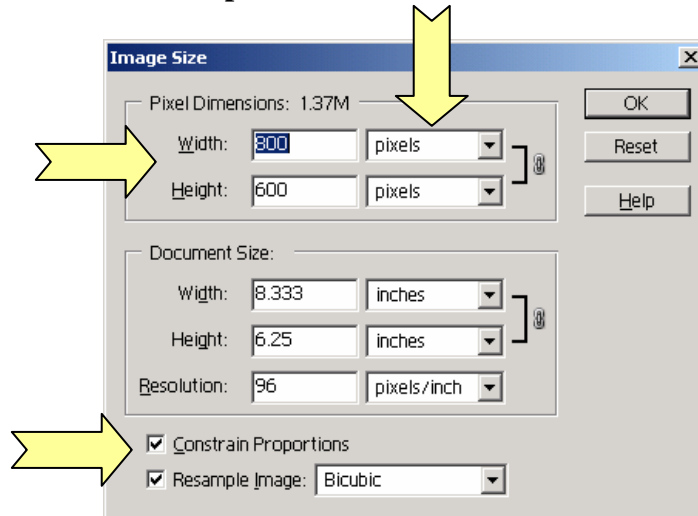


To resize a picture using Photoshop Elements

1. Open Photoshop Elements
2. From the “**File**” menu choose “**Open**” – browse to find your picture.
3. If this is the *original* picture (not a copy) – from the “**File**” menu immediately choose “**Save As**”.
 - a. Browse to the Folder where you want to save your smaller copies
 - b. Give the file a new name (for example, add `_small` or `_1000` after the original name) and make sure the file type is JPEG
 - c. Save the file. (If you get another dialog box, accept the default options for the JPEG file type)
4. From the “**Image**” menu choose “**Resize**” and then “**Image Size**”
5. You will get a dialog box for “**Image Size**”. Make sure “**Constrain Proportions**” is checked. (This will resize height and width proportionally). The height and width will be “linked” together by a chain icon. For “**Pixel Dimensions**” make sure the units are listed as “**Pixels**” then type in a number less than or equal to 1000 for either the height or width (whichever is larger). The other dimension should automatically rescale if “**Constrain Proportions**” is checked.



6. If you have already done “**Save As**” then from the “**File**” menu you can now choose “**Save**”. (If you made a copy before you started Photoshop, you can also choose “**Save**” – just make sure you don’t choose “**Save**” if you are still working with the original image!)

To resize a picture using Windows Paint Program

1. Open “Paint” (from the Start Menu choose “Programs” or “All Programs” then “Accessories” then “Paint”)
2. From the File menu choose Open and browse to find your picture.
3. From the Image menu choose “Stretch/Skew”
4. Under “Stretch” enter new percentages – for example to decrease the size by half in both dimensions enter “50%” for both the height and width. Changing both the height and width by half will decrease your file size by about one quarter.
5. From the File menu choose “Save As” – give your picture a new name and save it.

Other picture editing programs will have similar commands.