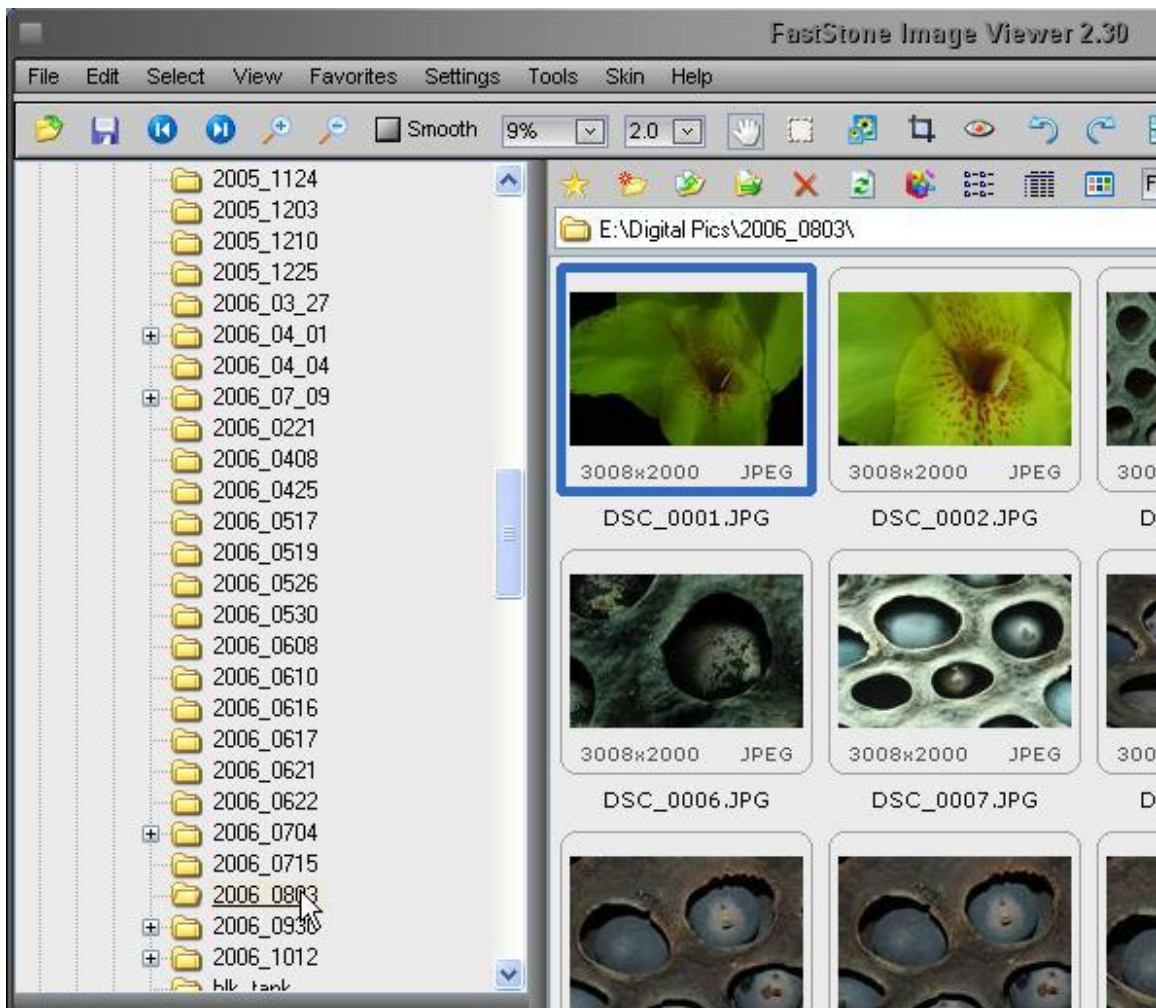
