

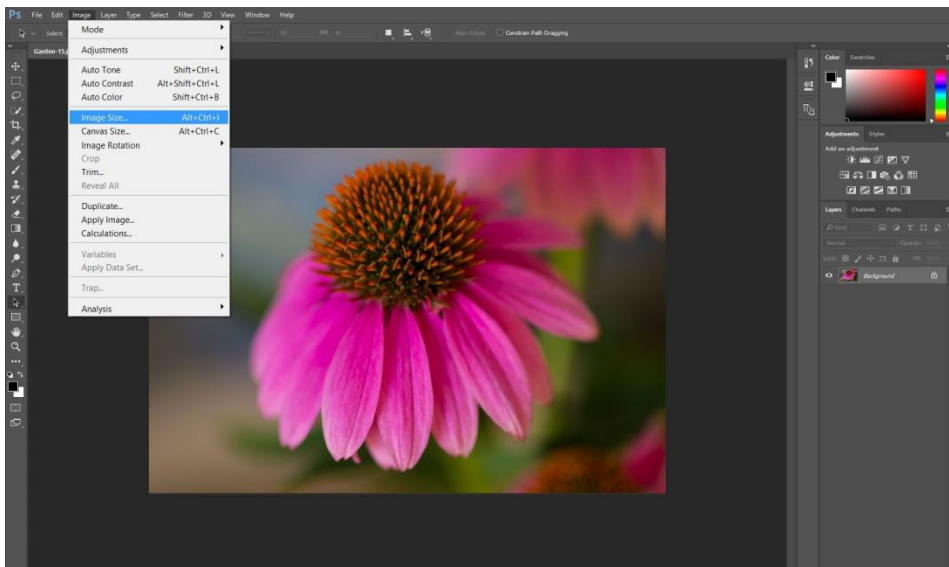
PREPARING IMAGES FOR ASSIGNMENT SUBMISSION

When asked to submit images as part of your assignments, you will need to make your file sizes smaller so they can be uploaded with your assignments. All files must be smaller than 1mb in size. **As resizing maintains the same number of pixels, the file size will remain the same. For this purpose, you will need to resample your images.**

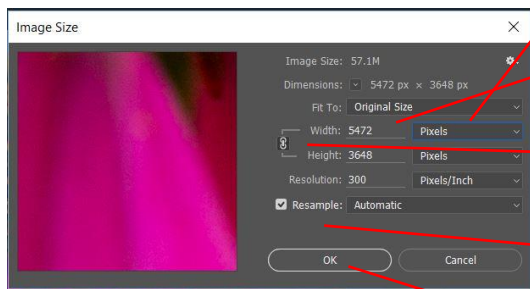
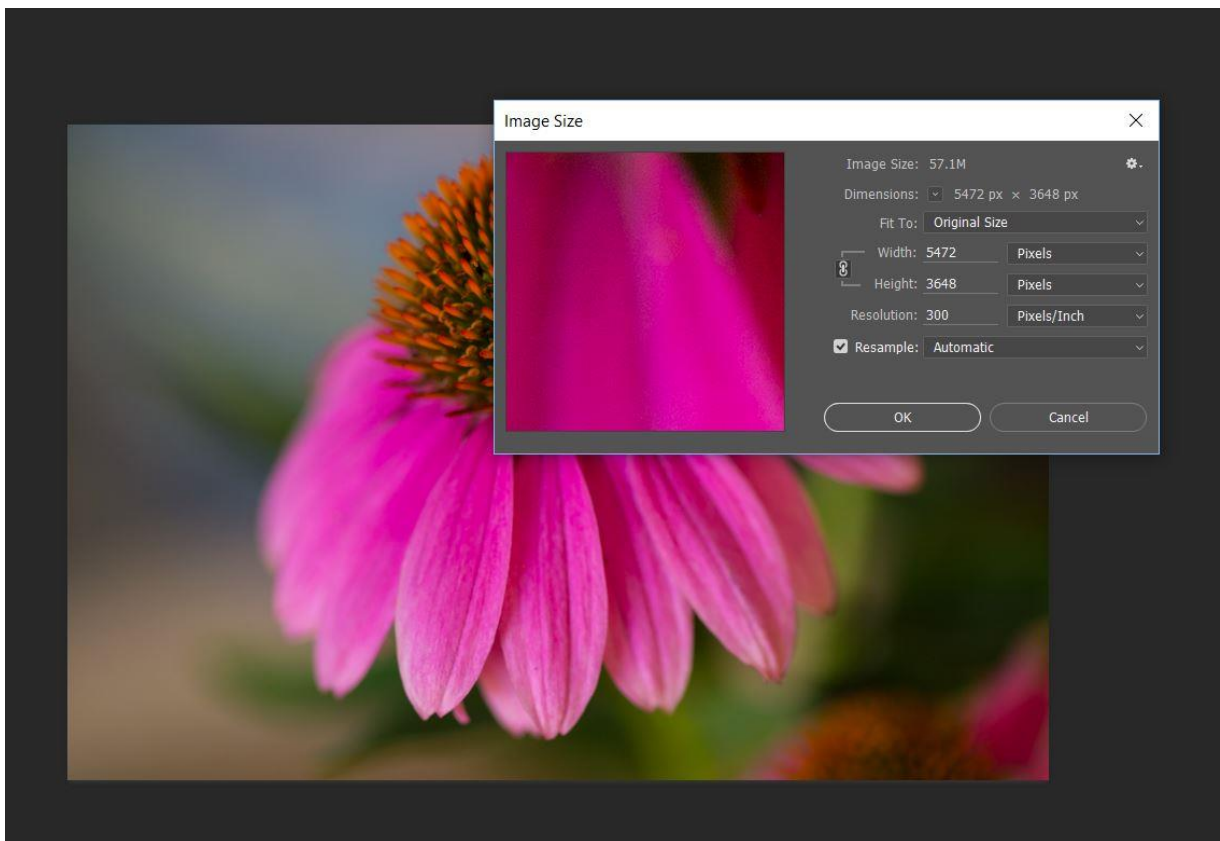
Follow these simple steps below for the appropriate version of Photoshop to reduce the file size of your images.

