



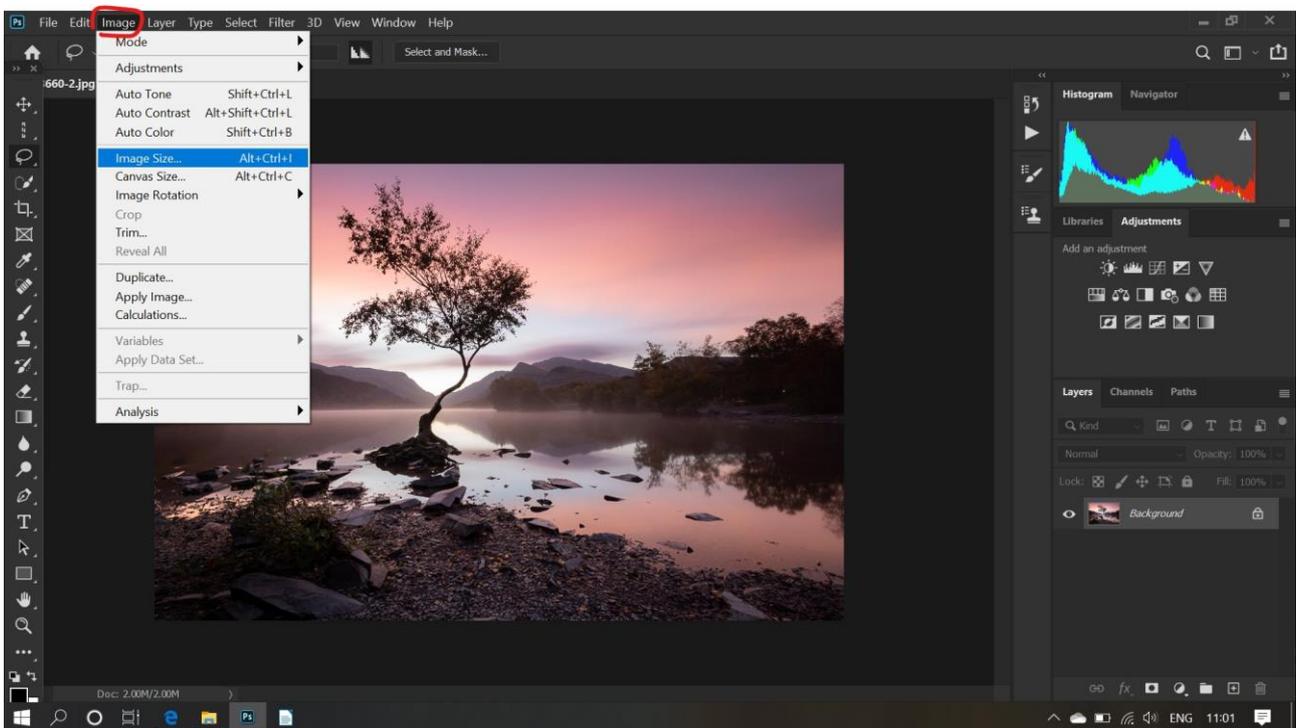
Resizing Instructions for Photoshop CC

Please ignore all previous instructions concerning resizing of images. Instead please adopt the following procedure:

The following relates to Photoshop CC but there should be similar controls in other photo editing software.

The main difference between the following and previous instructions is that there is now no need to provide black borders (by adjusting canvas size) that would otherwise have been necessary for an exact 1024 (wide) x 768 (tall) pixels image. Images must be within those dimensions but need not be to the exact size

