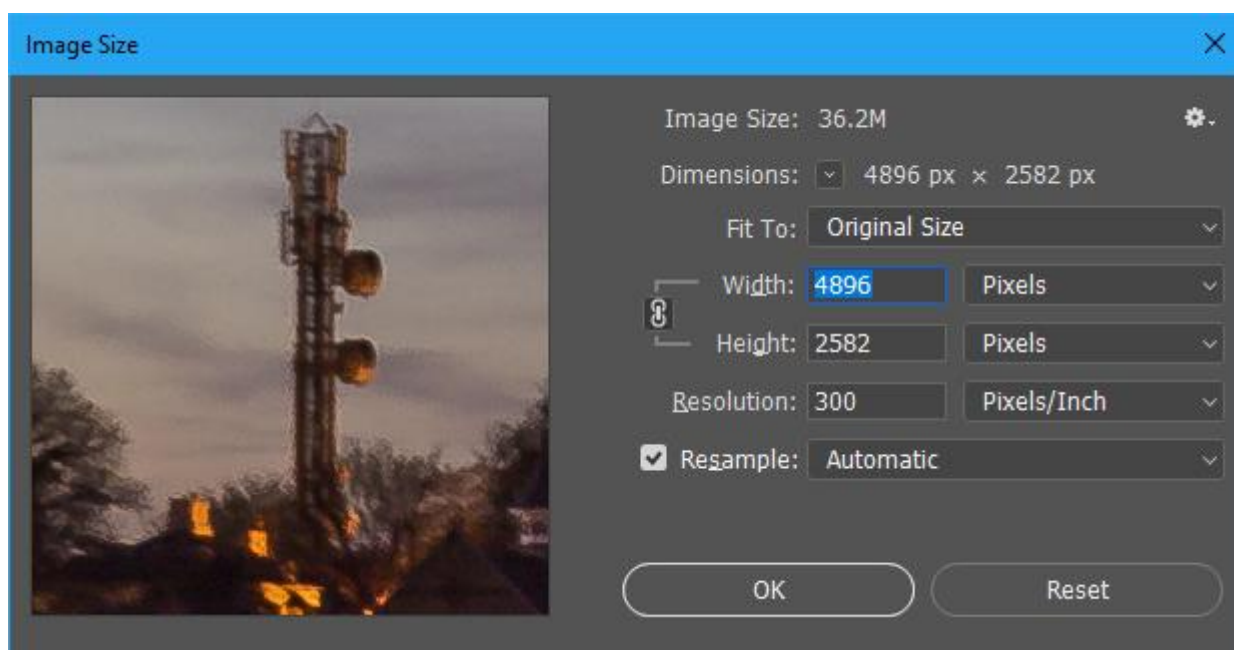# GPC - Resizing Images

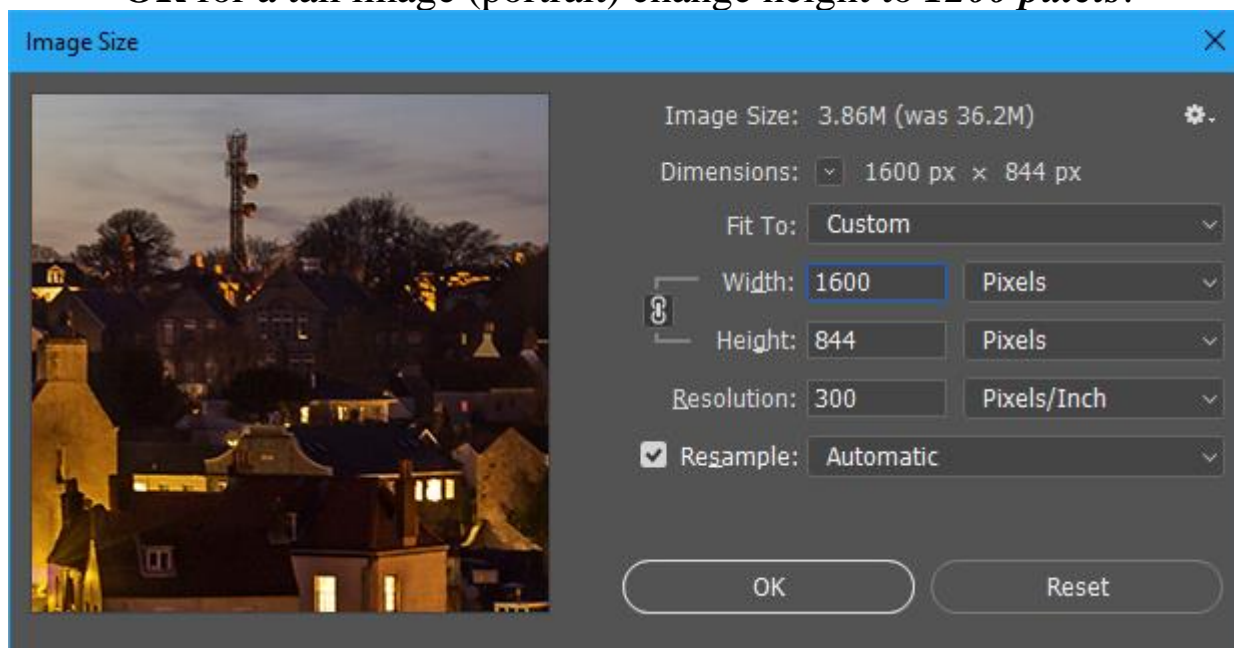**Choose Image Resize.**
Alt + Ctrl + I

Note which box/es are ticked. *In older versions of Photoshop all three boxes for Scale Styles, Constrain Proportions and Resample Image should be ticked.*

