

# How To Name and Size Images for the Dropbox and Website.

## **SIZING.**

As these will be visible to the public the images should be no more than 1024 pixels along the biggest side and at a resolution of 72 DPI (ppi)

### **In Photoshop.**

Go to *Image, Image Size.*

Then in the drop down menu, *Fit To*, select *1024 x 768 px x 72 ppi.*

That will resize the photo if it is a “Standard” 6 x 4 shape, straight out of camera.

If the image has been cropped to another shape, you will have to enter the numbers in the Image Size box yourself.

Make sure the little chain link between Width and Height is on and Photoshop will let you enter 1024 in Width or Height and automatically resize the other dimension as required.

### **Paint.**

Go to File, Properties.

You will have to work out the sizes there and enter them into the boxes so the picture stays the right proportions. Not easy to do in this programme.

**paint.net** A *free* program for editing images.

Use *Image, Resize.*

Make sure *Maintain aspect ratio* is ticked.

Enter 1024 as the largest number in Width or Height and 72 in Resolution.

Done!

**GIMP** Another, more powerful, *free* editing program.

Select *Image, Scale Image.*

Make sure the two chains are active between Width / Height and X / Y Resolution.

Enter 1024 as the largest measurement and then click in X Resolution.

This will automatically change the other Width/Height.

Enter 72 as the Resolution if required.

## **Naming Images.**

### **For Facebook and Website.**

Rename your images so we can identify who sent them, when and why.

Use this format.

Your initials, four number date (month and year), Name of image.

For Gold competition images, add GOLD to the end of the name.

Sample;        JB\_0616\_Depression  
                  JB\_0616\_Fruit\_Fly\_GOLD