

## Preparing the Images

If you want to save the original image, make a duplicate to use for resizing, and for submitting. These instructions remain the same for every digital image you submit.

1. Open file in Photoshop or Elements. Go to **Image> Image Size** (note: in some versions of Elements, go to **Image>Resize>Image Size**)
2. Check the box **Resample Image**.
3. Resize your final image to a maximum of either 1024 pixels WIDE and/or 768 pixels HIGH. Width or height may be LESS, but not more than these maximums.
4. Click **OK**. Image will now fit into 1024 x 768 dimensions or less.

NOTE: Ignore what happens in the Document Size box. It only applies when you want to print. It does not apply when you change pixels dimensions.

NOTE: Be aware that images with a vertical orientation must still not exceed 768 pixels high, and thus, your horizontal will be much less than 1024 pixels wide. This does not affect quality of projection.

### EXAMPLE OF IMAGE SIZING:

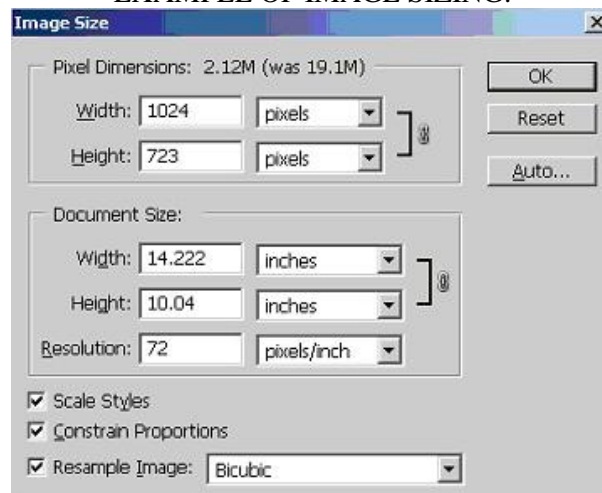
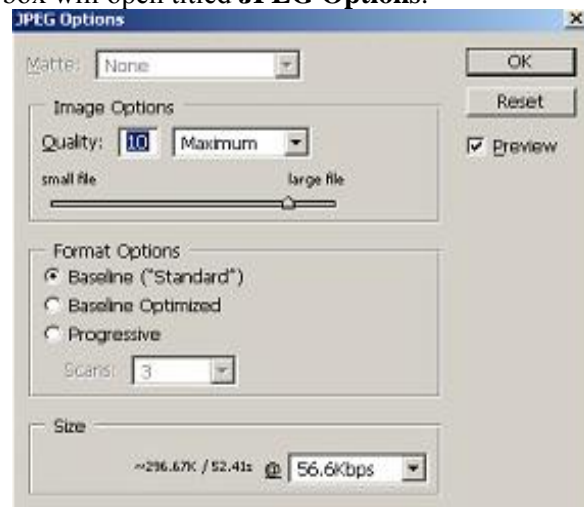


Image is now ready for the next step

5. File Sizing/Format/Title format to use:
  - a) Under **File> Save As**, Enter the file name beginning with your last name followed by title and category. (ex. **SMITH-bad dog -\*\*\*category.jpg**). Please use caps for your name and lower case for image title.
  - b) Choose JPEG ...SAVE. A box will open titled **JPEG Options**.



c) under **Image Options**: choose **Quality 10,11 or 12**.

d) under **Format options**: choose **Baseline**.

Click **OK** and THIS IS THE FILE YOU WILL SUBMIT.

- CHECK YOUR IMAGE to be sure the image you now have is a JPEG file and image dimensions fit within 1024 pixels WIDE and 768 pixels HIGH.
- DO NOT CONFUSE THE IMAGE PARAMETERS WITH ANY PRINTING PARAMETERS. THEY ARE NOT RELATED!