

How to create and re-size a JPEG file using Adobe Photoshop

Resizing your image

All digital images will be judged at a resolution of 1024 x 768 pixels. The 1024 is the width, making the image a landscape format. Firstly, you should resize your image to this dimension. You will probably want to maintain the proportions (aspect ratio) of your image, so you may choose to add a background colour to fill any remaining space, this is easy to do and is explained later on.

How to re-size your image

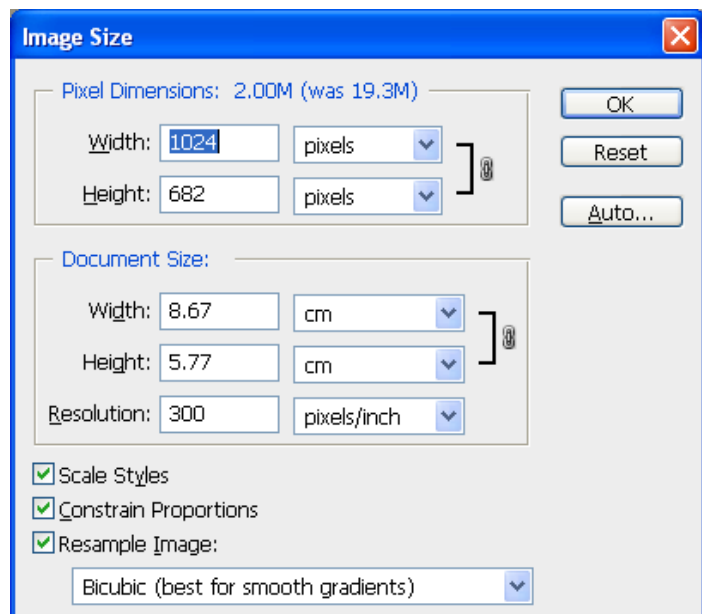
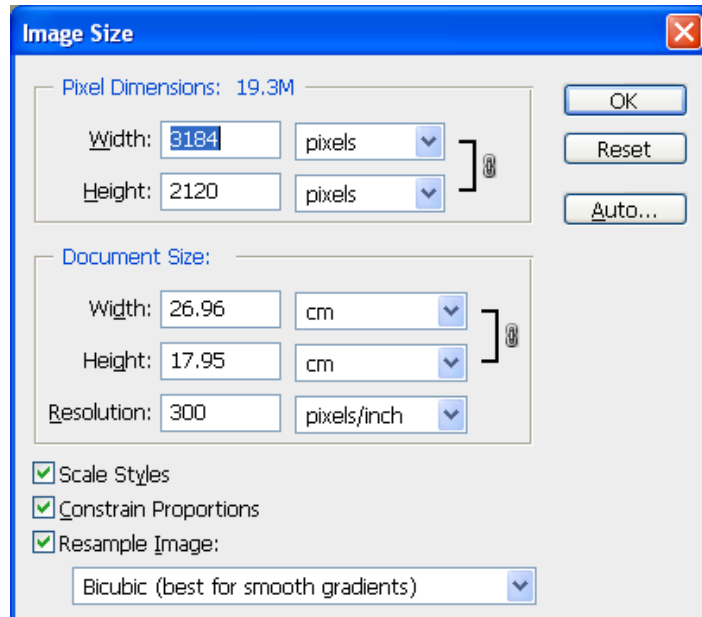
1. From the **Image** menu, choose **Image Size**. The Image Size dialog box is displayed, see right

2. In the Pixel Dimensions section at the top, change the units to show **pixels**

3. Enter the width 1024. The height will adjust automatically providing you have the **Constrain Proportions** box ticked.

4. **Before** clicking OK, check the height, if the height is more than 768 pixels, then you need to enter 768 in the height - this will reduce the width to less than 1024 pixels. Click **OK**.

Tip: many people will talk about "file size" or "dpi" - none of this is relevant here, you are measuring in pixels only.

