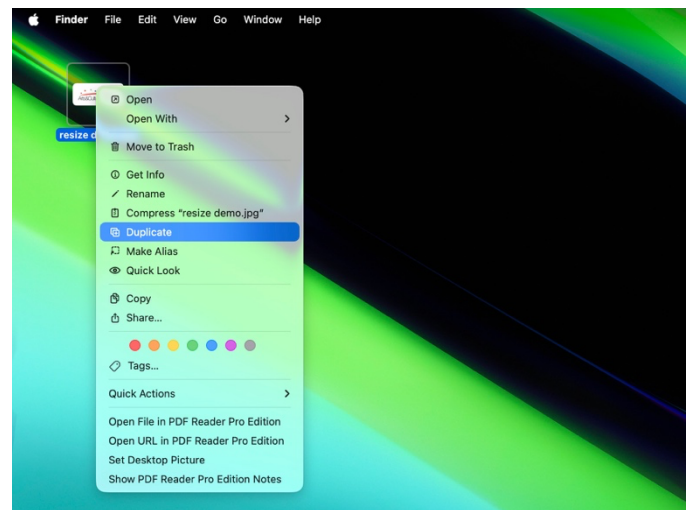


Resizing and Renaming Digital Photos

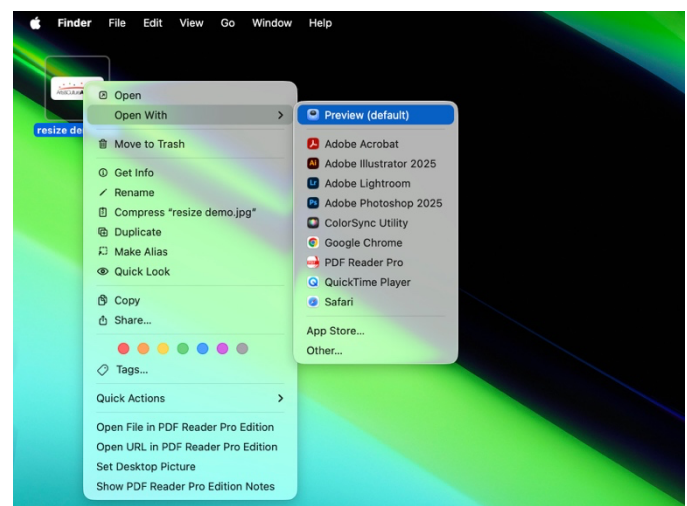
Mac/Apple Products:

Resizing:

Step 1: Create a duplicate file of your image by right clicking/two finger clicking on image file and selecting “Duplicate” from the drop-down menu. This will preserve a copy of your original image in the original file size.

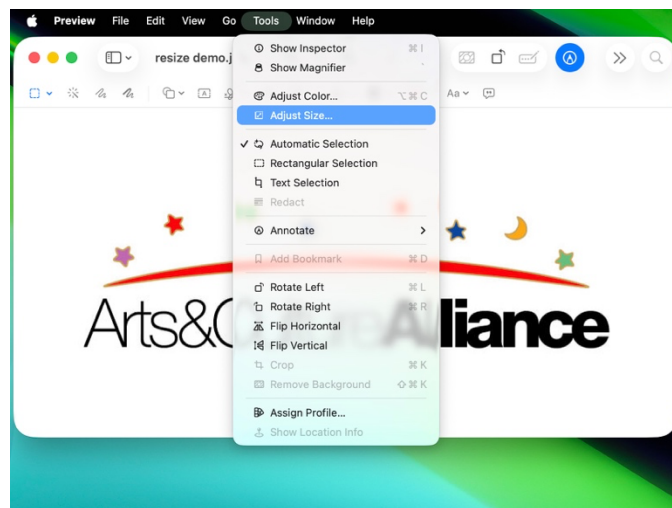


Step 2: Open the image file in “Preview” app by double clicking on image file in “Finder” app. If Preview is not the default app, right click/two finger click on image file, hover mouse over “Open With” and click “Preview” from drop-down menu.