Ensure Width/Height dimensions are both shown in *pixels* not cm etc.

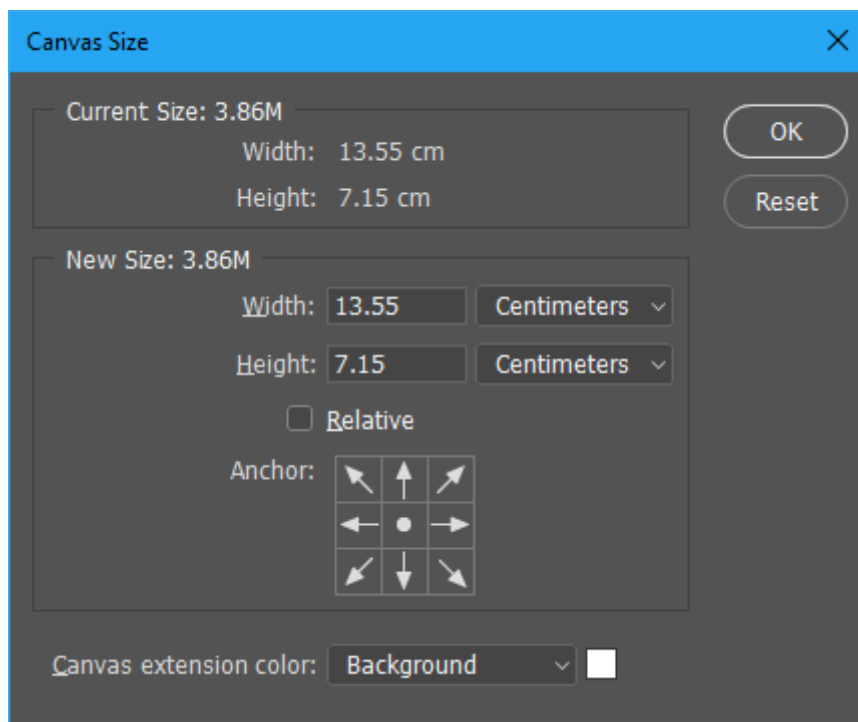**First** change Resolution in Document Size to *300* pixels per inch (dpi).
Next, for a wide image (landscape) change width to *1600 pixels*.
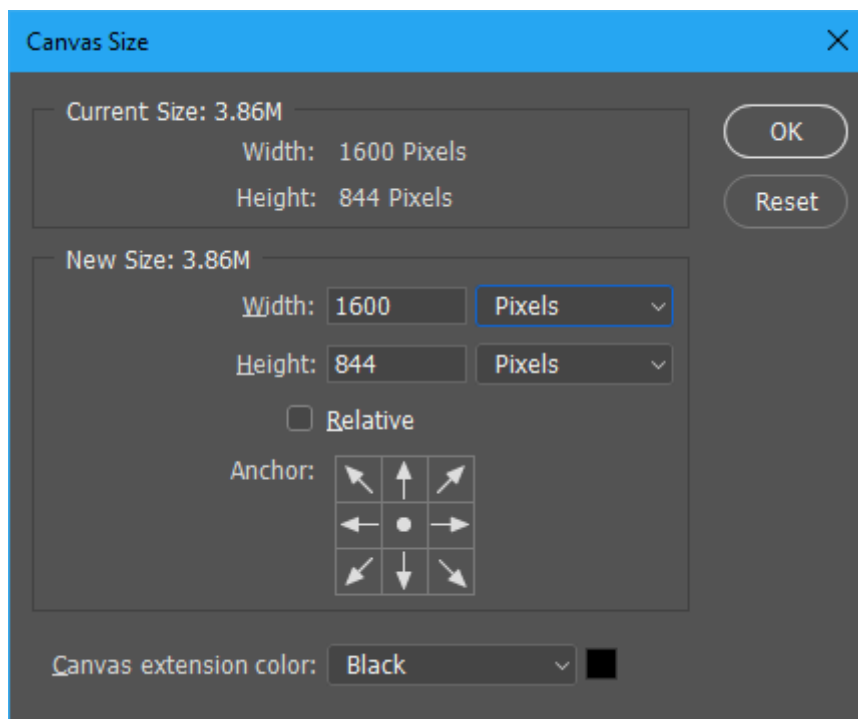**OR** for a tall image (portrait) change height to *1200 pixels*.