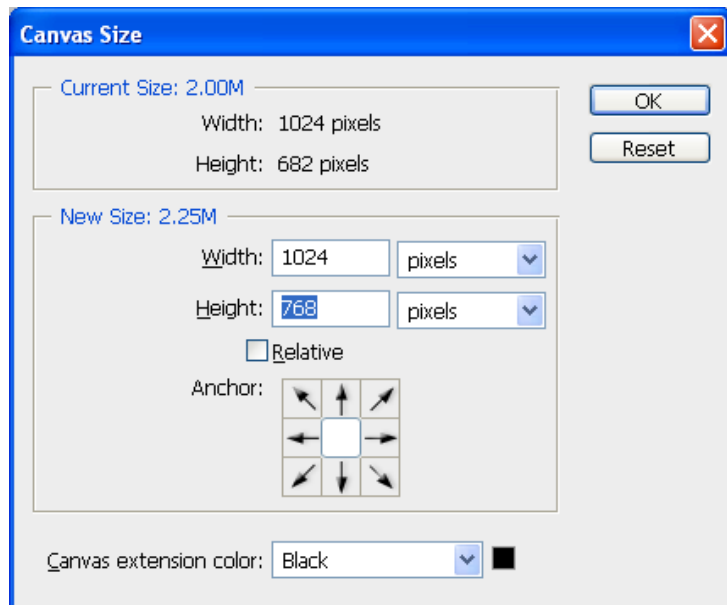
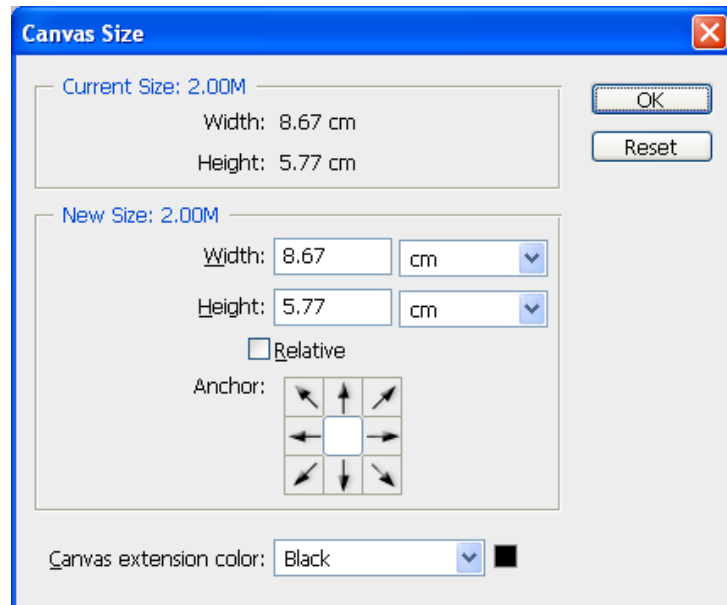


Getting your image to 1024 x 768 pixels

If your image is not exactly 1024 x 768 (which is unlikely) you will need to re-size the canvas. We project and judge all images at 1024 x 768 so it's best to size your images to these dimensions, it's quick and easy to do.

1. Open your image
2. From the **Image** menu choose **Canvas Size**
3. Set the canvas extension colour from the drop down list, in most cases black works well
4. Change the units to **pixels** in the New Size section
5. Type in **either** 1024 for the width **or** 768 for the height depending on which dimension does not match these figures (don't change both)
6. Click **OK**

Your image is now sized to 1024 x 768 and will have black edges either at the top and bottom or down each side depending on which dimension was smaller than the 1024 x 768.



Saving the Image

1. To save a file as a JPEG file, from the **File** menu, choose **Save As**. The Save As dialog is displayed
2. Select the folder you want to save to. Type in your **File name** this must be the same as the title on your entry form
3. Next make sure the **Format** field is set to **JPEG**.
4. Click the **Save** button, you'll then see the **JPEG Options** dialog box.
5. Set the amount of compression to apply to the image. You can set the Quality to 10 or 11 and that's fine. This will ensure the final file size is not too large but will retain the quality of the image. Make sure the **Format Options** is set to **Baseline ("Standard")**
6. Click **OK**

Job done!