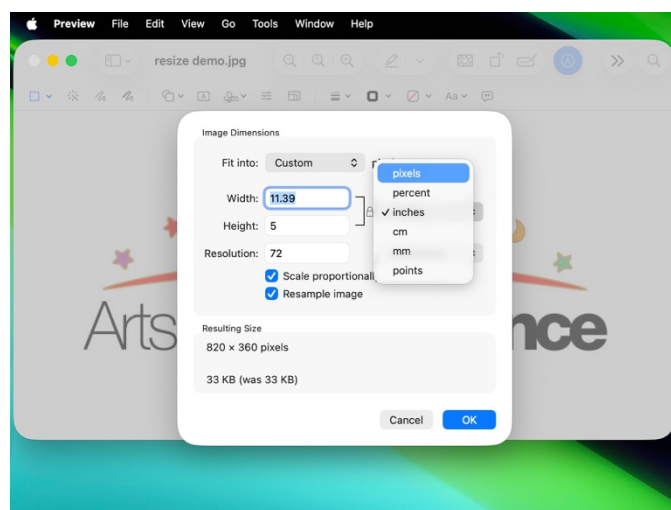


Step 3: Once the image is opened in “Preview,” click “Tools” from the menu bar at the top of the screen to open drop-down menu.

Step 4: Click “Adjust Size” from the “Tools” drop-down menu.



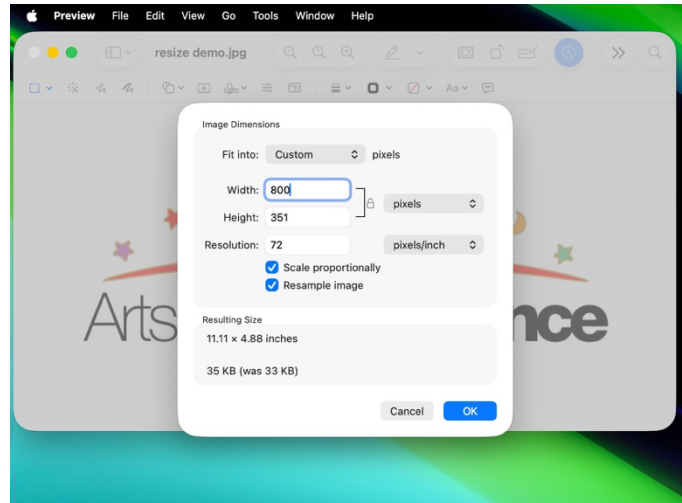
Step 5: Click the word describing the unit of measure, such as “inches,” next to the width and height in pop-up menu to open the dimension drop-down menu. Click “pixels.”



Step 6: Make sure there is a blue check mark next to “scale proportionally” below the text boxes, the smaller dimension will automatically change to prevent image from becoming distorted. If there is not, click the grey box next to “scale proportionally.”

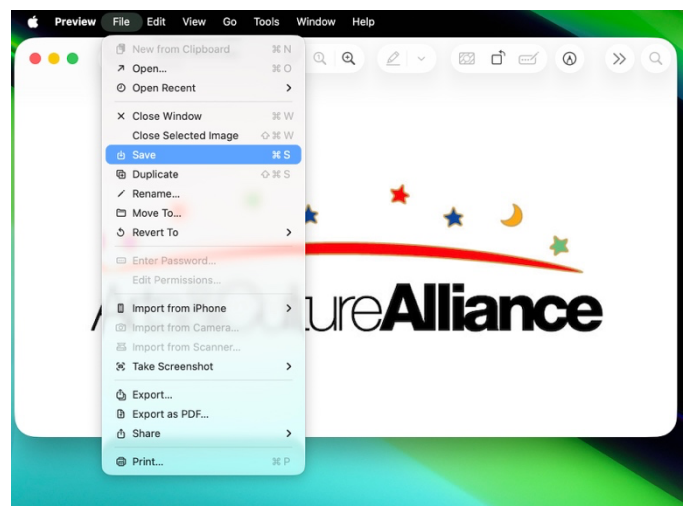
Step 7: Click textbox next to largest dimension (width or height). Type “800” into text box of largest dimension.

Step 8: Click “OK” in bottom right corner of pop up menu.



Step 9: Click “File” from the menu bar at the top of the screen.

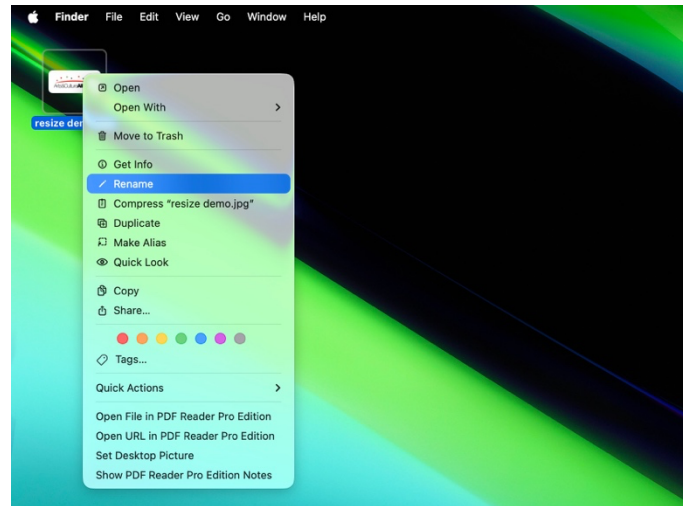
Step 10: Click “Save” from the “File” dropdown menu. File will save in the original location of the duplicate file.



