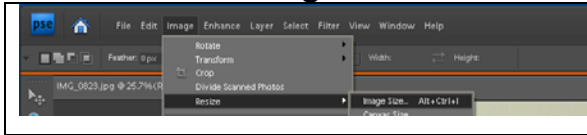
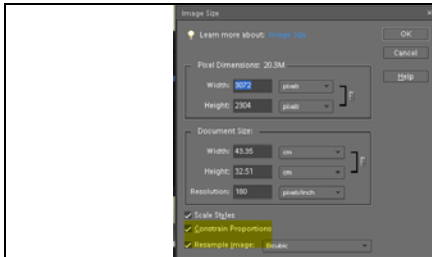




How to Resize Images for the Web

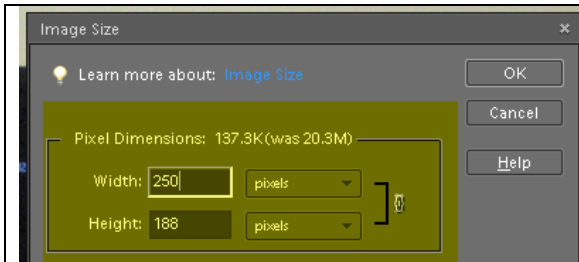


1. Open your image in the Adobe Photoshop Elements Editor.
2. Go to the Image Menu, then Resize. Select Image Size



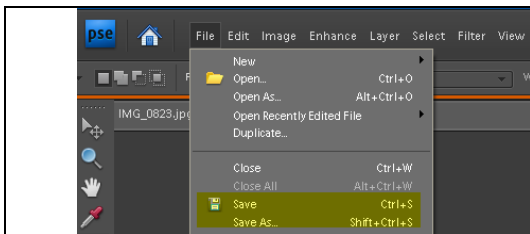
3. The window will display the current dimensions of your image.

Make sure that the "Constraint Proportions" and "Resample Image" boxes are checked.

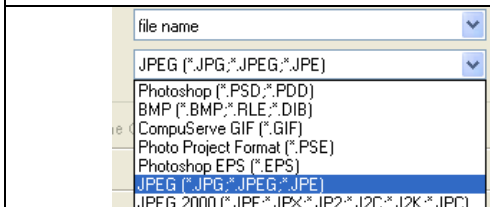


4. In the Pixel Dimensions section of the box, change either the width or the height dimensions.
For Landscape Images: change the width dimensions to 250 Pixels
For Portrait images: change the height to 150 Pixels

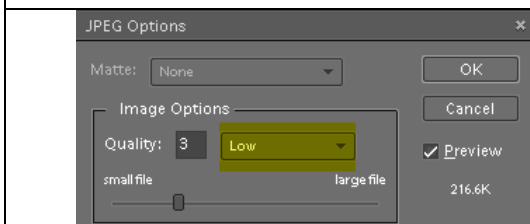
5. Click OK when finished.



6. Next you will save your resized image. If you wish to save over your current file, go to File then select Save. If you wish to save the file as a smaller copy of the original, then go to File and select Save As.



7. Name your file and save the file as a JPEG in your web file storage.



8. When the JPEG Options screen appears, in the Image Options section, select quality as Low.
9. Click OK.

If you have questions or need assistance, please call the Help Desk at 636-HELP.

