ACADEMY of ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

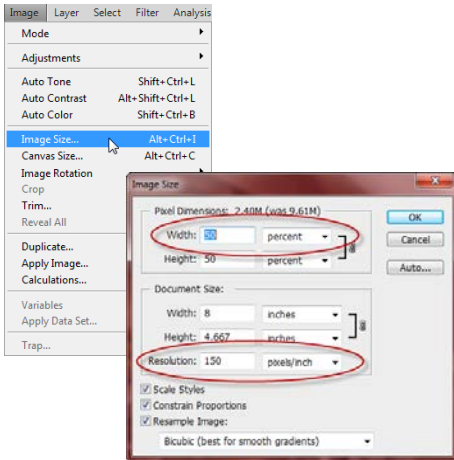## ONLINE MIDPOINT & FINAL REVIEW: Graphic Resizing in Photoshop

If your PowerPoint file is too large to send via email or load into the online review meeting room, please follow instructions below to resize JPEG images:
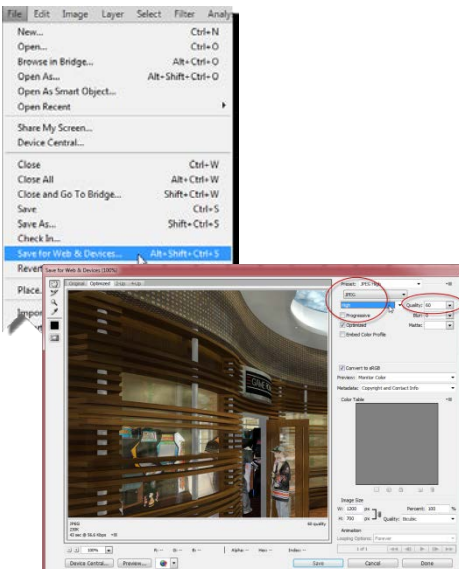
1. Open your picture in Photoshop

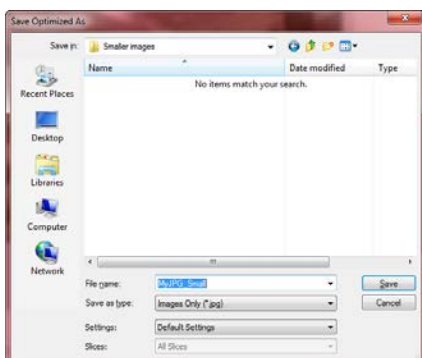2. Go into **Image → Image Size** and change the drop down from pixels or inches to **percent**.

3. Change the **Width** to a smaller percent.
Try **50 percent** and the **Resolution** to **150 pixels** per inch and click **OK**.

4. Go into **File → Save for Web & Devices**
Select **JPEG** and change the **Quality** to be **High (60)** and **Save**.

5. Select **location** of JPEG and **rename** to preserve original file.
I would suggest renaming the new file *OriginalFileName*_sm.jpg
(example: FrontPanelExterior_sm.jpg)

6. Click the **Save** button