Renaming:

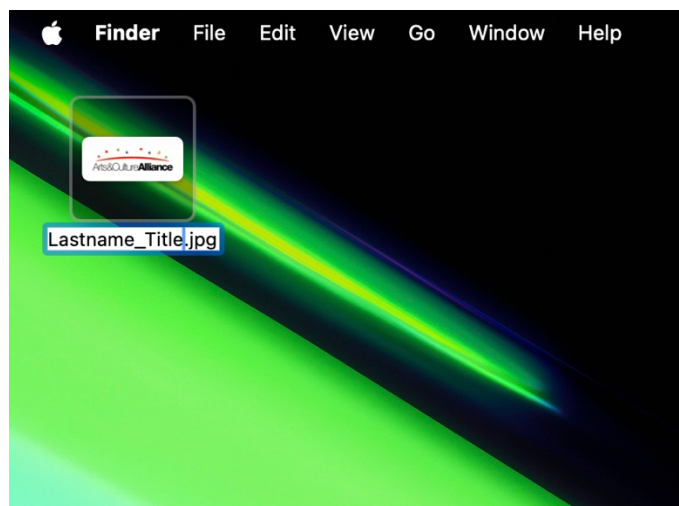
Step 1: Right click/two finger click on image in “Finder” or on Desktop

Step 2: Select “Rename” from dropdown menu



Step 3: Type new file name, Lastname_TitleofWork

Step 4: Press “Enter” or “Return” key on keyboard

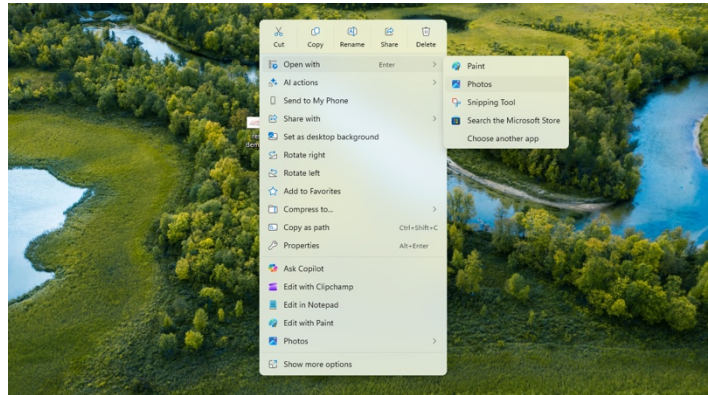


Video Link: <https://youtu.be/o2YywjUi2TU>

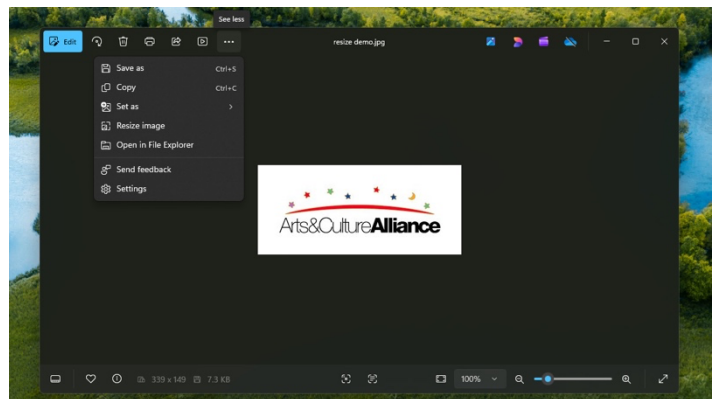
Window/PC:

Resizing:

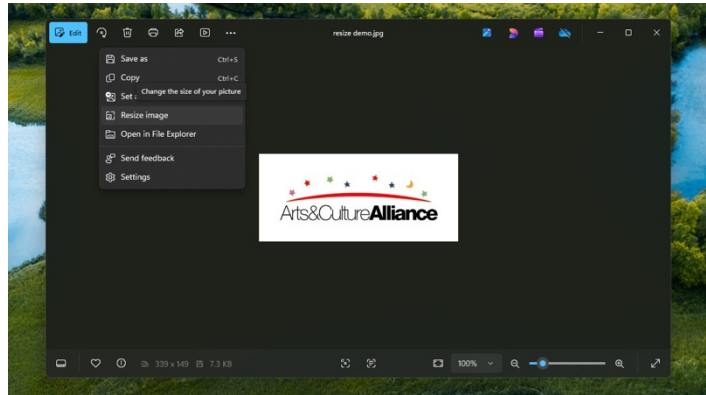
Step 1: Open image in “Photos” app by double clicking on image file. If “Photos” is not the default app, right click on image file, hover mouse over “Open With” and click “Photos” from dropdown menu.