PHOTOSHOP CC

- Open the JPEG image in Adobe Photoshop.
- Select IMAGE from the top menu bar.
- Click on IMAGE SIZE



A dialog box will appear as below displaying the current dimensions of your image.



Set the dimension to PIXELS

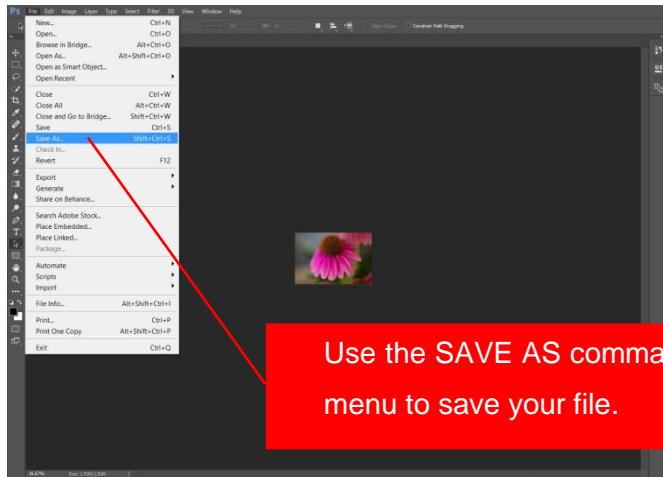
Set the largest side to 1000 pixels

Make sure the lock is ON to constrain the proportions

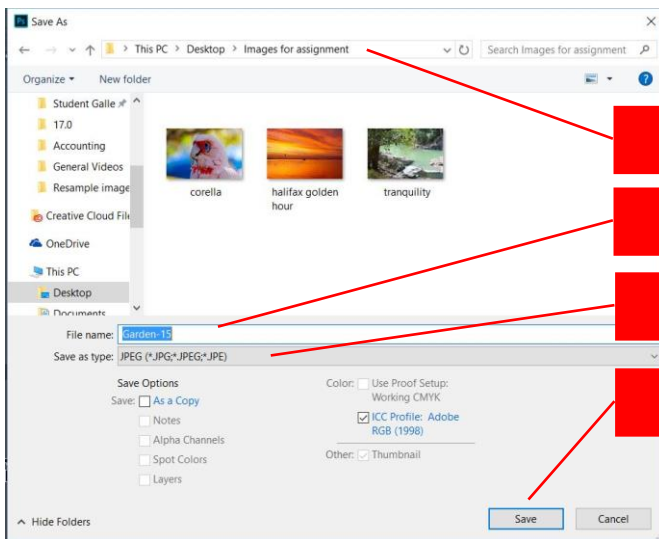
Tick the RESAMPLE box

Click on OK when you are ready

Your image is now smaller.



