

HOW DOWNSIZE A PHOTO USING FASTSTONE

Download the FastStone program (it is a free download)

1 Open pictures folder and Right Click on picture to be downsized in the menu displayed click on open with then click FastStone viewer. The selected picture will open onto your screen.

2 Place the cursor to the left side of your screen and click on to resize/resample and box will appear

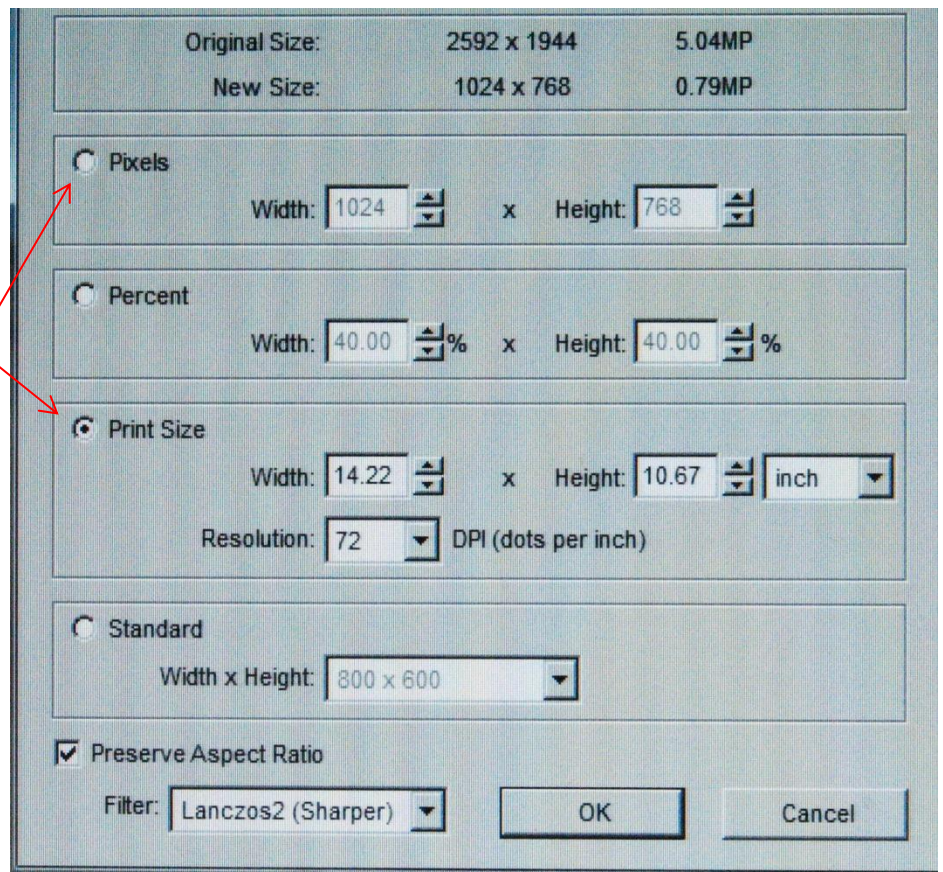
3 Activate Print Size

(make sure the black dot is visible if not click in white circle)

