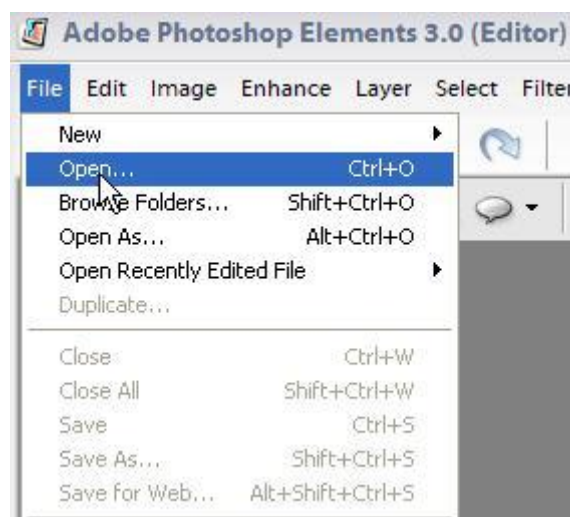


## **RESIZING AND RENAMING DIGITAL IMAGES USING PHOTOSHOP ELEMENTS**

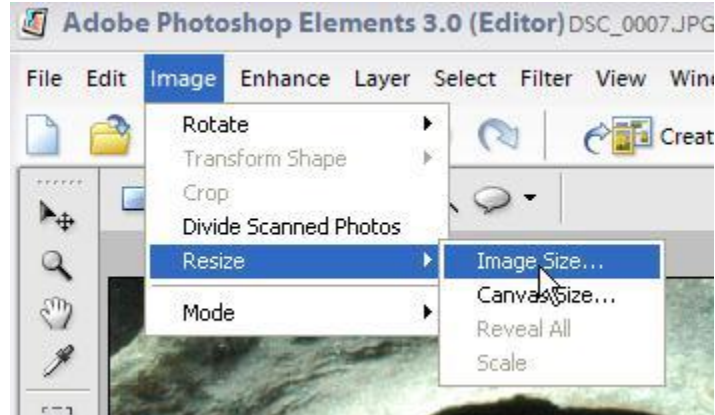
1. First, determine the location of the picture you wish to resize/rename. Is it on a cd-rom, on the computer hard drive or on your camera's media card? If necessary, you might need to use "MY COMPUTER" on your desktop to locate the picture file. Make note of the location.
2. Open your editing software. I use Adobe Elements Version 3.0 (your version may be different).
3. Select the option to **EDIT AND ENHANCE PHOTOS**.



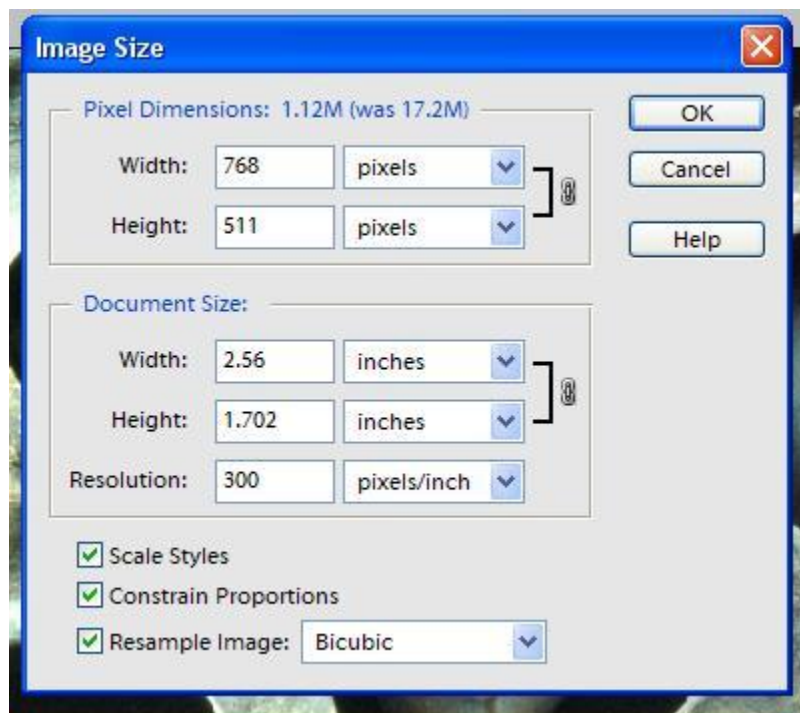
4. Select **FILE**, then **OPEN...**



5. Once the file is opened, select **IMAGE, RESIZE, IMAGE SIZE**.

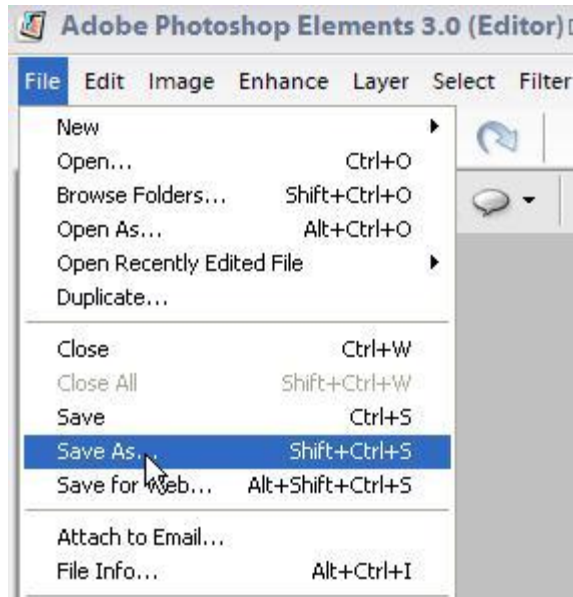


6. Enter the size for the longest dimension, either **WIDTH** or **HEIGHT** as **768 PIXELS**. Be sure the three boxes on the bottom of the menu are checked: **Scale Styles, Constrain Proportions and Resample Image**. Under Resample Image, be sure it is set to **Bicubic**.



Click on OK

7. To **RENAME** the image, select **FILE, SAVE AS**.



8. 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.