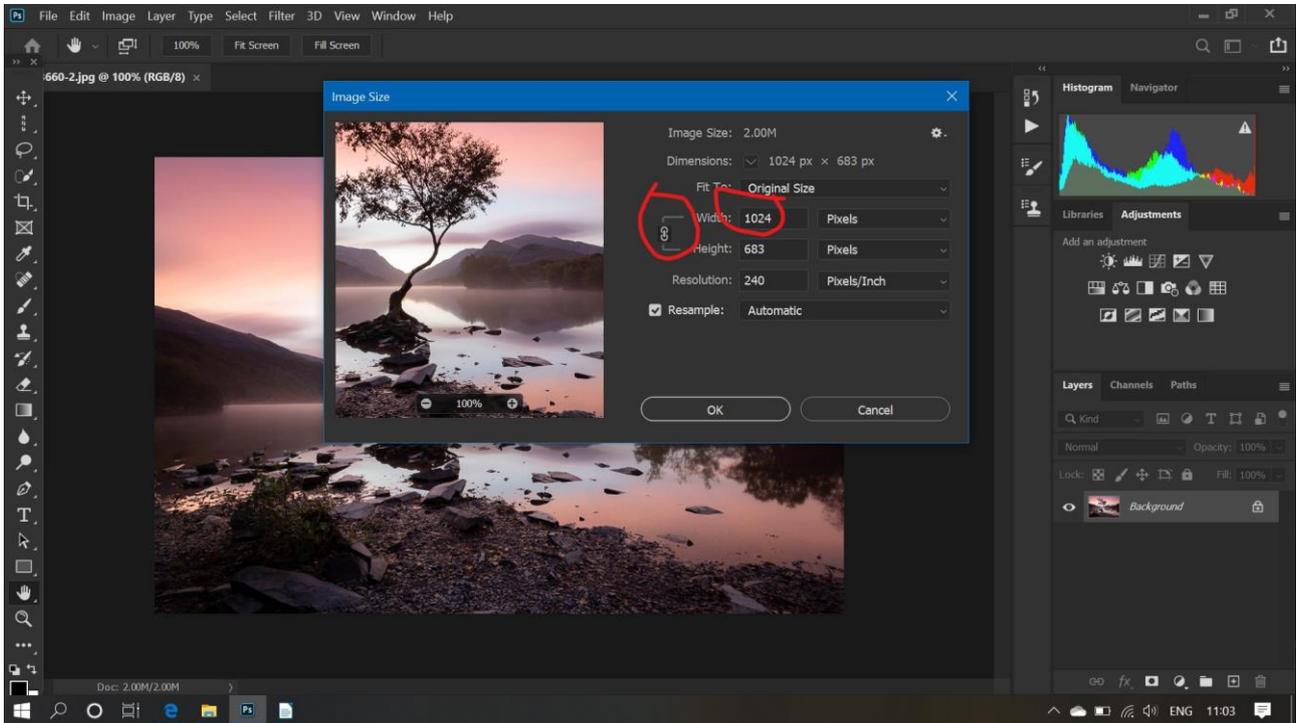
With the chosen image open in Photoshop click Image and then Image size.