Use the SAVE AS command from the FILE menu to save your file.

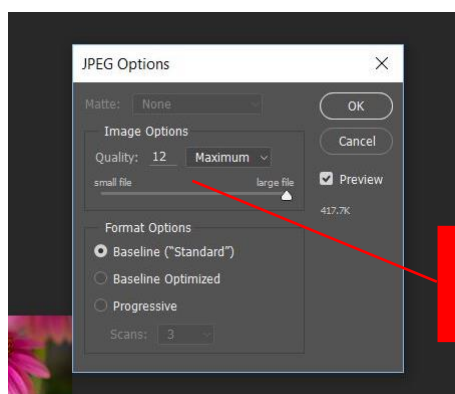


Navigate to where you want to save it.

Give your file a new name.

Save as type: JPEG

Save when you are done

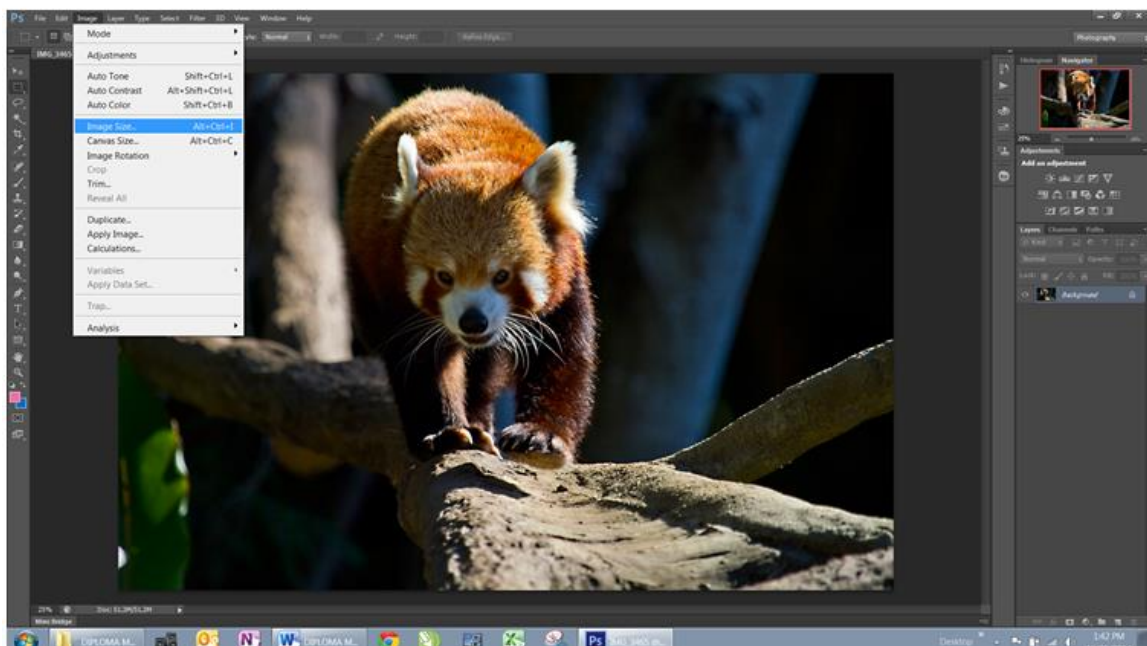


Set QUALITY to 12 or Maximum then Click on OK and you are done.

