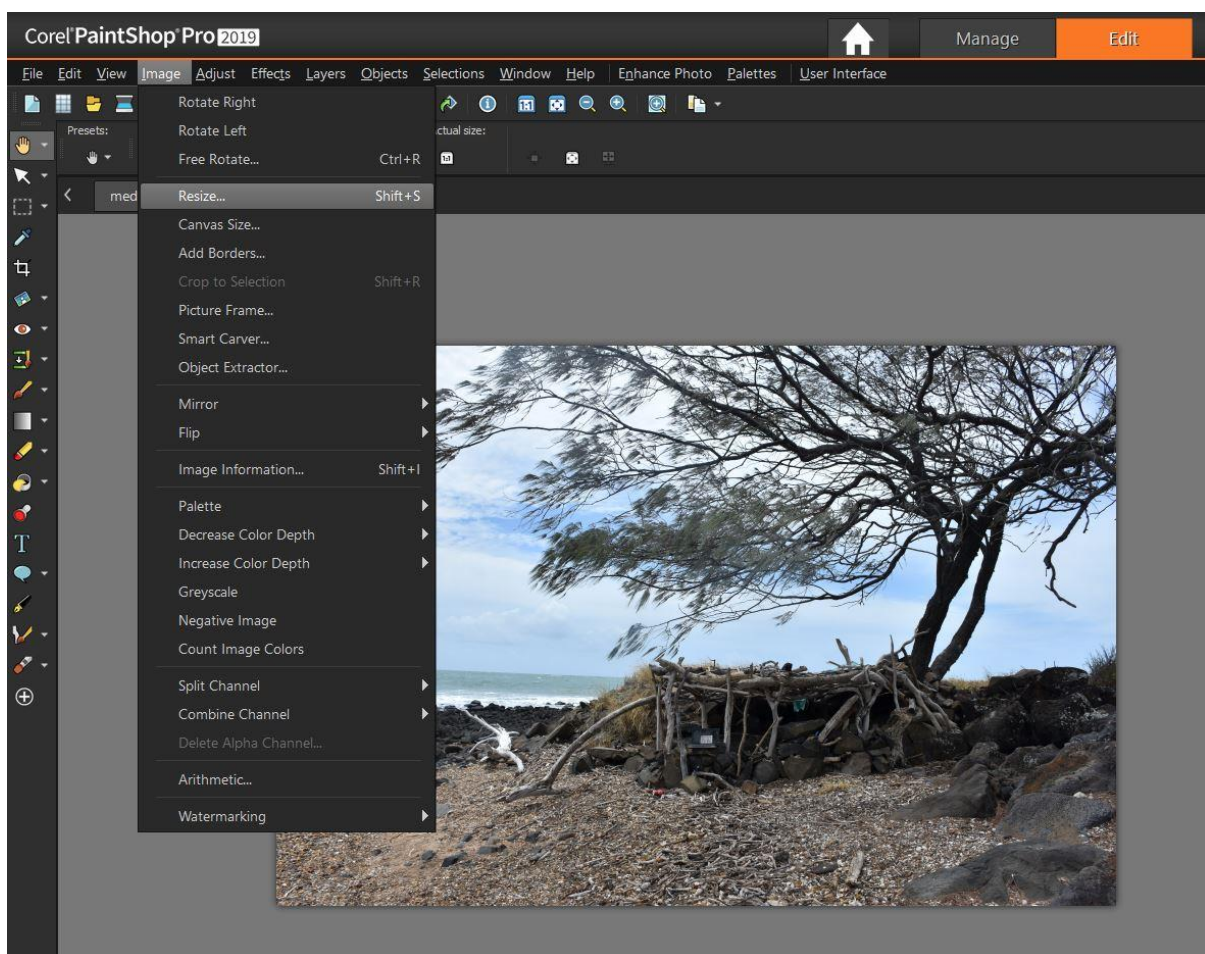


PREPARING IMAGE FOR ASSIGNMENT SUBMISSION - USING PAINT SHOP PRO 2019

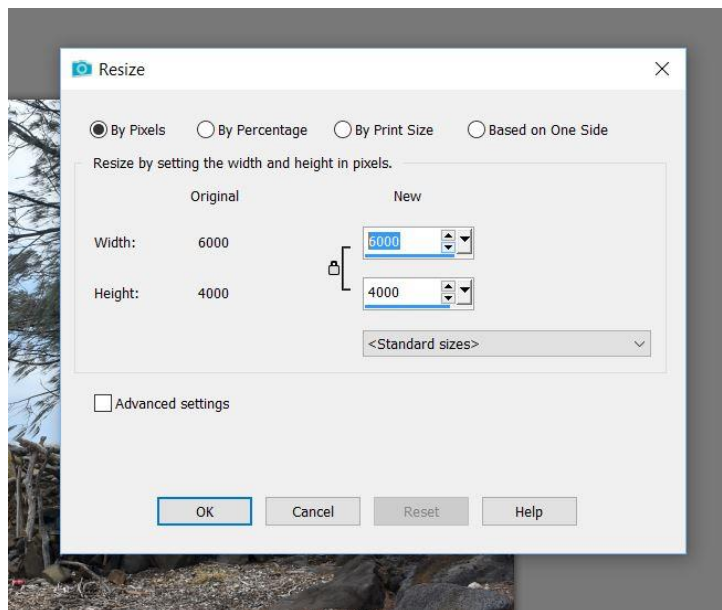
Follow these step by step instructions to resample your images if you are using Paint Shop Pro. This is done in version 2019. If you are using an earlier version, the process is similar.

To get started, open your image in Paint Shop Pro.

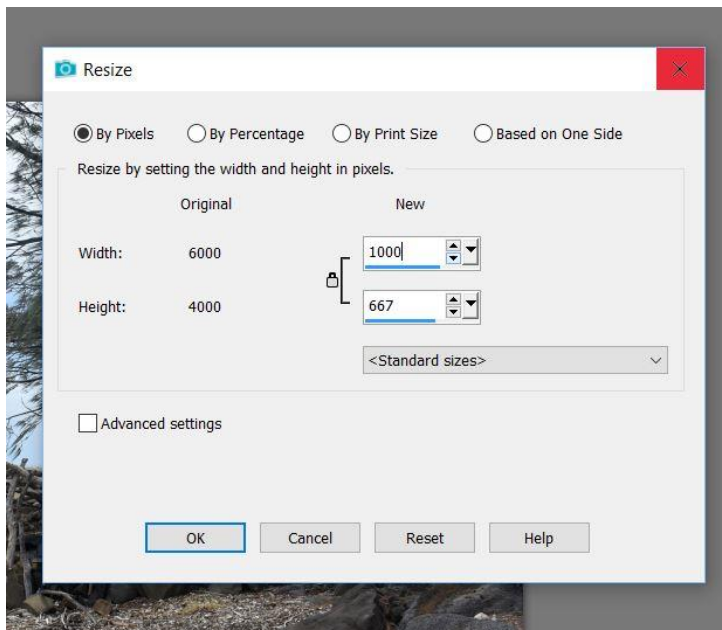
- Select **IMAGE** from the top menu
- Click on **RESIZE**