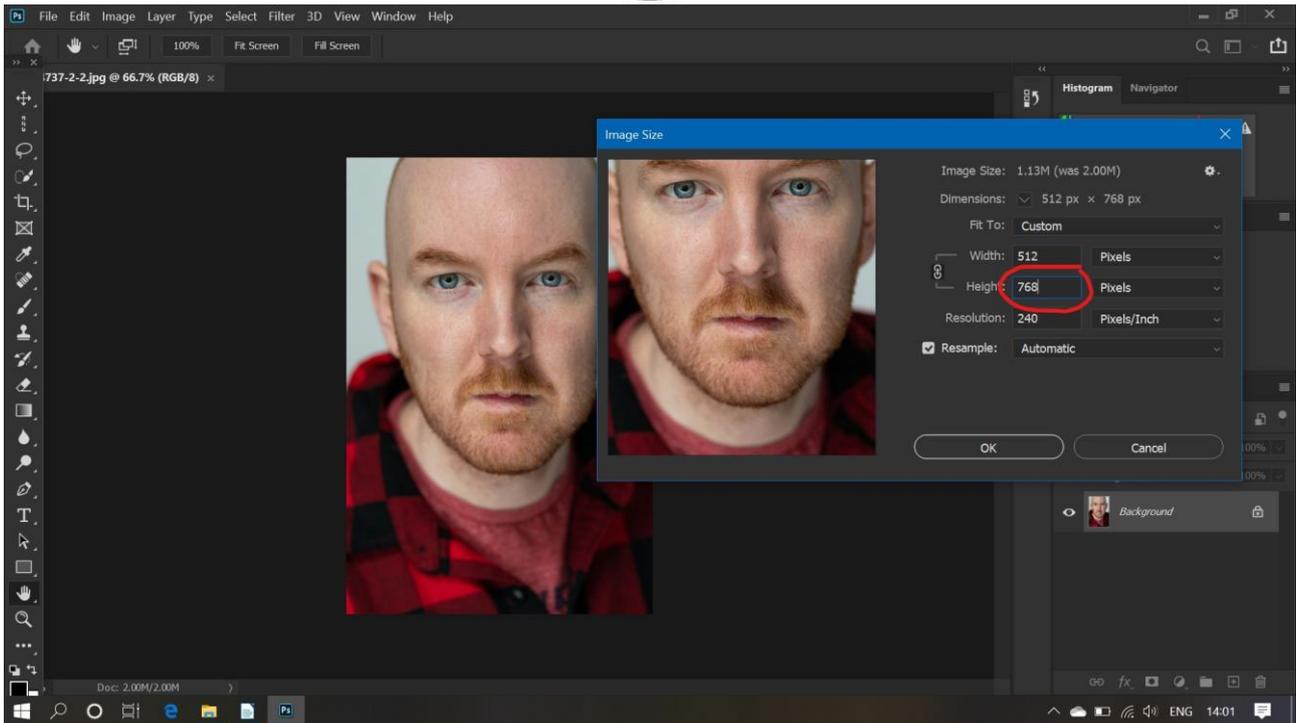
Landscape:

Then, for horizontal ('Landscape' format) images change the width to 1024 pixels as below. Ensuring please that the chain icon is active so as to automatically reduce height.



Portrait:

For vertical ('Portrait' format) images change the height to 768 pixels as below. Ensuring please that the chain icon is active so as to automatically reduce height.

