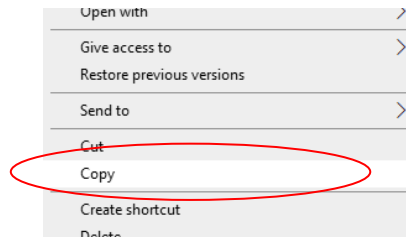
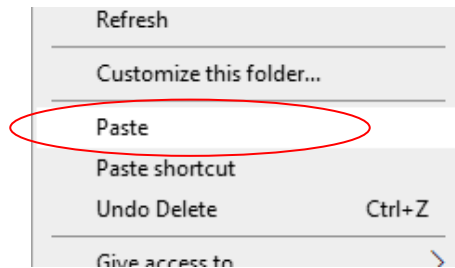


How to Resize & Rename a JPG File in Windows 10

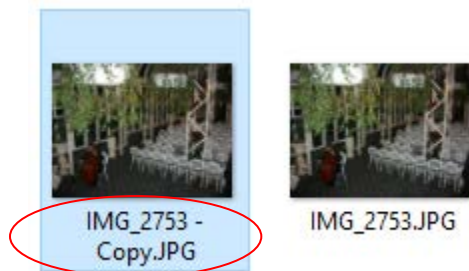
Right click the jpg you wish to resize and select Copy.



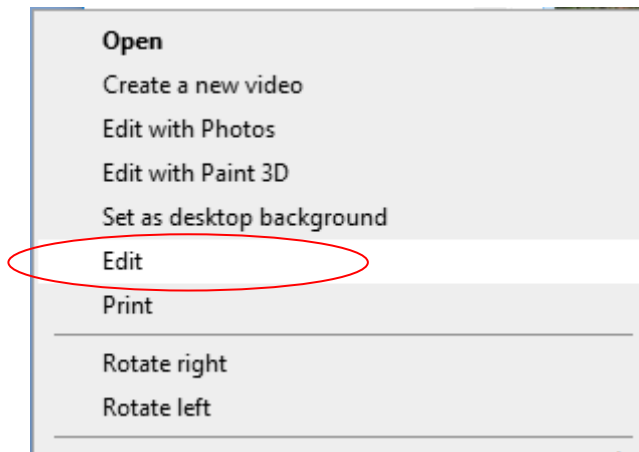
Then in a blank area near but not on your jpg, right click again and select Paste. You now have a copy of your jpg.



This is the result.

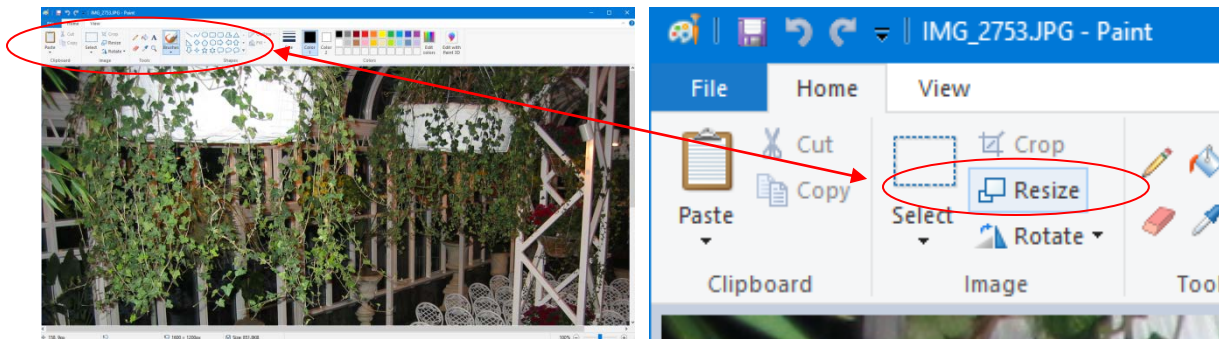


Right click the COPY of your jpg and select Edit.
(By resizing the Copy you leave your original jpg untouched.)

