Easy way to Resize Photos using Microsoft Windows 10

Open your picture file.

Right-click on picture.

Click **edit** which will take you to Microsoft Paint.

Open **Resize** at the top.

Choose **pixels**

Enter 1920 on the longest side.

Click **OK.**

Click File -> Save as

Enter a name and in the **Save as Type** box, choose **jpg.**

Save and note where you saved it.

Resizing Photos in Microsoft Windows 365

Open picture file

Click on picture you want to resize

Go to … click and select resize from the drop down

Put 1920 on longest side

Keep 80% clarity

Save (if it is not already a jpg save as jpg)

Name according to DWS directions

Insert file into an email and send

How to Resize Images on a MAC Using Preview

Select the image file you want to resize.

Right-click/Select **Open with Preview**.

Go to **tools**, then adjust size.

Choose **Fit into Custom** and resize the image to 1920 pixels or larger on the longest size.

Click **OK.**   **Save** and note where you saved it.

How to Use Photoshop to Resize a Digital Entry

Right click on the photo

Open with Photoshop (My version is Photoshop Elements 15)

Expert on the top right

Bring open your picture

Go to **Enhance**

Adjust lighting (here is where you make it as close to your original as possible – shadows/ highlights and brightness/contrast)

OK

Crop (it is under Image – the crop tool is under modify in the right column)

Then **green check mark** or red

To change name, under **File** you will find **Save as** – make sure it is JPEG

JPEG - options – progressive

Then go to **Image** – top right

Scroll to **Mode. Check RGB there.** You can leave it checked.

Go to Image again. Scroll to Resize ---Image size

Make sure all of these are checked

- ✓ Click scale styles
- ✓ Constrain proportions
- ✓ Resample image

Then when image size screen comes up, first make sure **resolution is 300.**

Put in **pixels at 1920.** Check that the width is **6.5 inches or close.**

These numbers could change according to what is called for in the prospectus.

Click **okay**

Then **File** at the top, → **save as** new name. For DWS entries that should be your initials and the number of the entry-title of piece… e.g. CBH1-Shade's Glow.jpg. Jpg seems to come up automatically at **save as.**

Make a note where you save it.

Tips for using GIMP (GNU Image Manipulation Program) for Resizing Digital Entries

Download for free
Photo retouching
Image composition
Image authoring
Can find tutorials on Davies Media Design

www.gimp.org go there to download and install - also go here for free updates. Download by clicking red box 2.10.14

I saved to my computer. You can also download a user manual in English if you wish.

After you download and install, **right-click on your image** in your picture file.
Scroll down to **open with GIMP**. That takes you to Gimp Image Manipulation screen.

You can get context-sensitive help for most GIMP features by pressing F1 at any time.

On the top left, choose **Color** to make adjustments to lighting first. Scroll under Color to **Shadows/Highlights and Brightness/Contrast** to make your image as close to your original as possible. **Then click OK.**

Then go to **Tools -> Transform Tools-> Crop**
Manipulate to the size you want. **Double click inside the rectangle** or press Enter to complete.

Under **IMAGE, go to MODE. Choose RGB.**

To resize go to **IMAGE**. Go to **Print Size**. Set resolution to 300 pixels per inch. Then set longest side to 6.5 inches (or as close as possible). Click **OK**. Then **Scale Image**. Set resolution of 300 pixels/inch. Then enter 1920 pixels. Quality interpolation is Cubic. Click Scale.

Save as name according to prospectus.

The image you are working on will be saved as .xcf. Once completed, scroll down from **File** to **export as jpeg.** Go to the bottom of the page to **Select File Type.** Click on that and Scroll down to **JPEG image.** Then Click **export.** If small box comes up, click **Export** again.

Note where you save it.