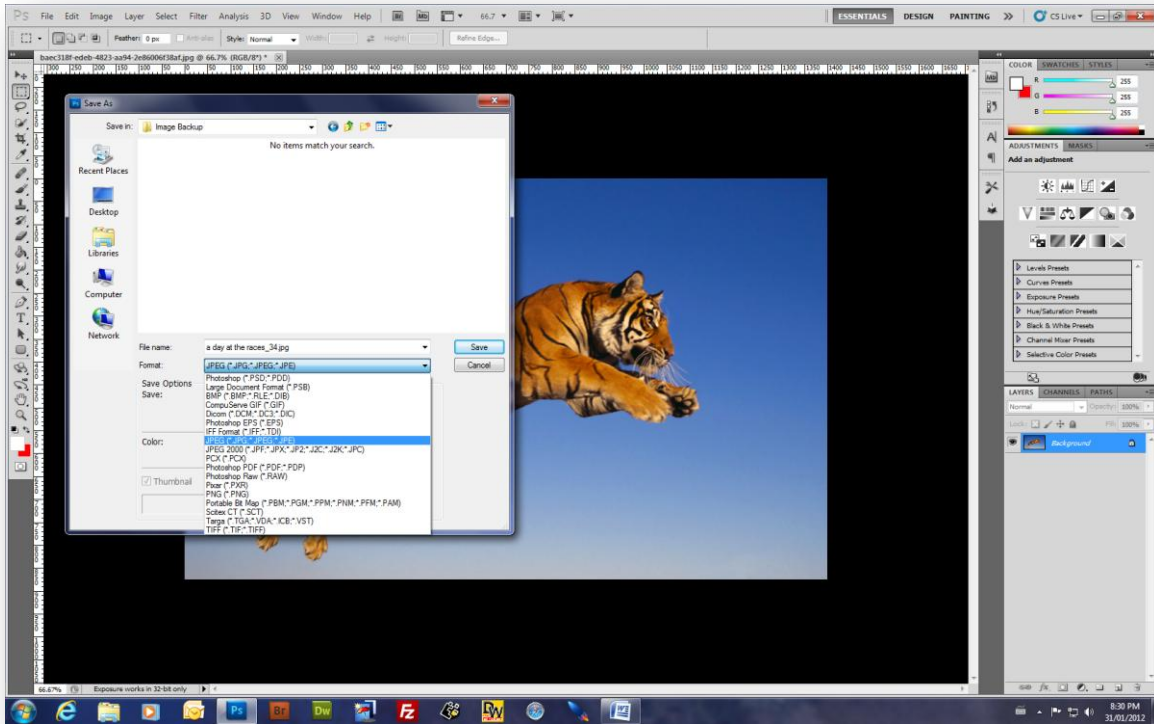
8. Select the Folder location you wish to save your file in.

9. Type in your file name in lower case with the image **“Title”** followed by **“Underscore”** and your **“Membership Number”** as per the following example:

“a day at the races_34.jpg”

10. From the **“Format”** dropdown box select **JPEG**.

11. Click on **“Save”**



12. The **“JPEG Options”** box will appear.

13. Move the slider until the number on the right is **1000k** or less.

14. Click on **“OK”**. Your image is now ready for uploading to the PPC Website. Good Luck!

