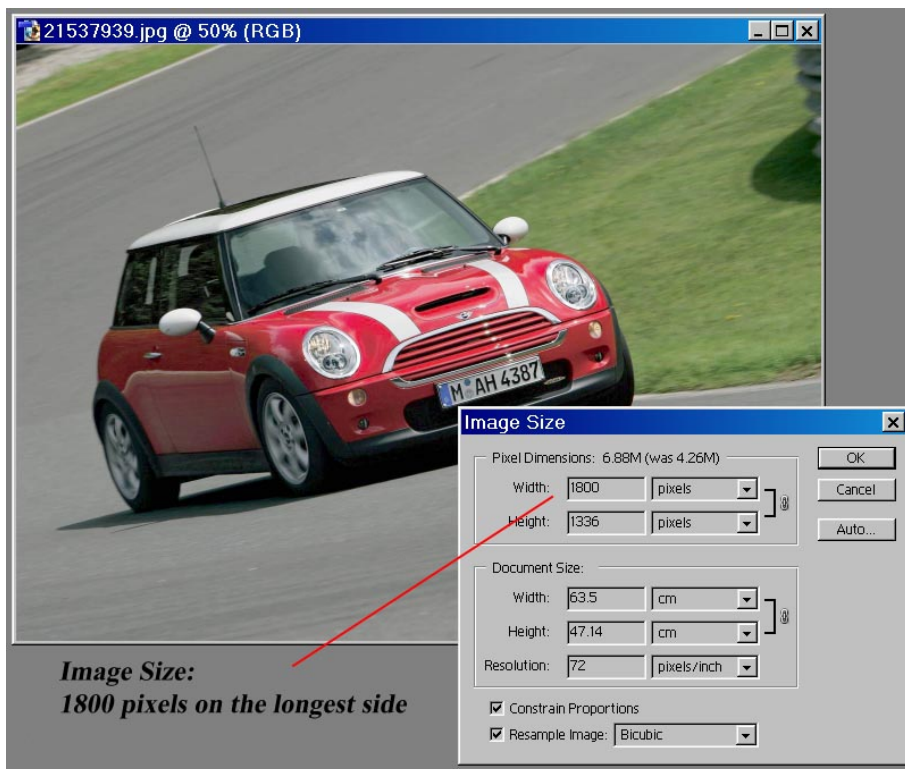


News Awards

How to Save and Resize an Image for an Entry in News Awards

- Step 1.** Create a “New Folder” by right clicking on your desktop (choose *New > Folder*). You then need to name it, call it your surname.
- Step 2.** Locate the Image/s you want and download from Newsmachine into your Image system (i.e. News Image).
- Step 3.** Go to the Image, highlight the caption, go to the *SAVE ICON* in the top tool bar, select the folder you wish to save in. Name the Image ensuring that it has the .jpg extension and press *SAVE*.
- Step 4.** Open Photoshop and open your Image/s (*File > open*)
- Step 5.** Then go to *Image > Image size*, 1800 PIXELS on the longest side (dpi does not matter)



- Step 6.** Be sure to delete the folder from the desktop when the entry is completed or save a copy of your entries to a CD.