

HOW TO RESIZE IMAGES FOR: ARTIST REGISTRY & DIRECTORY PROFILES

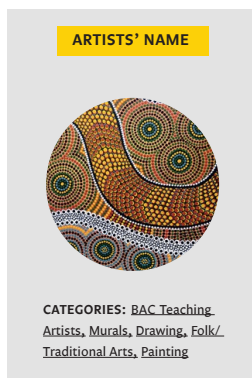
Circular Thumbnail

- Image Size: 175 pixels x 175 pixels (px)
- Maximum File Size 150 Kilobytes (KB)

ex) uploaded image

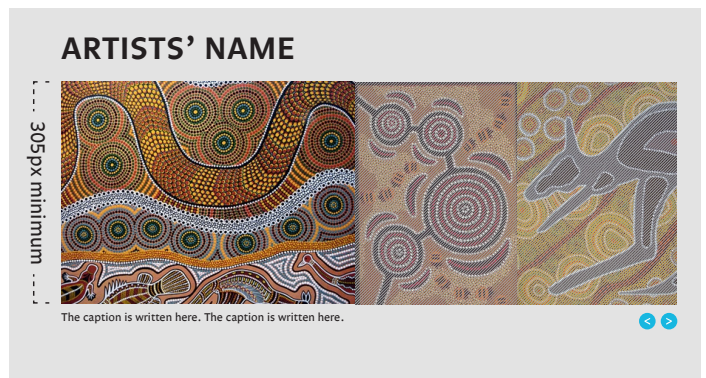


ex) final image display



Slideshow Image

- Any ratio images can be uploaded
- Maximum File Size: 150 Kilobytes (KB)
- Minimum Image Height: 305 pixels

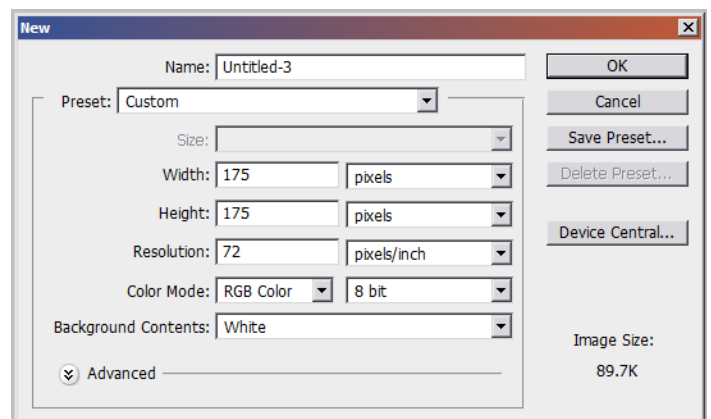



RE-SIZING WITH PIC-RESIZE

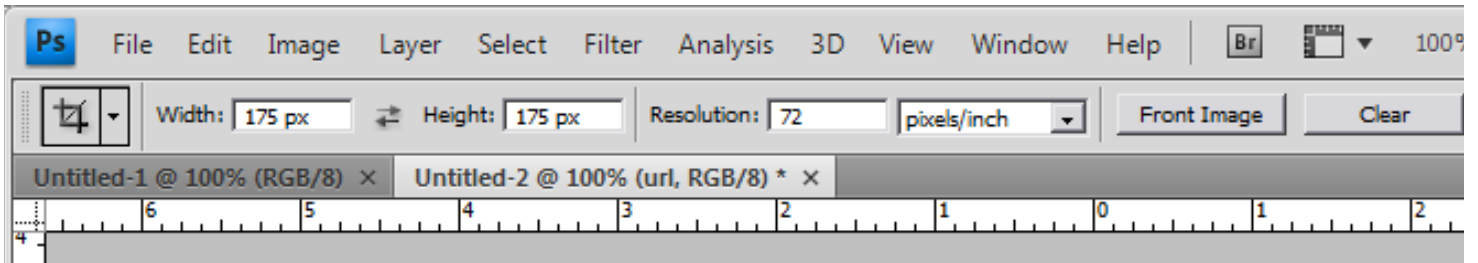
Use the guidelines listed above and follow the instructions here: <http://www.picsize.com/>

