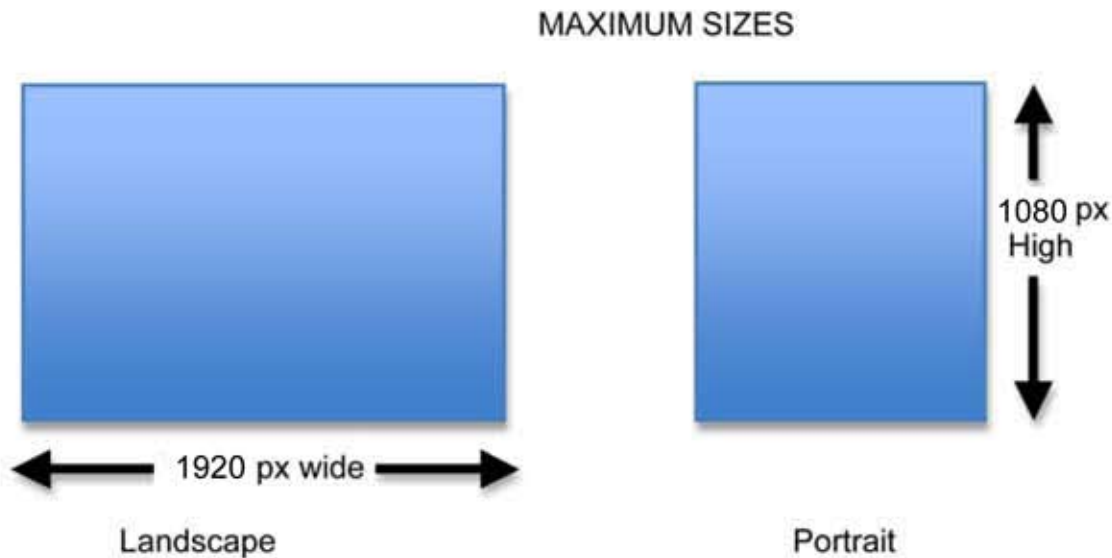


Resizing in Photoshop

These instructions can be adapted to Photoshop Elements.

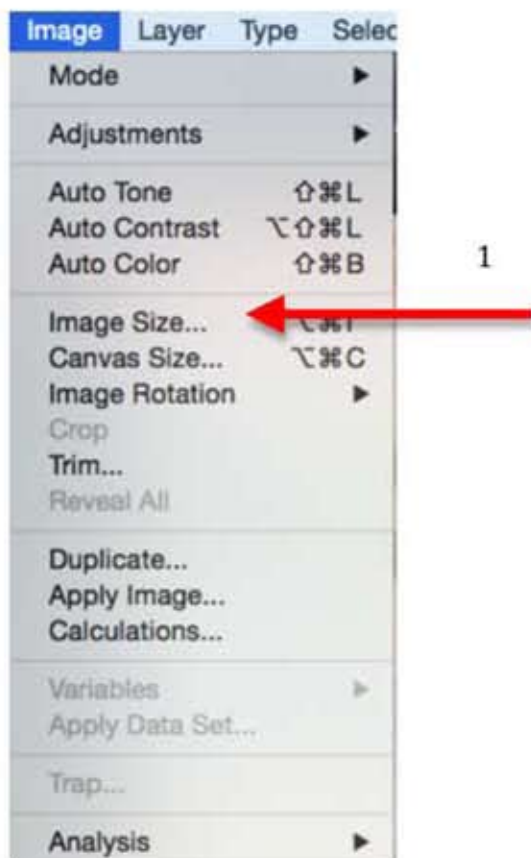
The image dimensions should **not exceed 1920 pixels width and 1080 pixels height.**



Maximum height in portrait style is 1080 pixels.