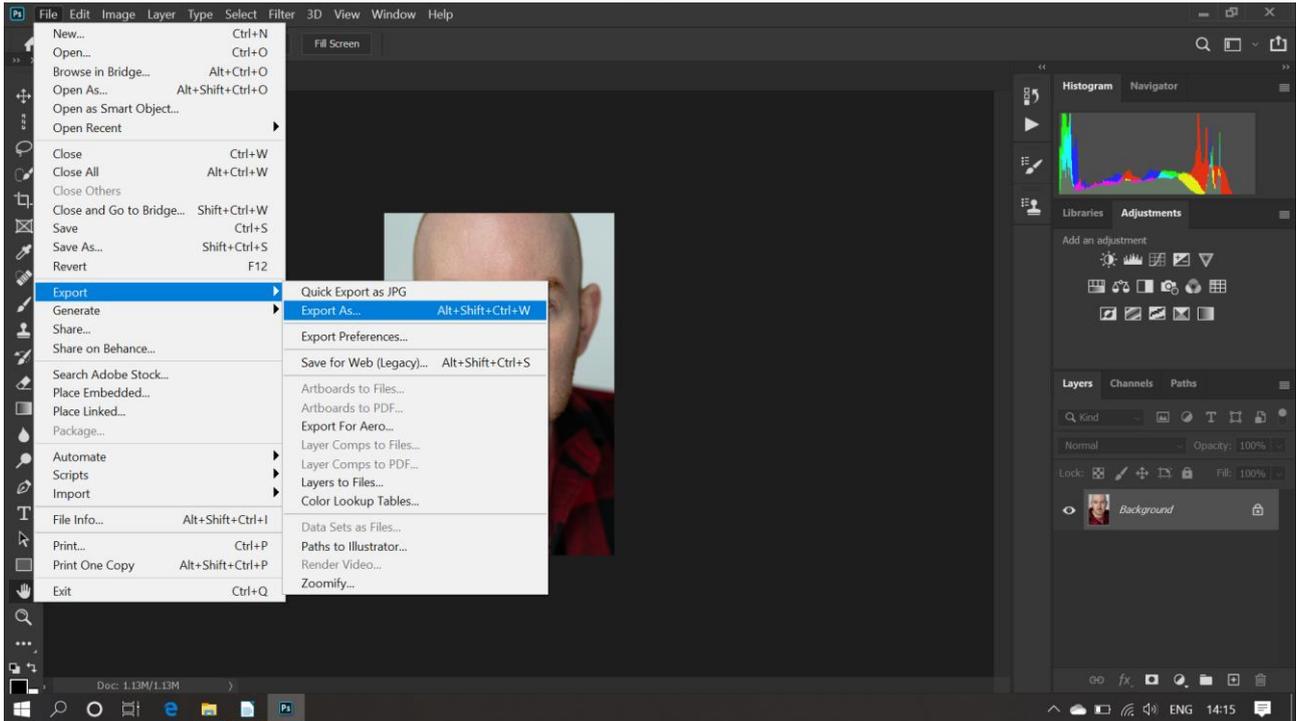


Square:

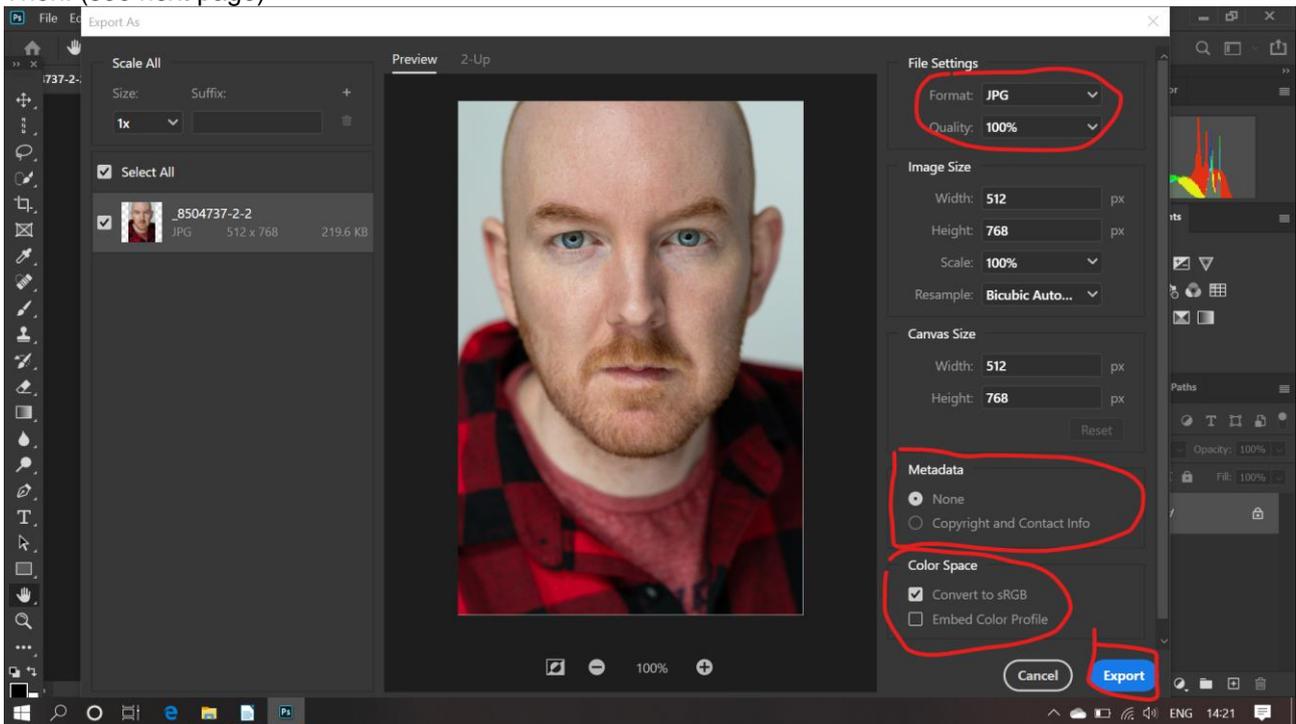
Please treat square images as though 'portrait' format – so size long edge to 768 pixels.

