

## **Resizing, Cropping and Renaming Photo Files Utilizing Photoshop, Photoshop Elements or other Image Editing Programs**

**Photoshop will be utilized to illustrate the methods to be used, other imaging applications utilize similar terminology, location may differ:**

- **Launch your image editing program**
- **Open your photo file.**
- **Select from Tool Bar the CROP tool (left side of screen), crop your image to remove the frame (use fixed ratio)**
- **From the Menu, select IMAGE**
- **From dropdown select MODE, select 8 bit**
- **From the Menu, select IMAGE**
- **From dropdown select IMAGE SIZE**
- **Enter the Resolution to 72, set the box on the right to Pixels/Inch**
- **Enter 1000 for the long side (either width or height), set the box to the right to Pixels, the short side will be automatically be entered.**
- **Select from the Tool Bar FILE**
- **From the dropdown select SAVE AS**
- **Select location to be saved as DESKTOP**
- **For Save as Type, select JPEG**
- **For File Name, follow the ENTRY SUBMISSION INSTRUCTIONS, Step 1, D thru F (make sure that the proper Medium Code is utilized, your first name, your last name, title of work, size of work in inches, price of work in \$).**
- **Select SAVE (lower right of screen)**
- **A pop-up box will appear, Enter 12 for the Quality, your file will appear on your Desktop.**
- **This completes the cropping, changing the resolution, resizing, and renaming of your work.**
- **Follow the ENTRY SUBMISSION INSTRUCTIONS, Step 2 ARTWORK SUBMISSION**