RE-SIZING WITH PHOTOSHOP

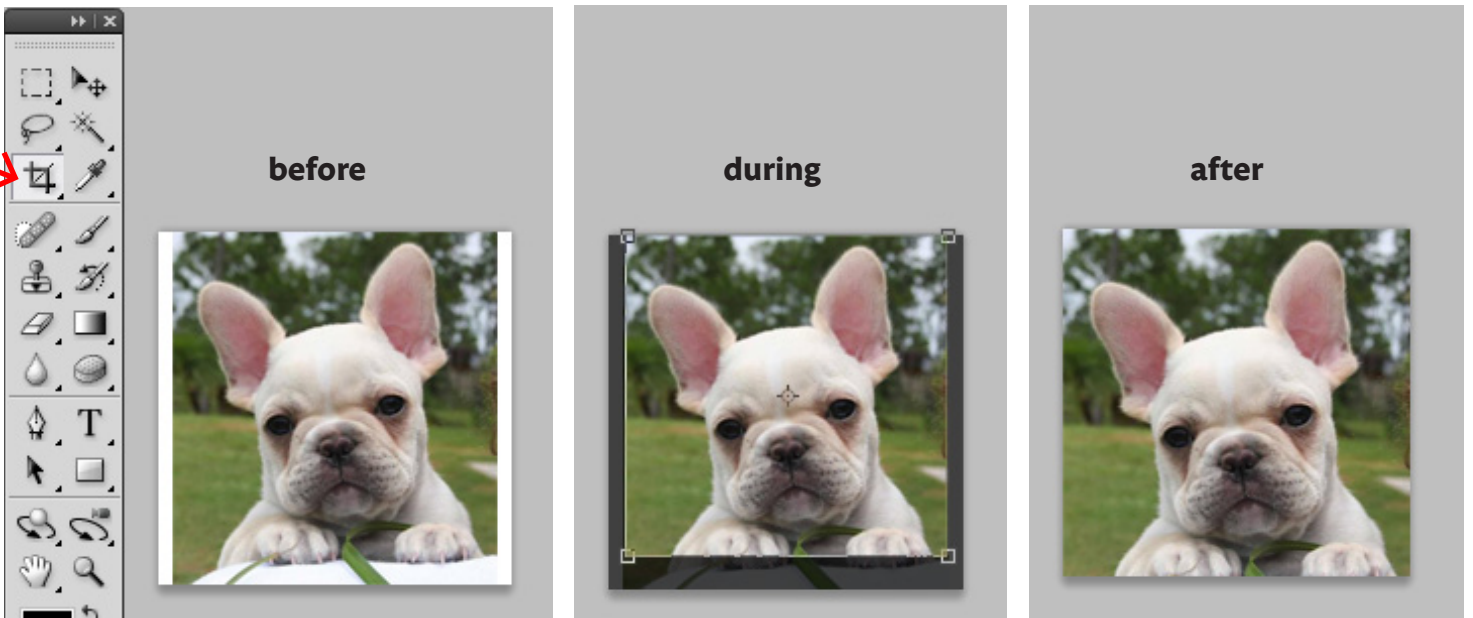
- 1) Open Photoshop
- 2) Go to File > New
- 3) Set the width and height to the desired size (in pixels)
- 4) Set the resolution to 72 pixels/inch
- 5) Set the color mode to RGB (8 bit) then click 'OK'
- 6) Go to File > Place
- 7) Select your image



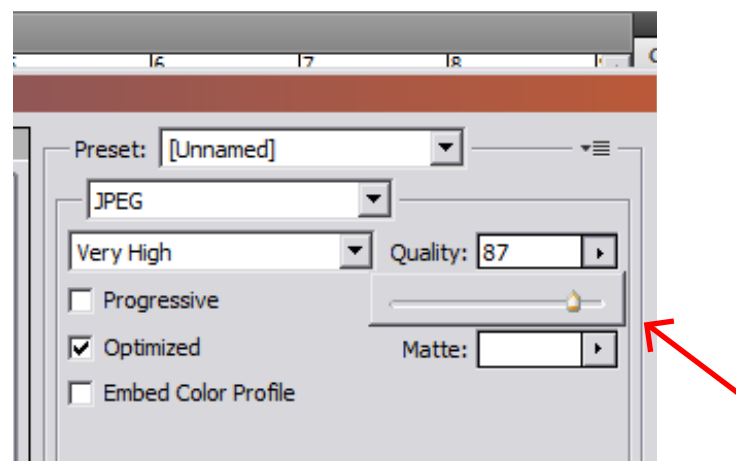
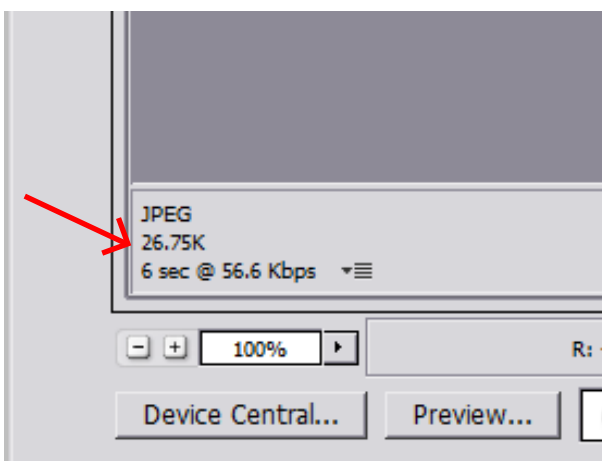
- 8) To trim any excess border, select the crop tool 
- 9) With the tool selected, re-enter the desired width (px), height (px) and resolution on the top panel



- 10) Click and drag the tool over the image to trim the excess border. Then hit enter.



- 11) Go to File > Save for Web & Devices



- 12) On lower left corner, make sure the size is under 150KB
- 13) If the size is over the limit, you can lower the quality with the sliding bar on the upper right
- 14) Save the file as a JPEG or PNG
- 15) Done!