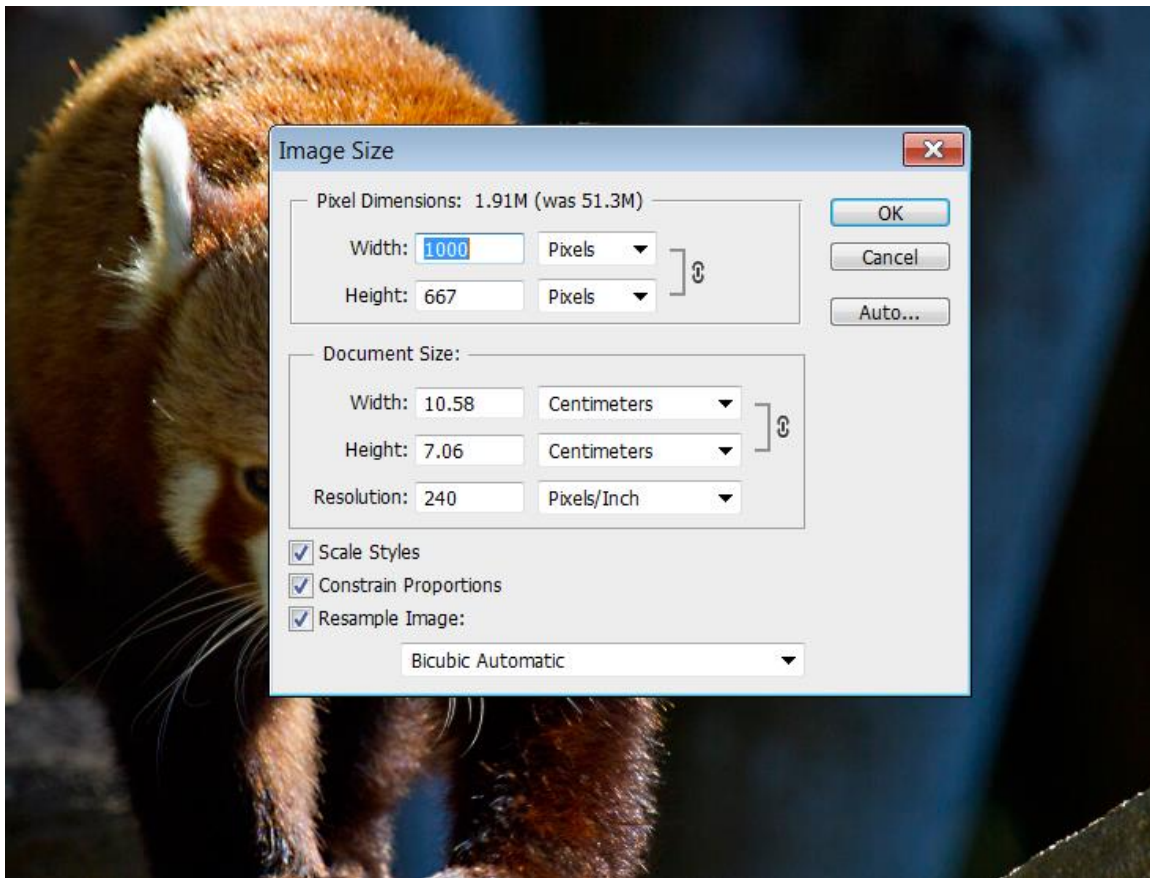
PHOTOSHOP CS6 or CS5

Follow these simple steps to reduce the file size of your images as required:

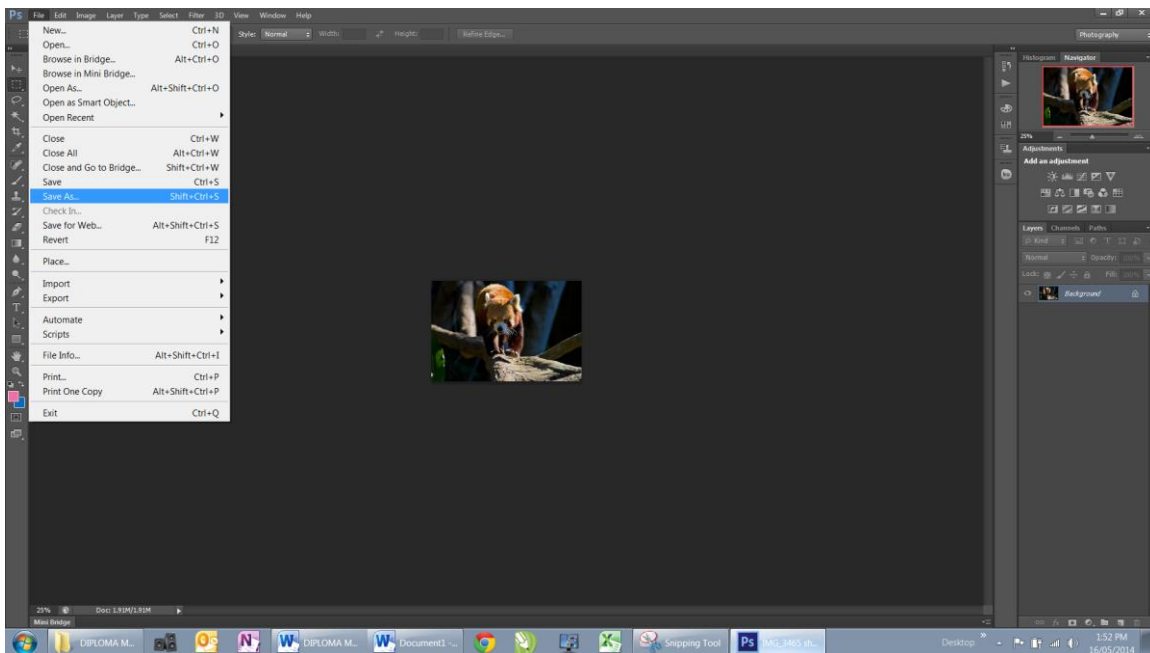
- Open the JPEG image in Adobe Photoshop.
- Select IMAGE from the top menu bar,
- Click on IMAGE SIZE.



