SIZING IN PHOTOSHOP
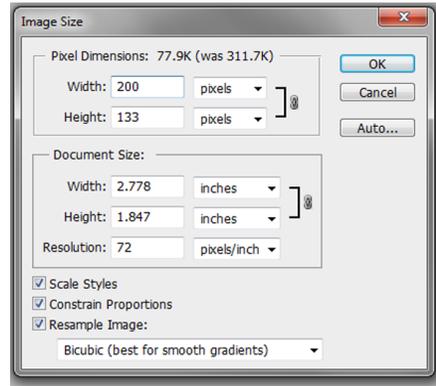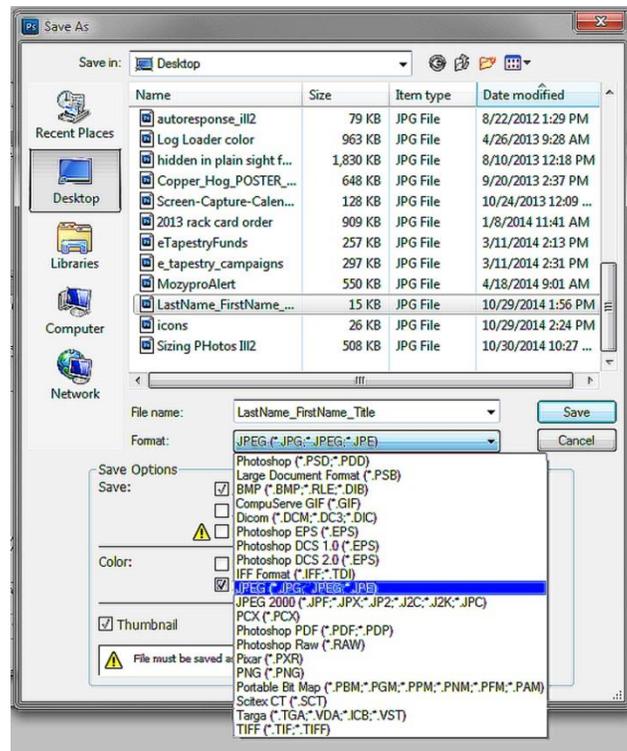
You can size photos in Photoshop by opening the photo you want to size, selecting 'Image' from the top menu, and scrolling down to select 'Image Size.' In the resulting dialogue box make sure 'Constrain Proportions' is checked in the options below. Enter 72 in the 'Resolution' box and next enter 200 for 'Width', making sure your units are pixels. Now click OK.

From the top menu 'File', select 'Save As.' In the dialogue box, pick a place to save the document where you can find it (for instance on your desktop), and enter your file name. Please name your file your name, last name first, and the name of the artwork (i.e. Bennett_Eugene_Friends). Next, click on 'Format' and select JPG. (Listed as JPEG (*.JPG;* JPEG;*JPE*)
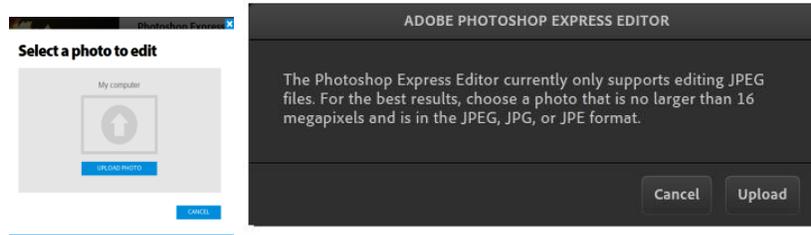

Make sure the name is different than your original photo. This will preserve your original higher resolution file. The photo is now sized, named, and ready to be e-mailed.
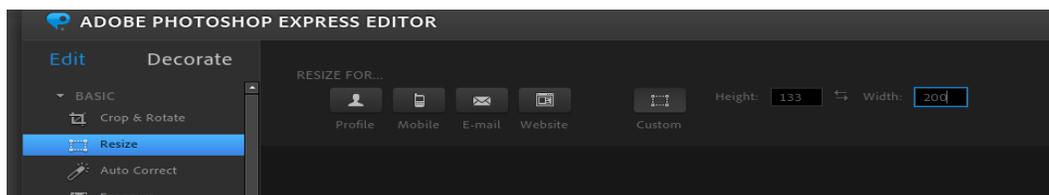
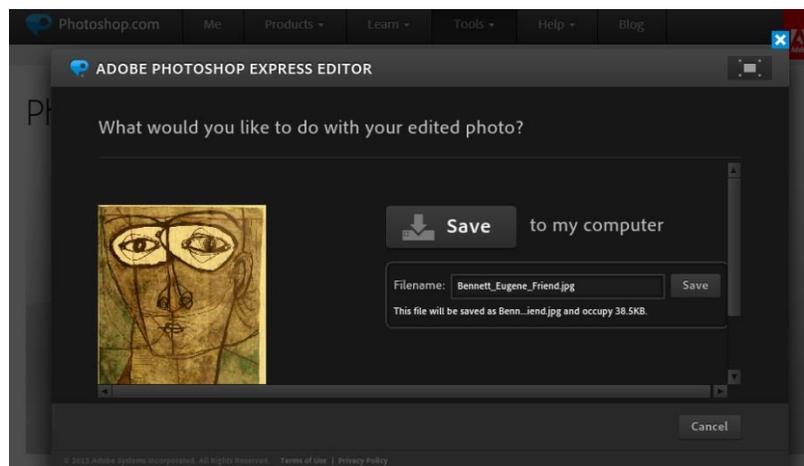## SIZING WITH PHOTOSHOP WEBSITE TOOLS

Go to http://www.photoshop.com/tools and click on "Start the Editor". A box will open that will let you select your photo. The photo must already be in JPEG format. Click upload, and your computer file folders will appear.

