



Using Windows 'Paint' to Resize an Image.

There is a piece of Windows software called "Paint". It is a Windows 10 Desktop App so may not be immediately obvious to you.

Once you have found it on your computer and opened it in full screen mode, click on "File" then "Open". Now choose the folder or location where your picture file is stored and select the image you wish to re-size and then the "Open" button to open the file. At this stage you can zoom out till your image fits inside the screen, but it is not strictly necessary to do so when re-sizing.

With the picture open in "Paint" select "Home" then in the second box from the left of the drop down toolbar click on "Resize". In the next drop down box which opens, select "Pixels" and make sure that the box beside "Keep Aspect Ratio" is ticked.

Now check the numbers in the boxes to the right of Horizontal and Vertical;

- If your image is in '**Landscape**' format, reduce the Horizontal number of pixels to 1600 and check that the Vertical pixel size is no more than 1200. If it is more, you need to reduce it to 1200 so that your image will be within the limits for projecting.
- If your image is in '**Portrait**' format, reduce the Vertical number of pixels to 1200.

Whichever one you alter, the number in the other box will automatically change to maintain the aspect ratio of your image. It is not advised to resize your image if you have to increase either of the original values as 'sizing up' will actually reduce the quality.

It is now time to save your reduced photo as a jpeg. From the 'File' menu, click 'Save As' and select jpeg Picture from the list of options listed on the right. The resulting 'Save AS' dialog box defaults to your original image source, offering you the same filename which will be blue over. Using the right hand arrow of the navigation keys will remove the blue and place the cursor to the right of the file name. Here I suggest you type a capital R at the end of the filename to indicate the reduced file, now click OK.

Your reduced picture will be stored beside the original and is the one you should submit to the Competition Secretary.