- Leave the 'Fit to' as it is – it will alter as you resize.
- Leave the Resolution at 240 pixels per inch as this seems to be standard (*but if you're resizing something for printing check the requirements of your printer or printing company*).
- Leave Resample set to Automatic

Then click Export and then Export As:



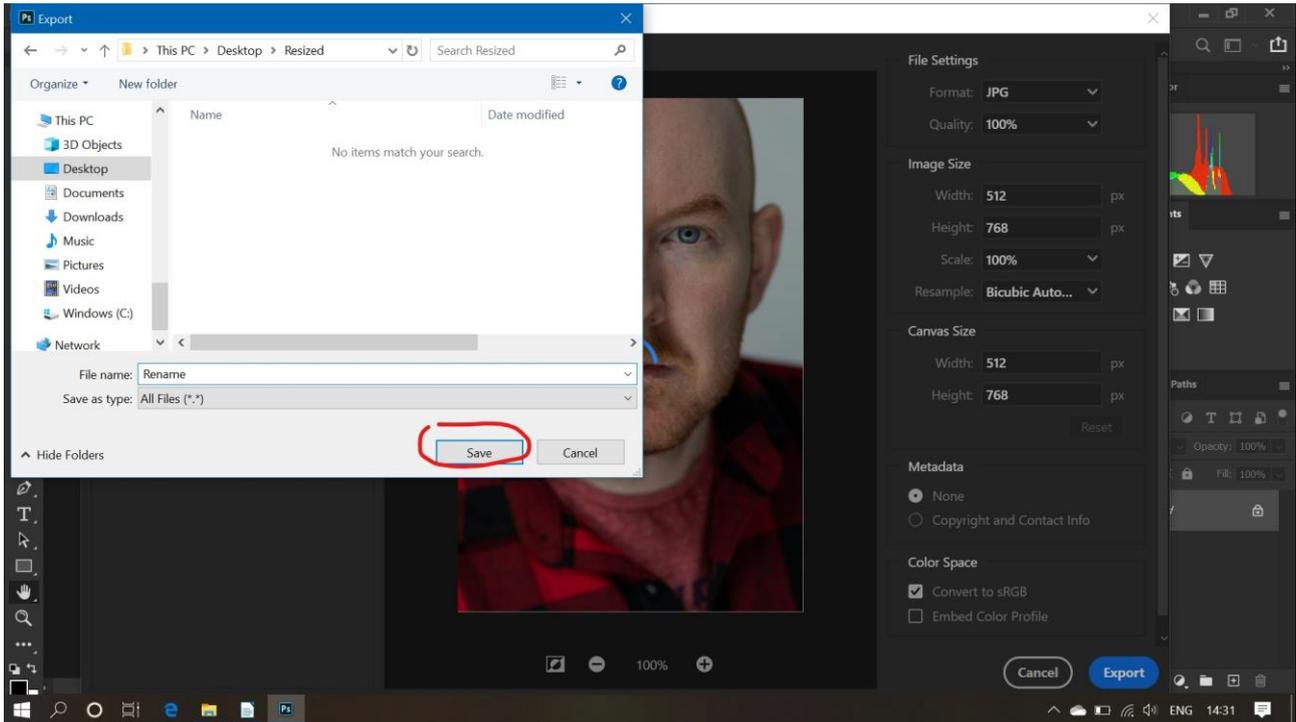
Then: (see next page)



- Set Format to JPG to 100% Quality
- Metadata (your choice)
- Set Color (color) Space to sRGB
- The press Export



Pick somewhere to save it and rename.



NB. Please ensure you do not save the resized image over the original!