A dialog box will appear on your screen as follows:



Notice the height and width settings (by pixels). That is the current size of your image in pixels.

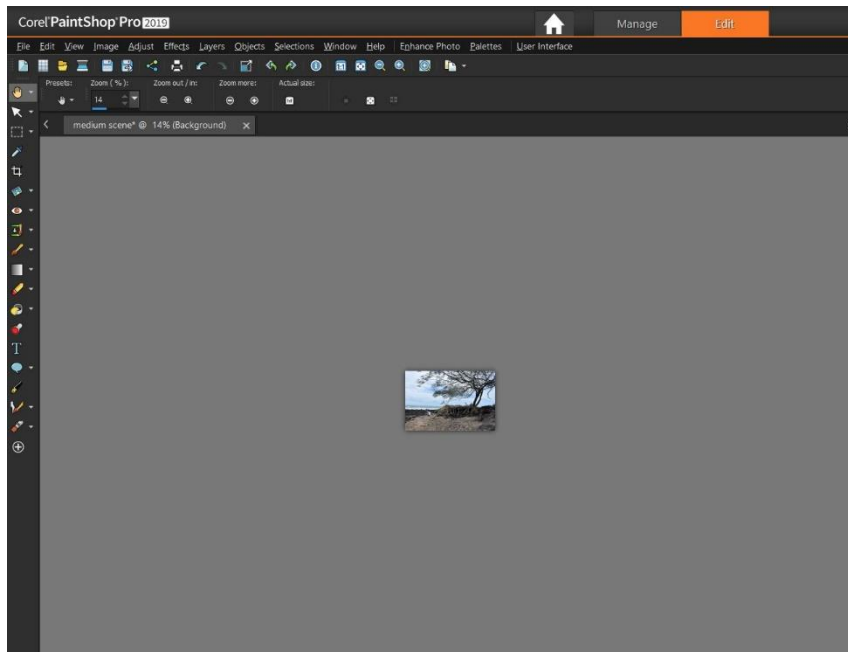


- Enter **1000** in the new measurement box adjacent to the largest original figure.

In the case above, this is the width setting. If the lock is closed, the system will automatically change the setting in the other box for you, maintaining the same ratio. If the lock is open, click on it to close it.

