

Directions on How to Resize an Image for Submission Missouri Nature and Environmental Photographers

by Jerry Miller, July 2007

Single Image

1. Open an image in Photoshop editor and select:
Image > Resize > Image Size
2. The Image Size Box will open. Make sure that the three boxes at the bottom of the Image size box are checked. These are **scale styles**, **constrain proportions** and **Resample Image** (bicubic).
3. In the Document Size portion, set your **Resolution Size** to 150 (you can set this for whatever you wish from 96 to 300, but 150 usually works best for me).
4. Next set your **Pixel Dimensions**. For a horizontal image set the width to 768 and the height to 512. For a vertical image set the height to 768 and the width to 512. Note that the 768 dimension is the most important. Because you checked Constrain Proportions, the program will usually adjust the 512 dimension automatically. If it does not come out at exactly 512, it's not a problem.
5. Select **OK**. Your image will change size on the screen. If you wish, select the magnifying glass (zoom) icon and choose **Fit on Screen**.
6. Select **File < Save As** and save the image under a new name and then select format of jpg (not jpg 2000).
7. The JPEG options box will open. Under Image Options, type in a file (Quality) size to 12. Go to format option box and verify that baseline (Standard) is checked. The file size box will tell you how large your file is – your file size should be a minimum of 200K to a maximum of 500K.

Multiple Images

1. Create a file labeled Horizontal and place all of your horizontal images in it. Create another file labeled Vertical and place all of your vertical images in it. I prefer to place them on my desktop to find them more easily in following steps. Create a new file in the same location and label it Final Show Images.
2. Open Photoshop without opening any images and go to the Editor Screen (In Elements 3.0, this will be the "Edit & Enhance Photos" option.)
3. Select **File > Process Multiple Files** – the Process Multiple Files box will open.
4. The first line is **Process Files From:** Select **Folder**
5. The next line is **Source:** Select **Browse** and find your Horizontal folder.
6. Next go to **Destination:** Select **Browse** and find your Final Show Images file.
7. Under the **Image Size** box: Check the box marked **Resize Images & Constrain Proportions**. Under **Resolution**, type in 150 (you can set this for whatever you wish from 96 to 300, but 150 usually works best for me). Then enter 768 for the **Width**. The **Height** will come out at around 512. A little over or under this number is okay so long as you enter 768 for the larger dimension. All other boxes not discussed to remain unchecked. Under file type, check convert files to JPEG maximum quality and click OK.
8. It will take several minutes to process, but when the program is finished, all of your resized images will be in the Final Show Images file you created earlier. Next follow the same procedure for your vertical images except, under your **Image Size Box** on Step 6, enter 768 for the **Height**. You may receive an error message – just ignore it.