A dialog box will appear as below displaying the current dimensions of your image.

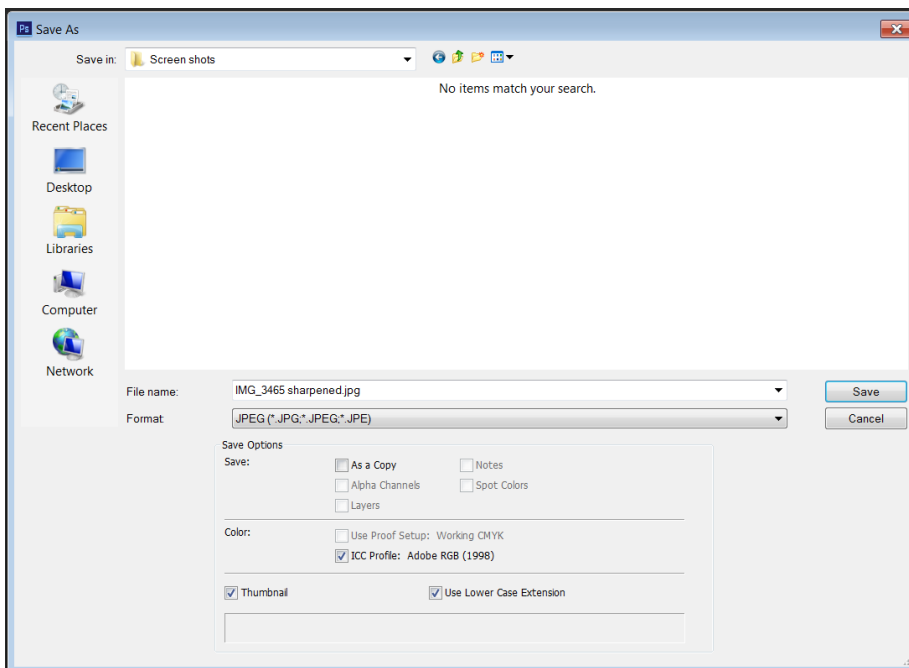


- Make sure **CONSTRAIN PROPORTIONS** is selected. (This keeps the same height/width ratio)
- Make sure **RESAMPLE IMAGE** is selected. (This discards pixels to make the file size smaller)
- Set the width to 1000pixels. Notice the height will change automatically. If it doesn't, make sure the **Constrain Proportions** box down below is ticked. Click on **OK** to resample your image.
- Click **OK**

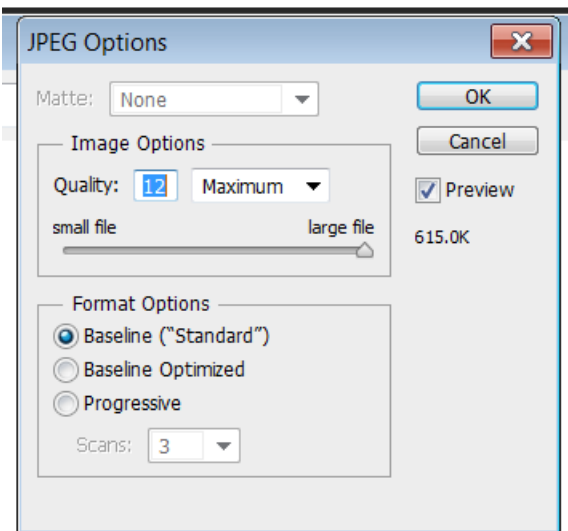


Your image is now smaller.

- Use the SAVE AS command from the FILE menu to save your file, giving it a new file name.



- Give your file a new name, then click on SAVE.



- Set the Quality to MAXIMUM
- Click on OK to save the file.

Note: The above instructions were done using Photoshop CS6. The latest CC version of Photoshop may vary slightly.