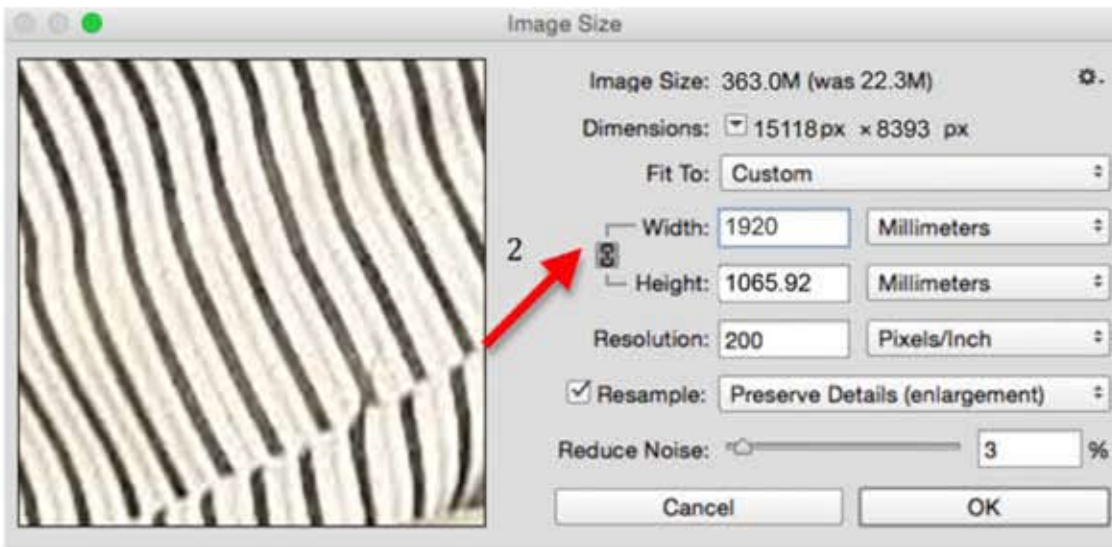
Step 1.

Go to "**Image**" in the tool bar and in the window that opens go to "**Image Size**" (1) and click (Depending on your version of Elements, you may need to go through **Resize** to find the Image Size option)



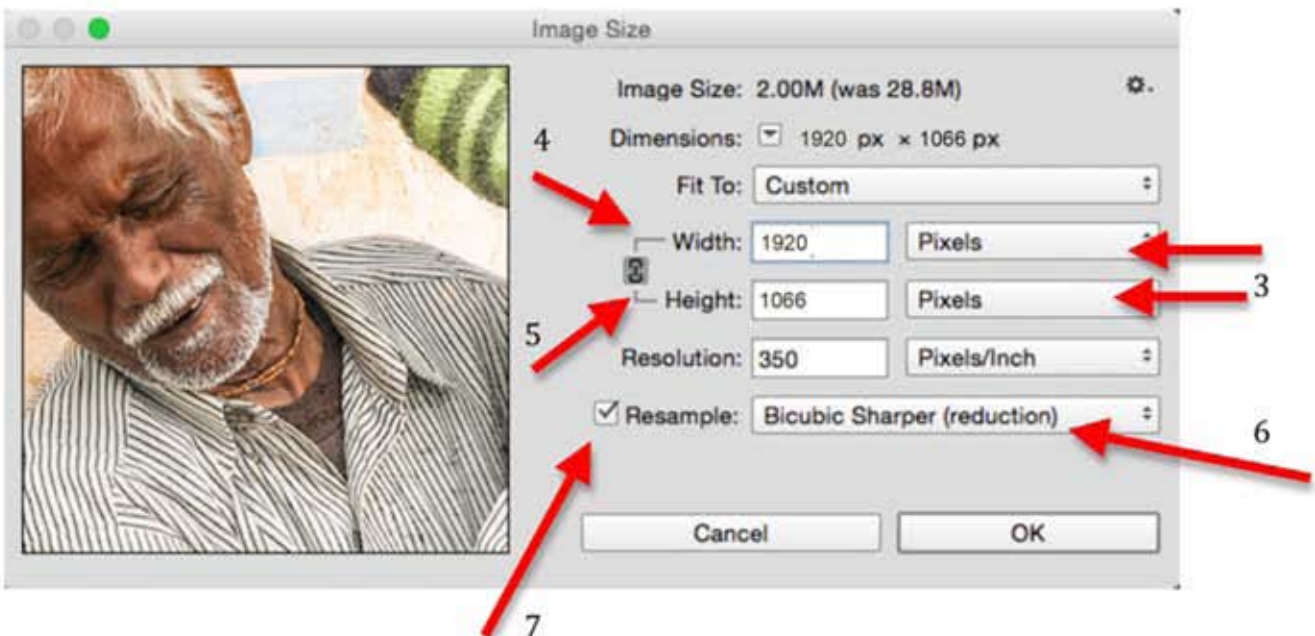
Step 2

The window below will open. Always make sure that the **“Constrain Proportions”** is ticked in the Windows format or the **link** (2) is highlighted in the Mac OSX format. This will keep your image proportionate.