Select your photo, it will be displayed along with options for editing on the right.* Select 'Resize' on the left, then "Custom" from the top menu. Next enter 200 in the 'Width' box. Now click on "Done" in the bottom right hand corner of the screen.

Once you have resized it, the dialogue box will let you save your image. To rename your file, click your cursor on the existing file name, using the delete key to remove it before entering the new name. Please name your file your name, last name first, and the name of the artwork (i.e. Bennett_Eugene_Friends). Now click the save button. Your computer files will come up, choose the file location and click save. If you don't have a file for it, go ahead and save it on your desktop.

The photo is now sized and named and ready to be e-mailed.

* Your photo should include only your artwork. If there is other background, crop the photo before you size it, in order to keep the image from becoming too small. Select the 'Crop & Rotate' adjust the frame and save. Re-open to size.
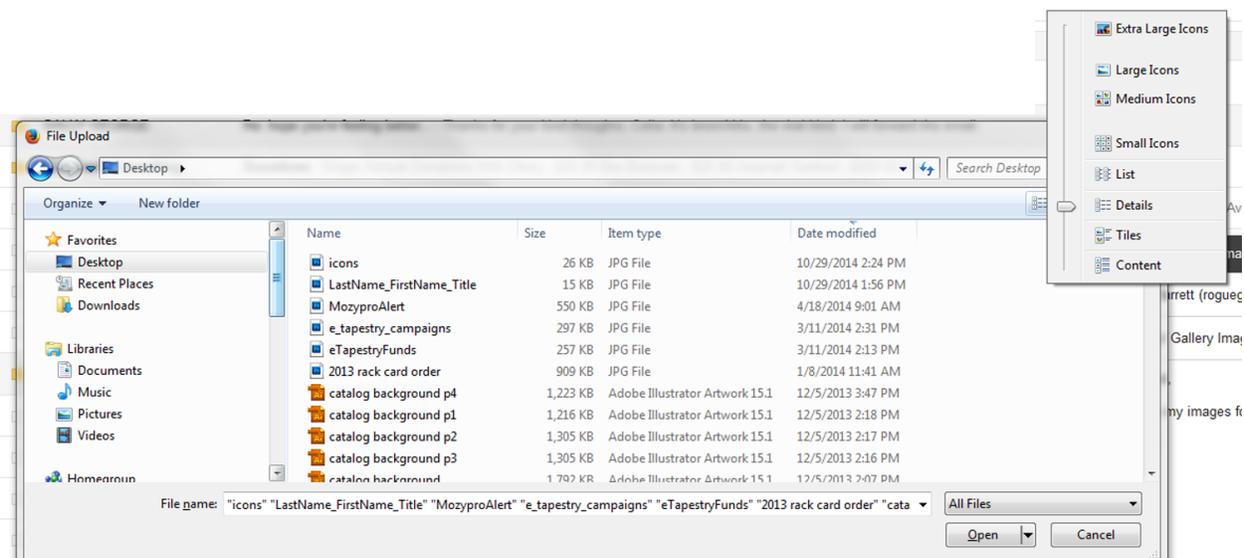
HOW TO EMAIL PHOTOS

E-mail programs vary, but most work in a similar way. I'll use G-mail as an example. If you can't figure out how to do this with your e-mail, it is free to sign up for a G-mail account.

Begin by clicking the red "compose". This will bring up a window to type your email in. At the bottom of that window is a list of icons. Click on the paperclip.

This will bring up your files and you can select the image you saved.

Tip for finding your file: In the folder you saved your image in, or on your desktop, look at your files using the detail view, then you can sort your files by date by clicking on Date modified which will bring your most recent file on top.
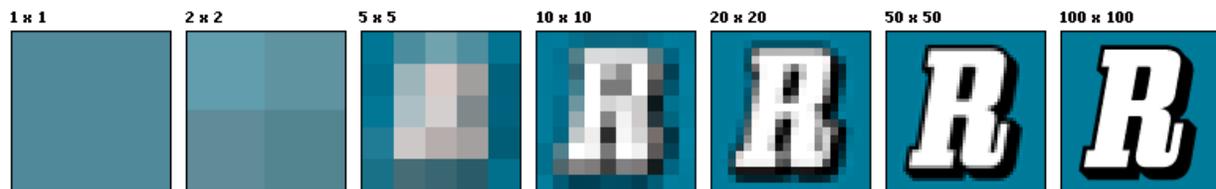

Fill in Members' Gallery in the subject line, write a line or to (or not) and click send. The photo has been sized, named and sent. Congratulations!

The **pixel** (a word invented from "picture element") is the basic unit of programmable color on a computer display or in a computer image. In other words, it is the little square of color you see when you enlarge an image. The physical size of a pixel depends on the resolution for the display screen. More pixels will make file size larger, as computers store information for each pixel.

Resolution is the size of the pixels. It determines how much detail an image holds.

DPI: The number of pixels or points in an inch. (Sometimes PPI is used instead. DPI = Dots per inch or PPI = pixels per inch).

Although DPI is how many pixels and Resolution is how big the pixels are, these terms are often used interchangeably, since knowing how many pixels are in one inch also determines how big those pixels will be.

72 DPI = 72 DPI is a good resolution for computer screens. A higher DPI image will not look better for web viewing and smaller DPI files upload quicker. Print images require a higher DPI,. Three hundred DPI will produce a quality image. An image saved at 72 dpi posted on the web will not make a good print image, which provides a level of protection from having your image pirated.