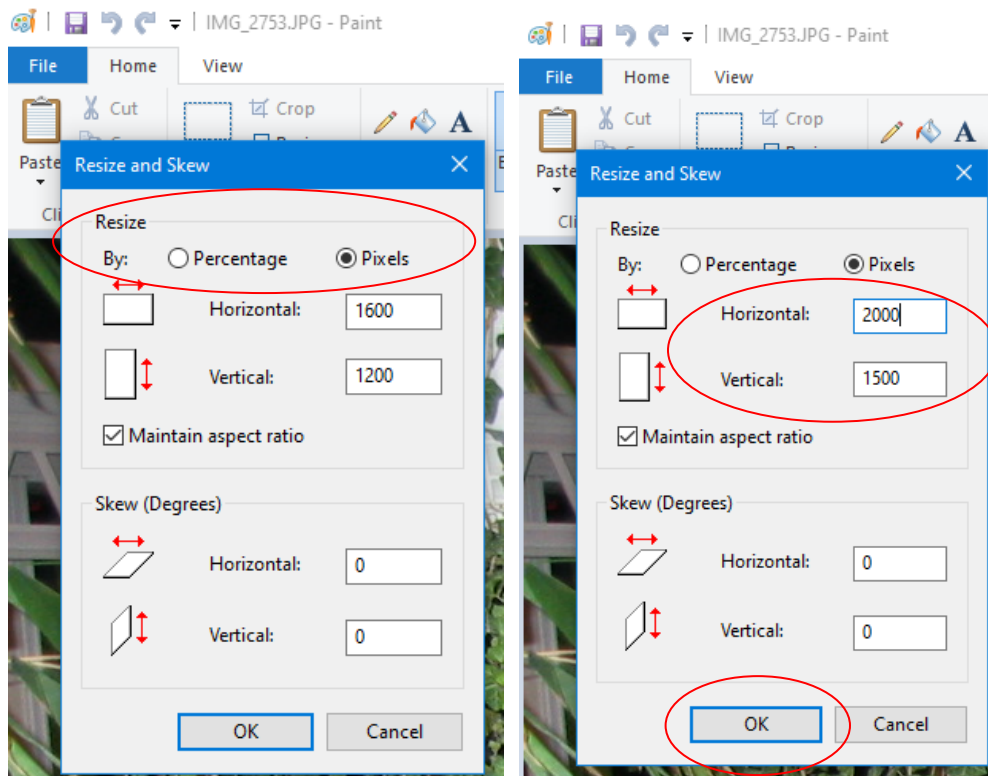


How to Resize & Rename a JPG File in Windows 10

This opens an editing window that allows you to resize your image. The Resize command is in the upper left of the window.



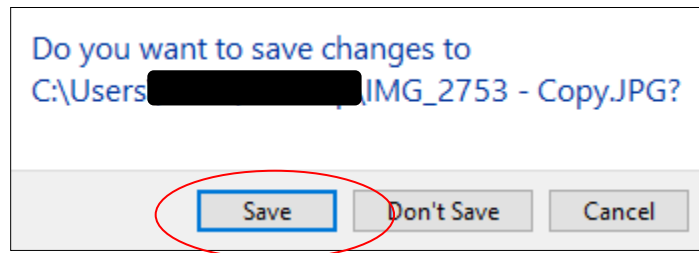
When you click Resize, a small window opens. Important: If in that window Resize by Percentage is selected, click Pixels instead (see below). Then change the longest dimension to the required size for your purpose. In this example, changing 1600 to 2000 automatically changes the other dimension proportionately.



Click OK to finalize the resizing. See next page.

How to Resize & Rename a JPG File in Windows 10

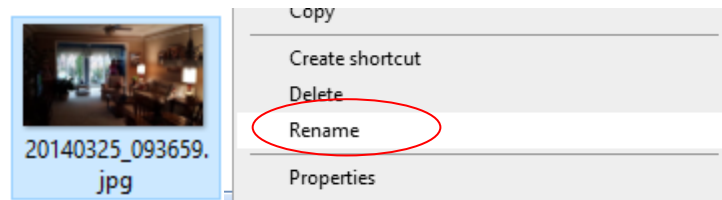
Then close the Resizing window (click X in the upper right of the window). A small window will open asking if you want to save the jpg you just resized. Click Save and the window will close.



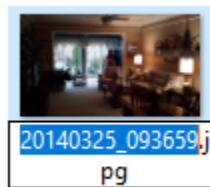
This brings you back to your copy jpg, which you may rename accordingly.

How to **Rename** a JPG in Windows 10

Right click the jpg file and click Rename.



This highlights the existing file name.



Simply type the new file name and hit Enter.
If you make a mistake, just repeat the above steps.