4 Change resolution to 72

5 Click on pixels

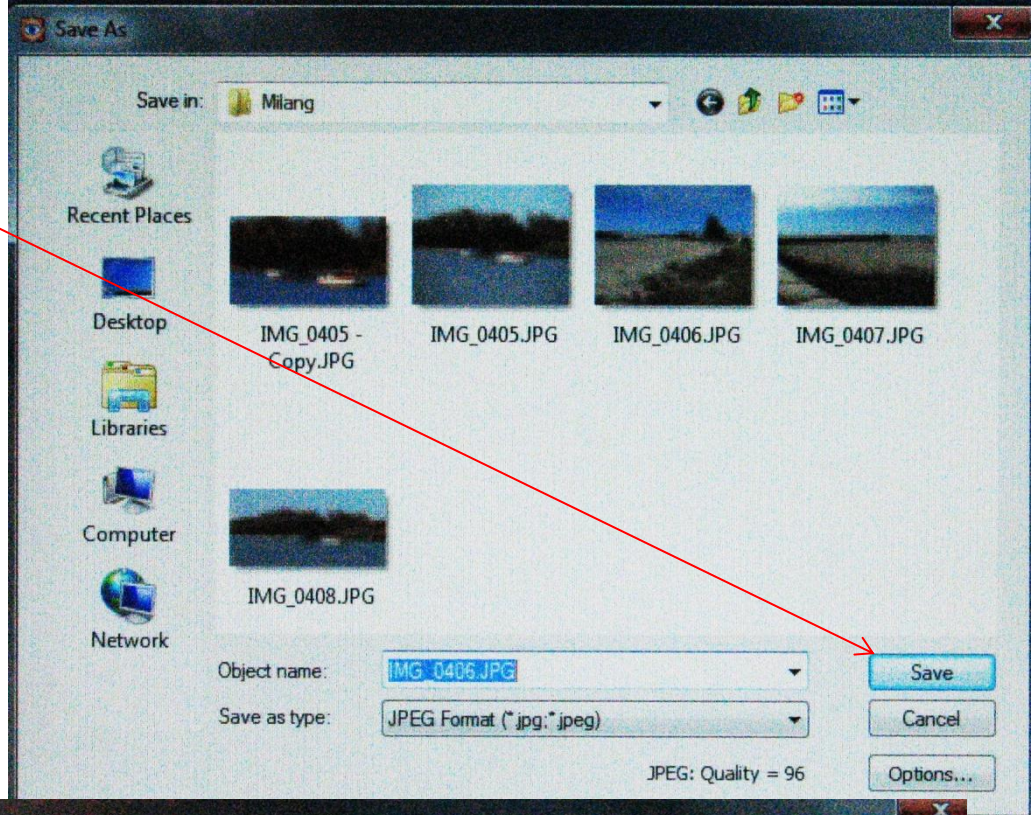
6 Change width to 1024 or the height to 768 which ever is applicable.



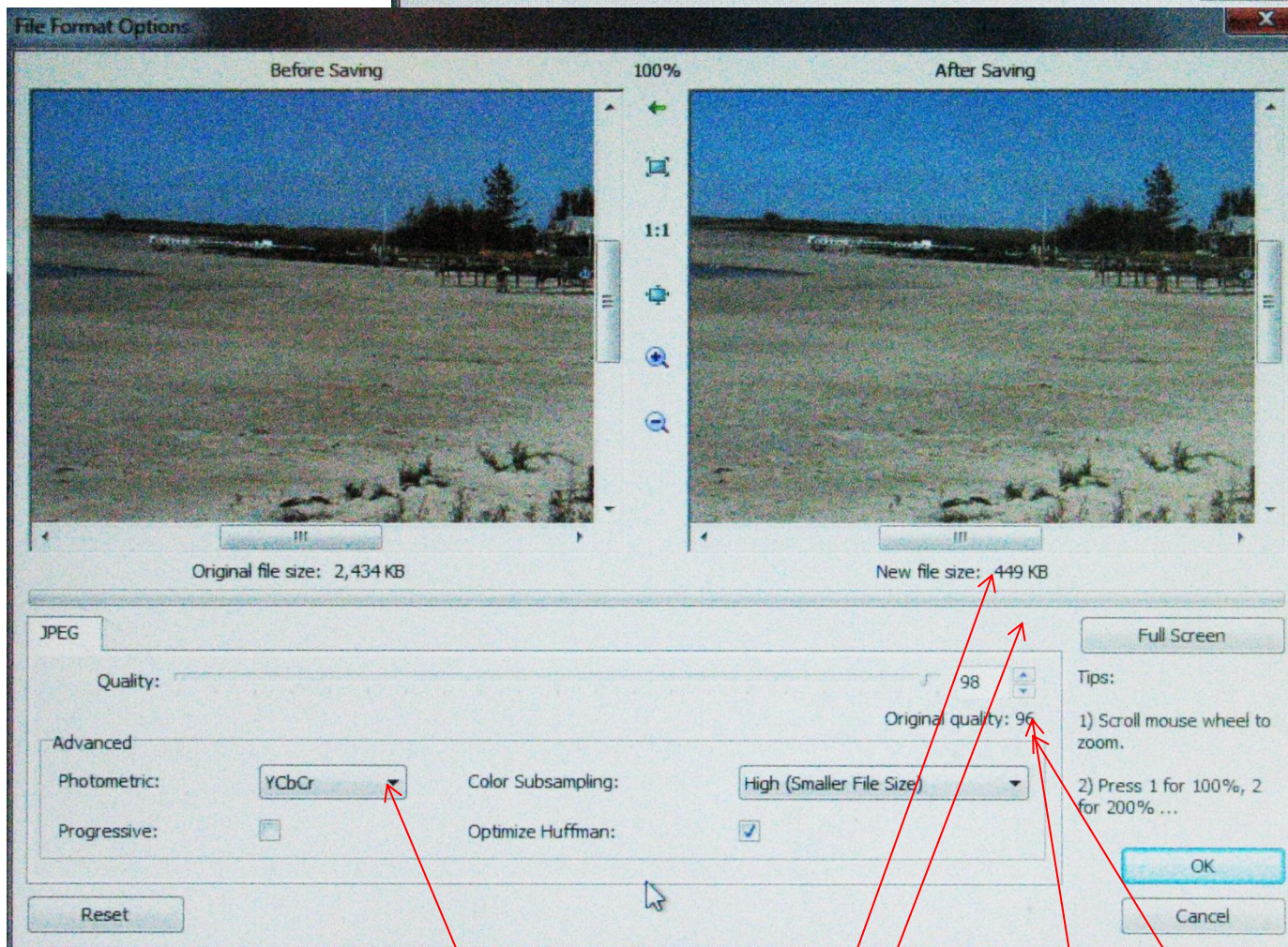
7 Click OK and the image will be smaller on your screen.