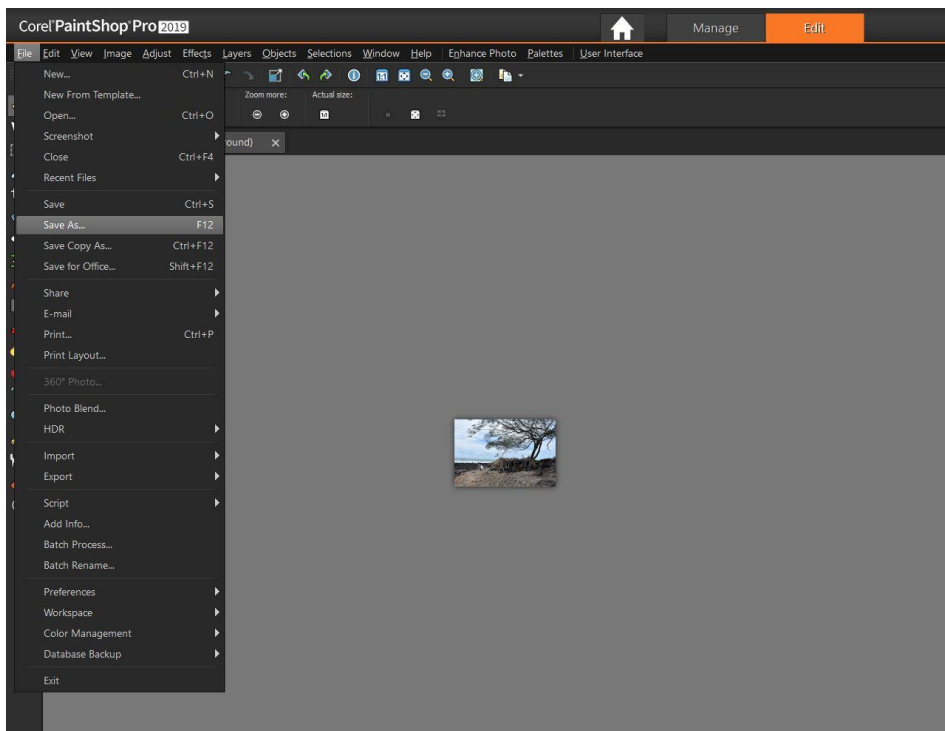
- Click on **OK** when you are done.

Your image will now appear smaller on your screen. Note: This is not the actual size of the image. It is displayed at the same zoom % as the original image before you resized it. We can look at that soon. Let us save it first.

