

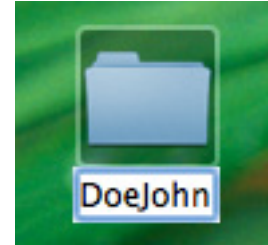
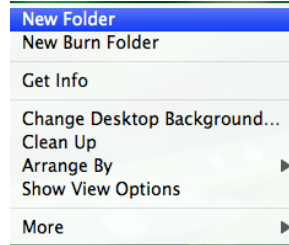
RESIZING IMAGES IN PHOTOSHOP

Step 1

On your desktop create a new folder.

Right click and a menu will appear, select>New Folder

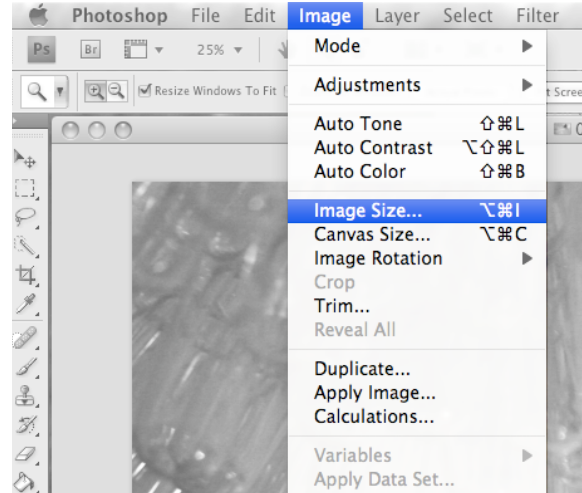
The folder should be titled with your last and first name, it should appear as **LastNameFirstName** (for example **DoeJohn**).



Step 2

Open your image in Photoshop.

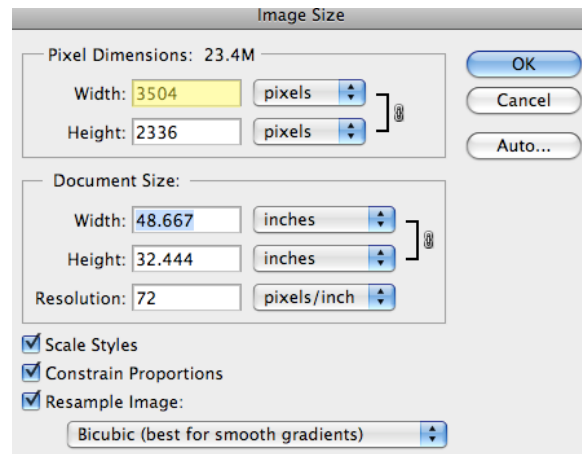
From the Photoshop menu choose Image> Image Size



Step 3

Individual images should be saved as JPEGs at 72 dpi with the longest side no more than 1024 pixels.

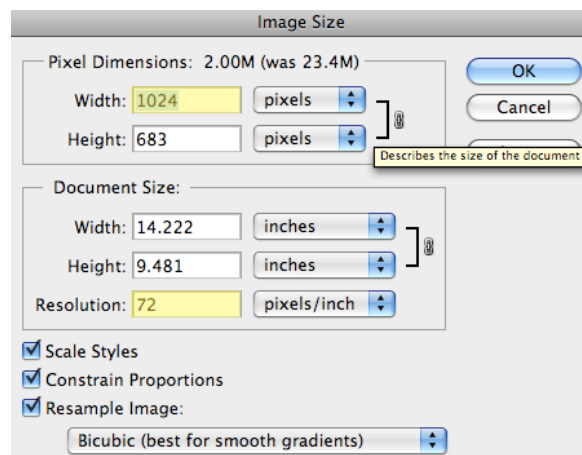
In this example the longest side of the image is 3504 pixels.



Step 4

First change the resolution of the image to 72 dpi,

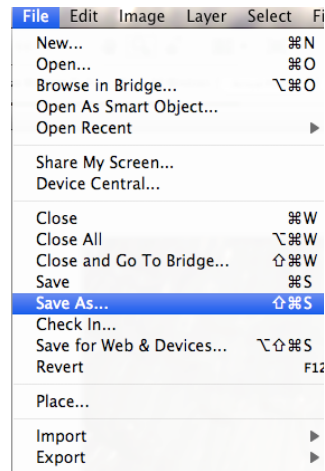
Then change the longest side of your image to 1024 pixels.



RESIZING IMAGES IN PHOTOSHOP

Step 5

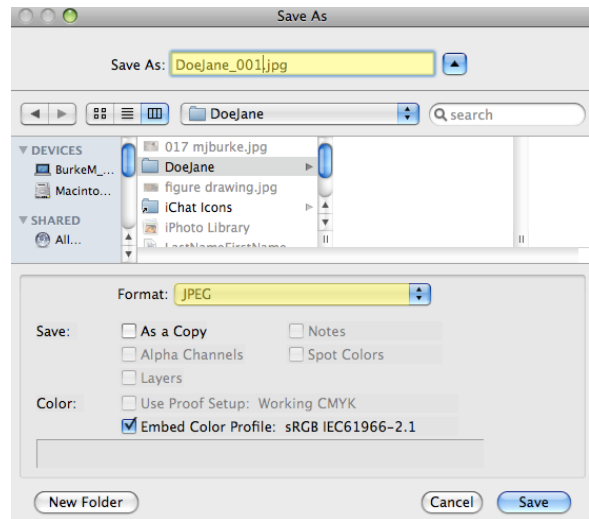
Go to File > Save As



Step 6

Save your image in the folder you created on the first step.

Image files should be named **LastNameFirstName_image#.jpg** (for example, **DoeJohn_001.jpg**, **DoeJohn_002.jpg**).



Step 7

This message will appear after you press "save," make sure that it is set to 12 (highest quality) before you click OK