8 Place your cursor on the left side of your screen and click on save as and the box below will appear

9 Click on Options

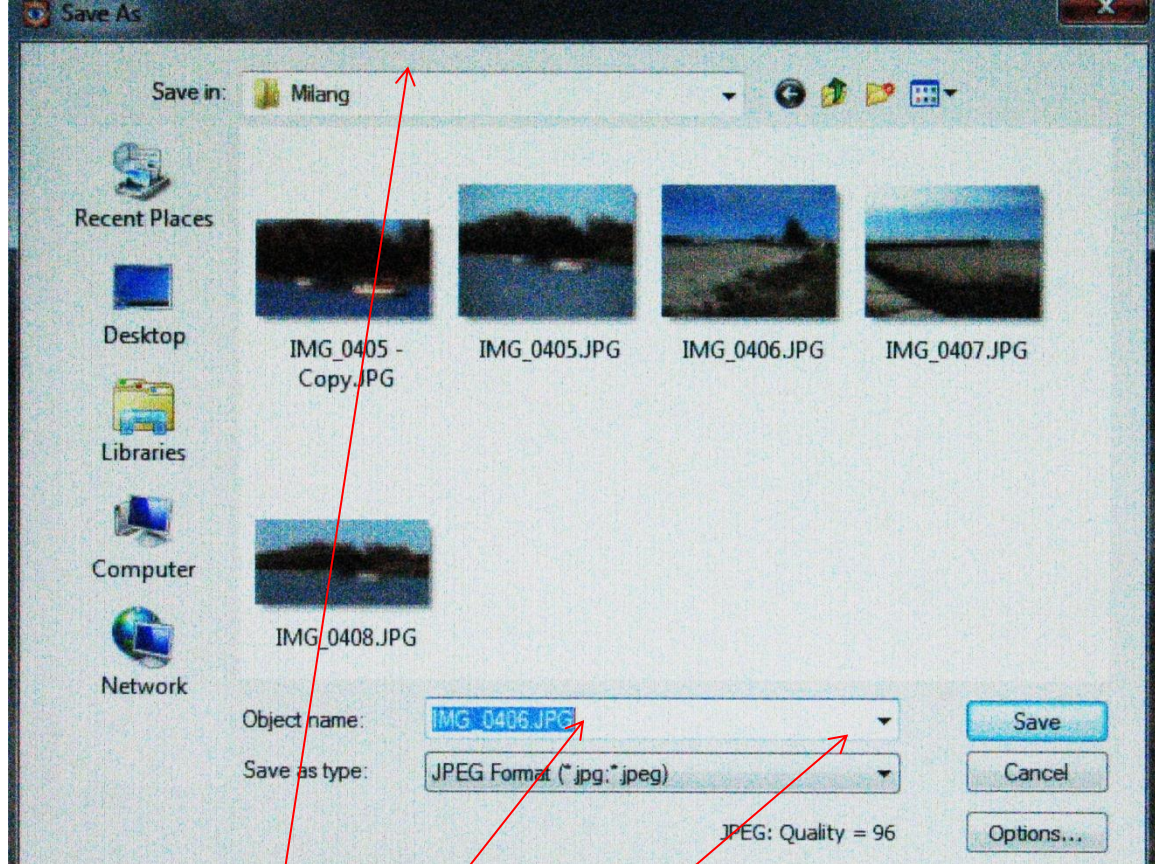


10 The box below will appear



11 Now change the quality by using the up and down arrow heads
Until it is as high as possible but below 550KBs
Click OK and the previous screen will appear.

12 Change colour profile to RGB Click on down arrow and click RGB.



13 Select the folder where you want to save downsized picture.

14 Rename the picture

15 Make sure it will be saved as JPFG

16 Click Save; Now your downsized picture will be saved in the folder you chose.