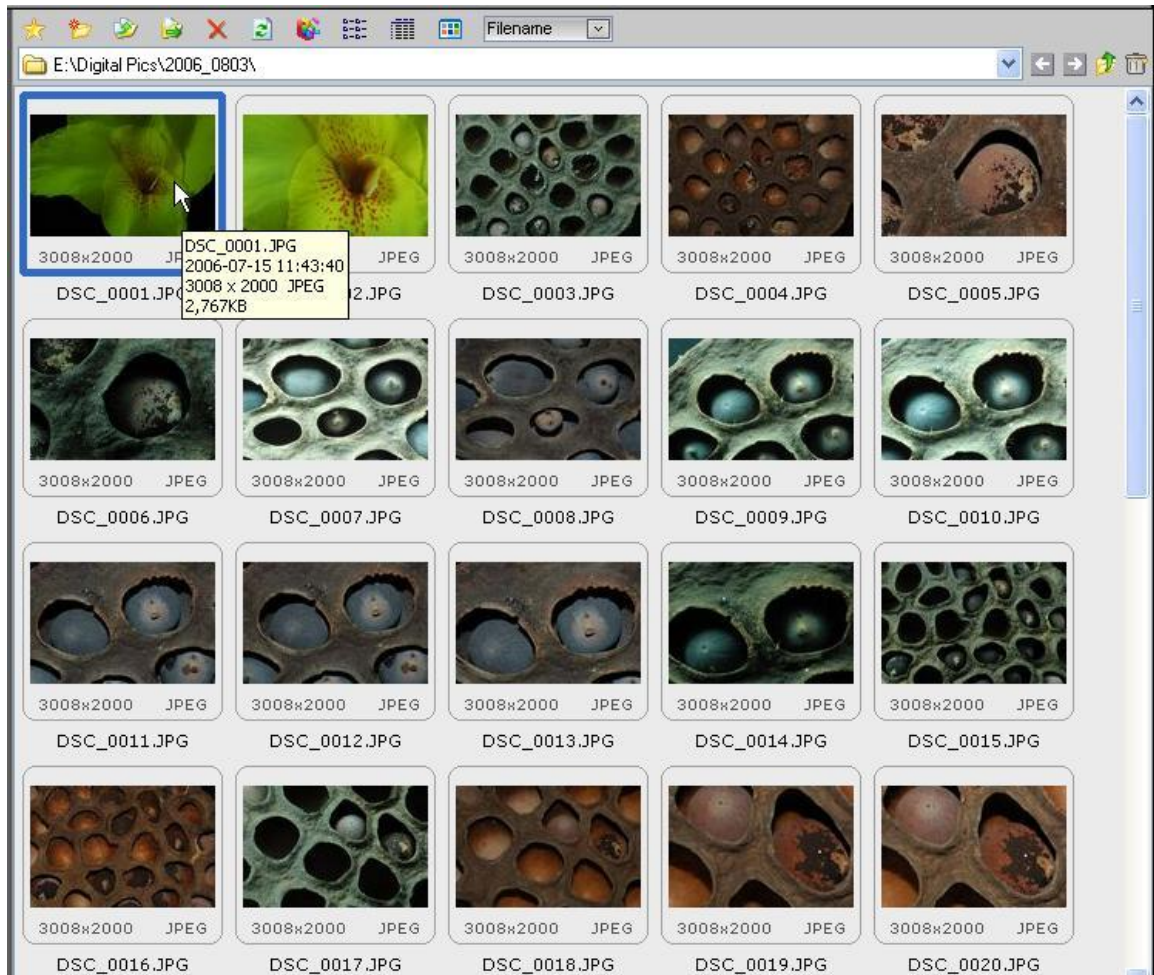