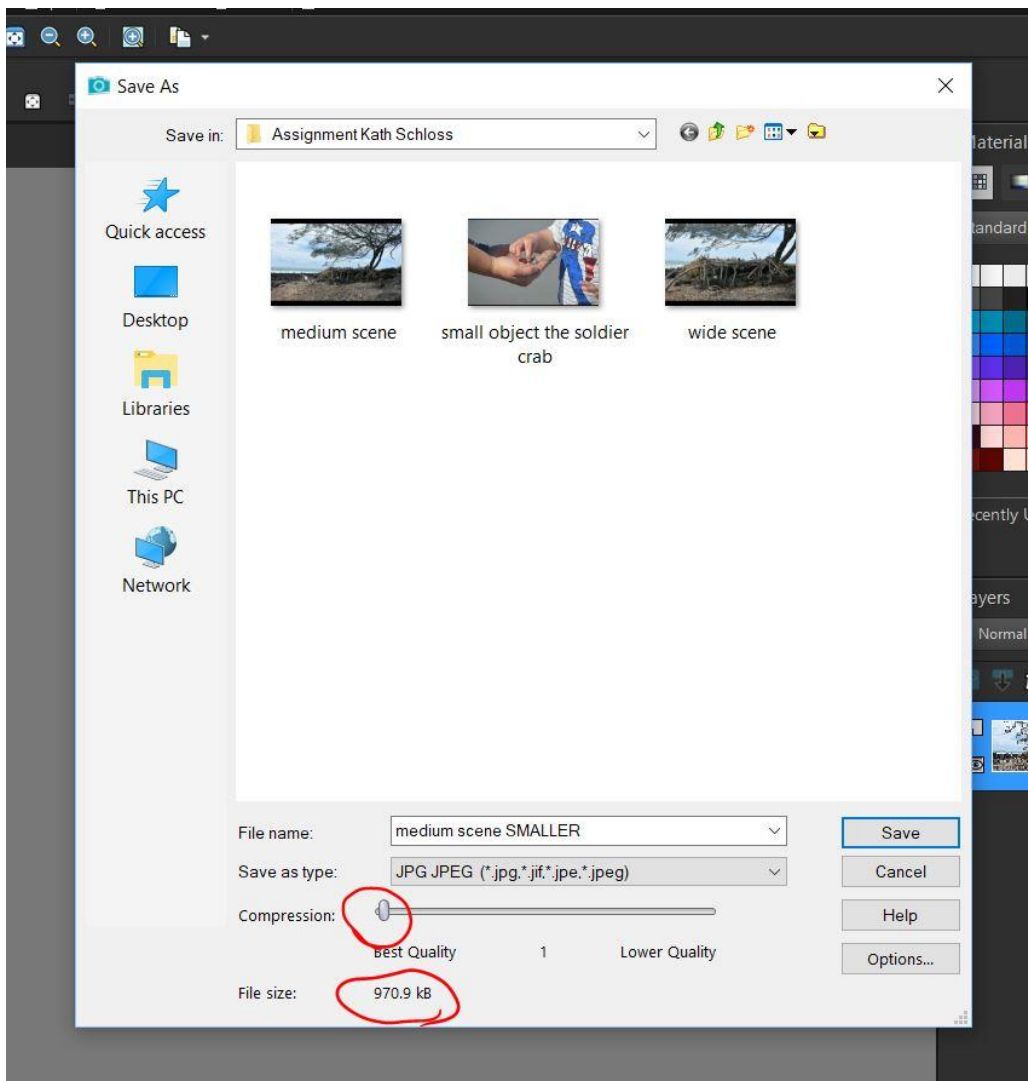


You do not want to lose your original image, so we are going to use the SAVE AS command to save it as a new file.

- Click on **FILE** on your top menu
- Select **SAVE AS**



A dialog box will appear as follows:



FILE NAME: Give your file a new name. In the above example, I have added SMALLER to the image title.

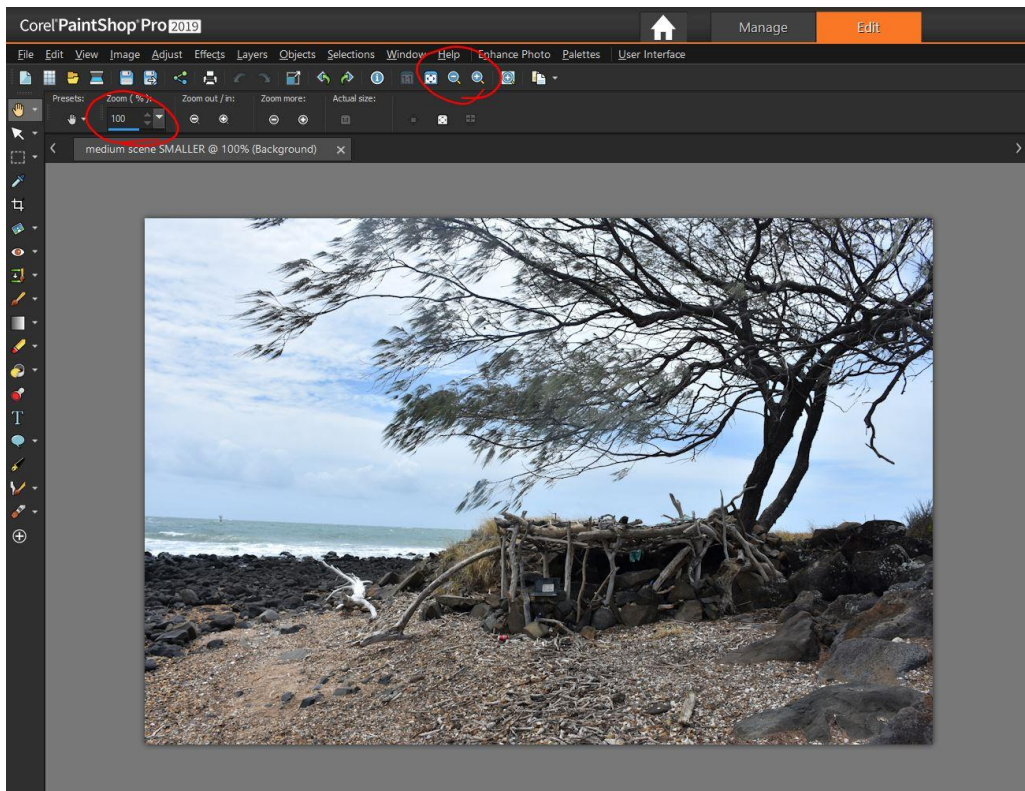
SAVE AS TYPE: Leave this a JPG JPEG

COMPRESSION: Move the slider as far to the left as possible to get the best quality available

FILE SIZE: The file size will automatically change as you move the compression slider. If you have done this correctly, the image size should be less than 1000 kB (1Mb).

Click on **SAVE** to save the file when done.

To see the new actual size of your image, use the + magnifier to zoom in to 100%.



Your image is now ready to upload with your assignment.