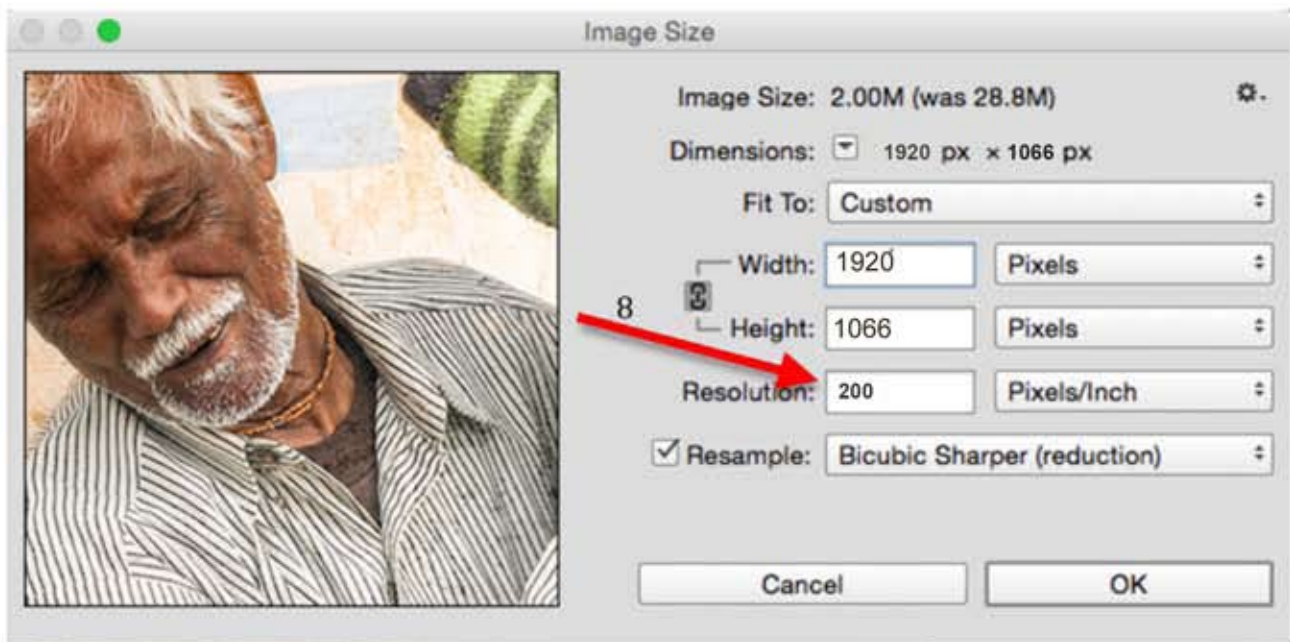
Step 3

Ensure you have chosen **Pixels** (3) prior to putting in your dimensions. By putting the **width** (4) in first, the **height** (5) will automatically be adjusted. If the height is more than 1080px you will need to crop the image until it is less than 1080px in height. In the drop box at the bottom of the window select **“Bicubic Sharper” (reduction)** (6) in MAC OSx or in Windows (**Best for Reduction**). **“Resample”** box (7) must be ticked or you will not be given the option to adjust the pixels.



