

Resizing an Image Using PhotoShop 6

1) Once PhotoShop is running, open the file you need to resize: **File -> Open**
Browse to the directory where the file is saved, highlight the image file-name and left mouse-click the... **Open** button.

2) With the correct image displayed and selected (left mouse-click anywhere in the image window), then select... **Image -> Image Size**

Resizing your image...

3) In the **Image Size** window, there is a... **4Constrain Proportions**
check box near the bottom. Make sure this box has a check mark by left-clicking the mouse on it. Repeated clicks on this box toggle the check mark on and off. With this box checked, a linked chain icon appears to the right of the Width and Height data boxes, showing that the image proportions will be constrained.

Under the section labeled... **Pixel Dimensions**

near the top of this window, first make sure the second data boxes to the right of Width and Height contains **pixels**. If not, left-click the down-arrow to the right of each data box and select **pixels**.

In the first boxes to the right of Width and Height, enter the **Width** as **1024** (maximum) **or** enter **Height** as **768** (maximum). With the Constrain Proportions box checked, changing either the Width or Height entries will change the other entry to maintain the same image proportions. Once the new size is entered, make sure that neither Width nor Height exceeds the maximum values of 1024 or 768 respectively.

Also near the bottom of the Image Size window is another check box labeled **Resample Image**. Place a check mark in this box with a left mouse-click, then make sure the information in the data window to it's right contains **Bicubic**. Bicubic and a check mark in this box are the default conditions.

Notice at the top of the Image Size window, the file size changes as new Width/Height values are entered. This size does **not** reflect the actual size of the image once it's saved in .jpg format. Do not be concerned about the Width/Height values under the Document Size section.

4) Select the... **OK** button
to resize your image.

Changing the color space...

5) Select... **Edit -> Color Settings**

Under the **Working Spaces** section, by the **RGB** line, use the down-arrow to select...

sRGB....

Saving your image...

6) Once the image has resized, select...

In the Save As window, type the name to save your image in the filename data box, using the conventions stated in the rules for naming files to be entered in digital competitions...

File -> Save As

YY-MM-#-FullName

Browse to the directory where you want to save the image using the controls at the top of the Save As window.

7) In the **Format** box, select...

JPEG (*.JPG; *.JPE).

8) Select the...

Save button.

9) A **JPG Options** window appears. Drag the slider right or left so the **Quality** value equals 8 or 10, or enter the value directly into the **Quality** data window. under **Format Options**, the radio button labeled... should be marked.

Baseline (“Standard”)

10) Select the...
to save your file.

OK button.

11) Use My Computer to ensure your saved image file is is less than 800KB in size.