

Changing the size and name of your images

If you don't have photo editing software and don't want to purchase it, try Photoscape:

GO to http://download.cnet.com/PhotoScape/3000-2192_4-10703122.html?part=dl-6295843&subj=dl&tag=button

Click on the Big Green "Download Now" button; Run, or Save and then Run

Once the software is installed, open it:

- Click on Editor at the top of the Menu circle
- Select the image you want to modify
- Just below the image, toward the right side, there's a box with the image size (a number followed by KB or MB) if it's higher than 400KB and lower than 2 MB it should be OK. Closer to 500 KB will send faster and be less likely to cause transmission problems.
- If the image is bigger than 2 MB,
 - Near the centre, toward the bottom, there is a button that says "resize", click on the arrow at the right.
 - Select "reduce the longer length: 1000 px
 - Click on "Save" at the bottom right
 - Click on "Save As" button
 - Rename the image Name file as: Last name, first initial, title of work
 - From the "Select Image Type" dropdown list, select JPEG (*.jpg)
 - Click "Save"
 - A dialog box will open telling you how big the file is now, and allowing you adjust the Quality. Choose 95% or higher resolution.
 - If the File Size is acceptable, click "OK"
 - If the file size is not in the desired range, click "Cancel" and select another "Reduce the longer length" option. If you need to make the file larger, click on "Adjust Longer Length", and choose a larger length.
- If the image size is OK but the name needs to be changed,
 - Click on "Save" at the bottom right
 - Click on "Save As" button
 - Rename the image Name file as: Last name, first initial, title of work
 - From the "Select Image Type" dropdown list, select JPEG (*.jpg)
 - Click "Save"
 - Click "OK"