## **RESIZING AND RENAMING DIGITAL IMAGES USING FASTSTONE IMAGE VIEWER**

1. First, determine the location of the picture you wish to resize/rename. Is it on a cd-rom, on the computer hard drive or on your camera's media card? If necessary, you might need to use "MY COMPUTER" on your desktop to locate the picture file. Make note of the location.
2. Open your editing software. FastStone Image Viewer is a FREE program available on the web site software download page.
3. When you start the program, you will see a directory "tree" or list in the upper left side of the screen. Use this "tree" to find the directory or cd-rom which contains the file you wish to edit.

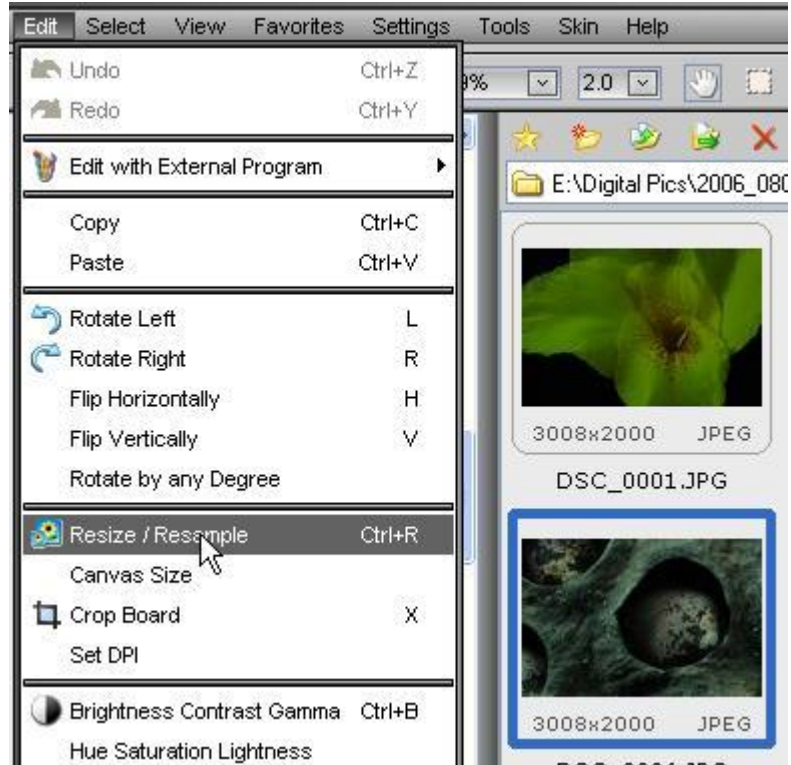


4. When you select a directory, the contents of the directory will be displayed as thumbnail images in the upper right portion of the screen.

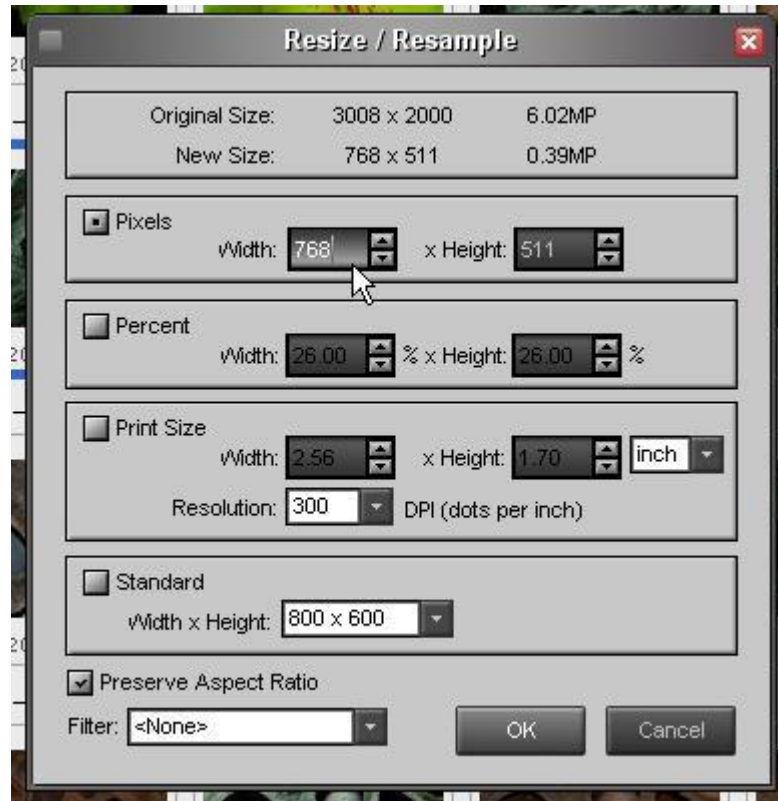


5. To select an image to **RESIZE** or **RENAME**, click an image **ONCE** with your mouse cursor. A bounding box will indicate the image has been selected.

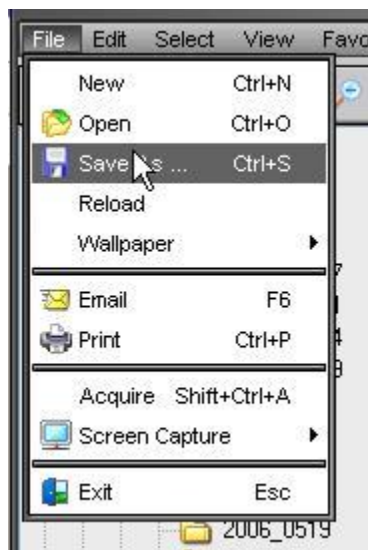
6. To **RESIZE** the image, select **EDIT, RESIZE / RESAMPLE**.



7. A pane will open which displays information about the image you are editing. Change the longer dimension of your image to **768 PIXELS**. Make sure the box marked **“Preserve Aspect Ratio”** is checked and click on **OK**.



8. Select **FILE, SAVE AS**



- At the **SAVE AS** pane, enter the name you want for the image and click on **SAVE**. The image will be saved in the same directory it was opened from unless you opened the file from a cd-rom, in which case you will need to specify a different directory for saving the image file.

