

## Resizing in Photoshop Elements 3.0

### One at a time:

Load a file (File/Open)

Go to Image / Resize / Image Size

Make sure “Constrain Proportions” and “Resample Image” boxes are checked

In the “Pixel Dimensions” box at top, use the dropdown box at the right to choose “Pixels”

(The MAX dimensions are 1024 WIDE, and 768 HIGH)

In “Pixel Dimensions” fill in HEIGHT to 768, **IF** the WIDTH goes over 1024, then

In “Pixel Dimensions” fill in WIDTH to 1024. Height will be less than 768.

Click OK

At the top, click View / Actual Pixels, and resize the window.

(You can now use Filter / Sharpen / Unsharp Mask to sharpen a tiny bit, if you want)

### TO SAVE:

Hit File / Save As...

In “Save In”, navigate to where you want to save it,

In Filename, type your filename (Format is **YY-MM-#-FullName.jpg** )

In Format, choose JPEG

(If, for any reason, JPEG is not available, exit “Save”, go to Image / Mode and change to RGB. Then go back to File / Save as...)

In the JPEG Options box, move the Quality slider and let go... at the bottom, under Size, it will show the file size being generated.

Make sure it is < 800K, and click OK

## Batch Resizing [and RENAMING] in Photoshop Elements 3.0

(For your own sanity, assemble all the files you are entering (4 max) in a single folder)

From the Photoshop "Editor", Go to File / *Browse Folders*

Find the folder your competition files are in ... and click on it.

Hit Edit / Select All

RIGHT click on ONE of the files, and pick "Process Multiple Files"

In the destination box, navigate to your destination folder (use "Make New Folder" to create a new sub-folder) Click on the new folder.

In the "File Name" box check Rename.

In the first box, type the competition date "YY-MM-", and in the second box, select "1 Digit Serial #" (starting Serial# box = 1)

In Image Size, click "Resize Images"

With "Constrain Proportions" checked, set the HEIGHT ONLY to 768. It will set the width proportionally.

Resolution is immaterial, (it is only used when printing)

In File Type – check "Convert file to JPEG – Medium Quality"

Hit OK ...

(If you created a new sub folder, you will have to hit [f5] or View/Refresh to see it!)

Click on the new folder, and hit View / Details. Make sure your file sizes are < 800Mb.

Now hit Edit / Select All

RIGHT click on one file, and pick "Rename Multiple Files"

Leave the first box alone ("Document Name") and in the second box, type a DASH, and then your FullName [put an "X" after your name if you **don't** want your picture shown on the web]

Hit OK.

Your files are resized, renamed, and ready to copy to CD