Step 2: Click the three-dotted icon (...) in the top right corner of the “Photos” window.



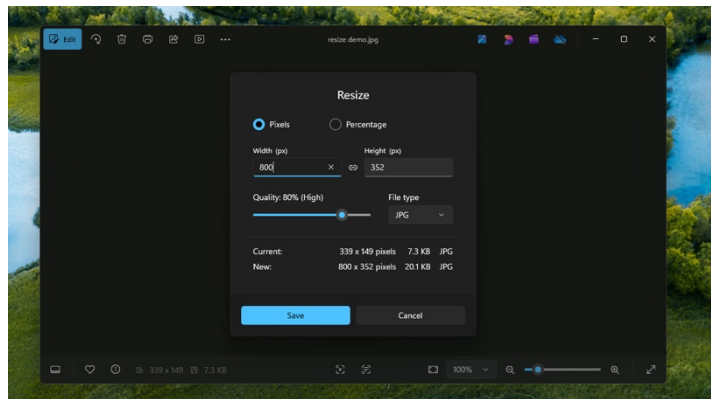
Step 3: Click “Resize” from the dropdown menu.



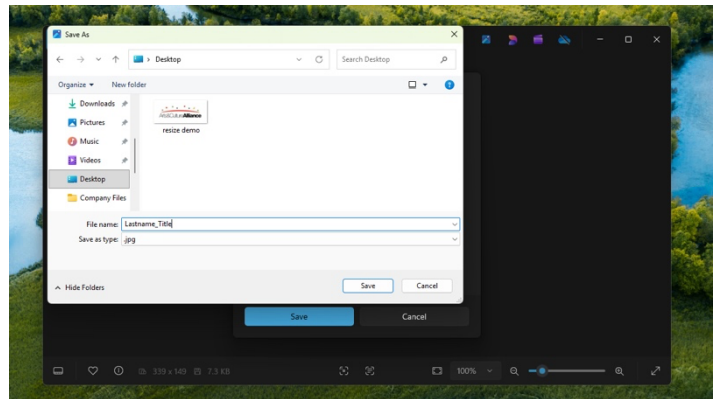
Step 4: Make sure the circle next to “Pixels” is selected in the pop-up window.

Step 5: Click textbox next to largest dimension (width or height). Type “800” into text box of largest dimension. Make sure the chain link icon between the text boxes is selected, this will allow the small dimension to automatically change and prevent the image from becoming distorted.

Step 6: Click the “Save” button in the bottom left corner of the pop-up window.



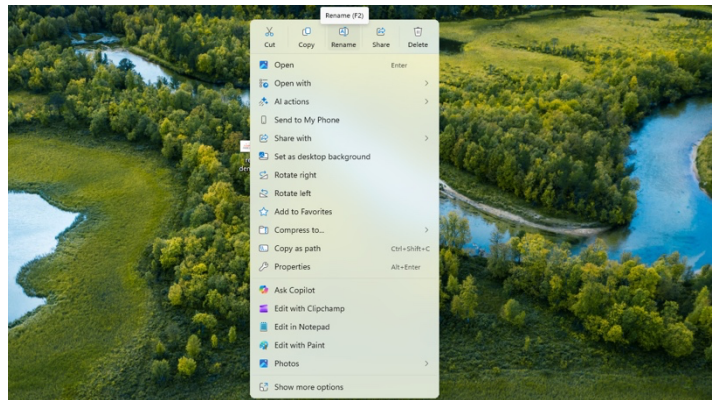
Step 7: Name file Lastname_TitleofWork and select location to save the file to using the “Save As” pop up window that will automatically open.



Renaming:

Step 1: Right click on the file in the “File Explorer” or on Desktop

Step 2: Click “rename icon” from the dropdown menu.



Step 3: Type new file name, Lastname_TitleofWork

Step 4: Press “Enter” key on keyboard.



Video Link: <https://youtu.be/e6Cp6mhfURQ>