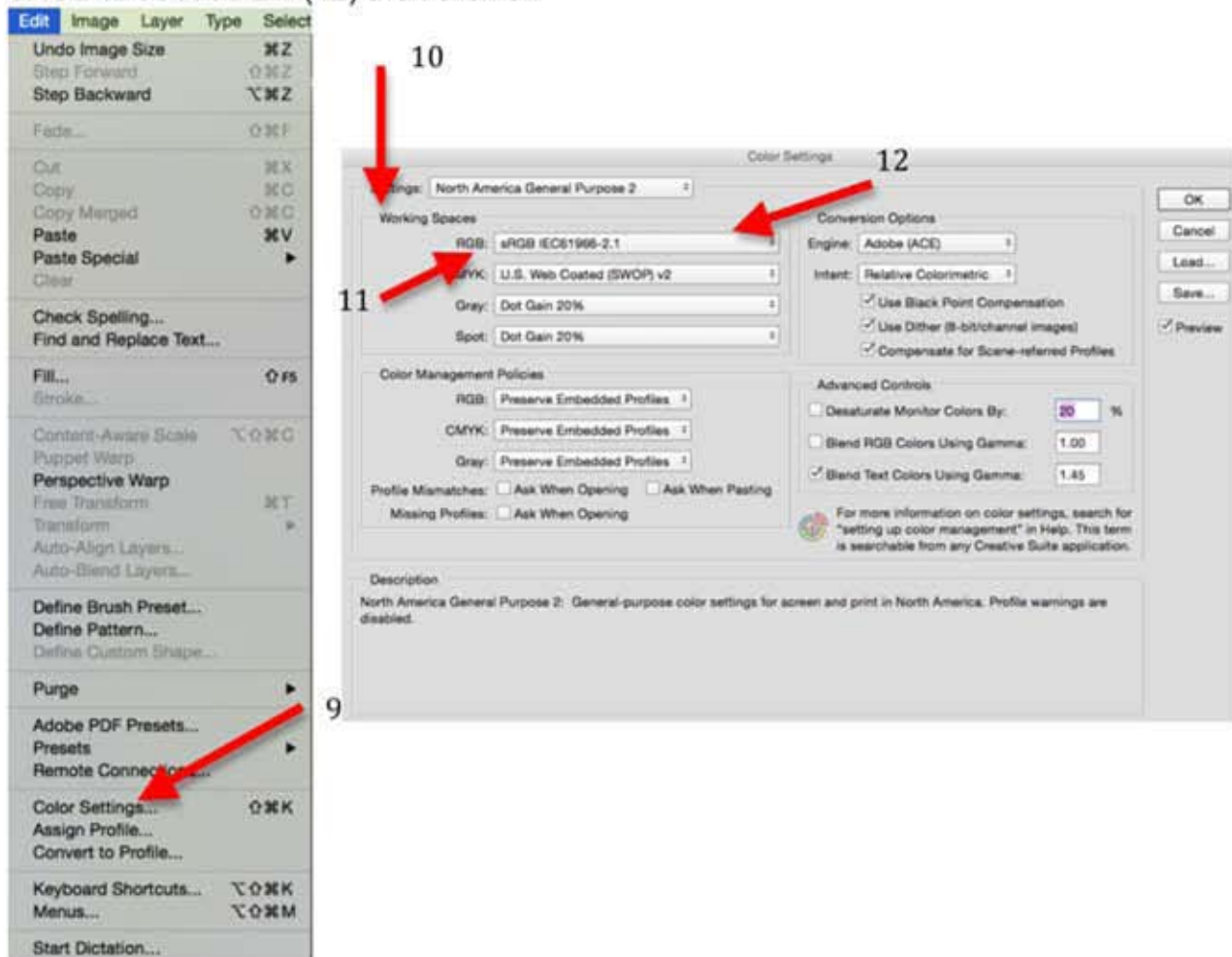
Step 4

You will need to adjust your “**Resolution**” (8) to 200 ppi for digital projected images.



Step 5

If you work in a colour space other than sRGB for example Adobe RGB or ProPhoto RGB you will need to convert to sRGB prior to saving. This can be easily done. Go to Edit in the tool bar and select **Colour Settings** (9). In the **Working Spaces** (10) – **RGB** (11) select **sRGB IEC61966-2.1** (12) then click ok



Step 5

When you are happy click **OK**. Then you will have to **"SAVE"** your image. Go to File in the Tool bar click and go to **SAVE AS** (13). In the pop up window **name your file** (14), select **Where** (15) to save the file and ensure you save the image as a **JPEG** (16) then click **Save** (17).

A new window will indicate your file size. If this gives a file size greater than 2MB, you will need to reduce your image quality. Move the slider across until the file size shows less than 2 MB, then press OK.