Then click *OK*.

Go into Canvas Size
Alt + Ctrl + C

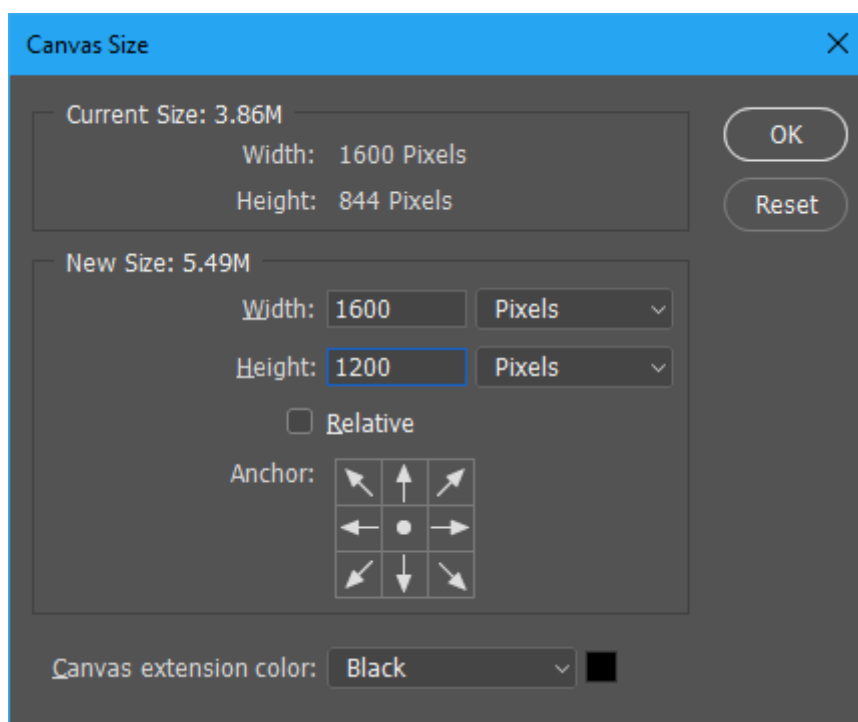Change width or height to *pixels* rather than cm so the pixel size of the image is shown.

You will note that the Width is 1600 pixels or the Height 1200 showing the change you made in the first step above in Image Size.

This next step fills any space around the image with black. This step can be ignored and you can go to the Final Step of saving the resized image as shown below as the competition software will fill the image with black if necessary.

The *middle box* of the squares needs to be chosen and highlighted with the arrows of the other boxes all going away from the middle box.
This means that any space required around the image will be filled on all the relevant sides of the image.

Change Height to *1200* for a Wide image
OR for a Tall image change width to *1600*.

Ensure that Relative is not ticked.
Ensure that the Canvas extension colour is **black** using the drop down box as that is the colour you want to fill any space with.
Then *cross your fingers* and click *OK*.
Image should now be 1600 x 1200 in pixel size and 300dpi and any blank space filled with black.

Final Step-
Important - Save the image as a .jpg file type using a different filename
e.g. add "1600x1200" on the end of the filename.

You can then use that file to copy and rename as required for the competition
eg   Your Name_Competition Name_Image Title.jpg
Note – it is ok and recommended to use spaces in the file name