How to Resize & Rename Your Pictures in Lightroom, PS Elements, Photoshop, FastStone Image Viewer (PC) and iPhoto (Mac)

By Darrel Priebe – Revised December 19, 2024 by Steve Friedman

*Revision Summary: In December 2024, Image sizing guidelines were revised. The maximum dimensions are now **1920 pixels wide by 1080 pixels high**. Previously, image size constraints were 1400 x 1280 pixels. This change was made to make our image sizing guidelines match S4C and PSA guidelines.*

LIGHTROOM:

1. To resize your image for email and projection:
    a. Highlight the image
    b. In the File Menu > Open the Export window
    c. Export Location > Export To – select the folder where you want to export the file.
    d. File Settings > Select JPEG, sRGB, and Quality 100
    e. Image Sizing >
        i. Resize to Fit: Width & Height
        ii. W: 1920 H: 1080
    f. Click: Export – this saves the resized image to the folder you selected

2. Rename your picture for easy identification:
    a. Locate the resized image in the folder you selected in step 1 above.
    b. Highlight the image name and press Enter
    c. Rename your images with this format. Be sure to use the spaces and underscore to make it readable. Place the number 1 or 2 after your name to indicate which image you want to be shown first, in case time limits preclude critiquing all images.
        i. PRINT CONTESTS: (Category names are: Assigned or Open.)
            1. Example: Assigned_Tom Jones 1_Bell Bottom Jeans.jpg
            2. Example: Open_Tom Jones 2_Bombers in Flight.jpg
        ii. DIGITAL COMPOSITION CHALLENGE: (No category name needed)
            1. Example: John Smith 1 _Eastern Sunrise.jpg
            2. Example: John Smith 2_Eastern Sunrise.jpg

    3. Open your email program, attach the file, and send it to PhotoEntries@tophotogroup.org by noon two days before the club meeting. You will receive an email to let you know that your picture was received. If you have any trouble with these directions, please request help via email PhotoEntries@tophotogroup.org

PHOTOSHOP ELEMENTS:

1. To resize your image for email and projection:

a. Open the picture to be resized in PS Elements
b. Go to Image Menu > Resize > Image Size
c. Make sure Constrain Proportions is checked
d. In Pixel Dimensions, if you have a *Horizontal* picture, set the Width dimension to 1920 ppi. If you have a Vertical picture, set the Vertical dimension to 1080

ppi. Check to see that neither the width nor height is larger than 1920 x 1080. If it is, lower that dimension to the correct size.
e. Click OK.

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   b. Highlight the image name and press Enter
   c. Rename your images with this format. Be sure to use the spaces and underscore to make it readable. Place the number 1 or 2 after your name to indicate which image you want to be shown first, in case time limits preclude critiquing all images.
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PHOTOSHOP (CS):

1. To resize your image for email and projection:
   a. Open the picture to be resized.
   b. Go to Image Menu > Image Size.
   c. Make sure the Constrain Proportions box is checked.
   d. Make sure the Resample Image: box is checked and select Bicubic Sharper for best reduction. RESIZE-YOUR-PICTURES.doc Page 2
   e. In Pixel Dimesions, if you have a Horizontal picture, set the Width: dimension to 1920 ppi. If you have a Vertical picture, set the Height: dimension to 1080 ppi. Check to see that neither width nor height is larger than 1920 x 1080. If it is, lower that dimension to the correct size.
   f. Click OK.

2. Rename your picture for easy identification:
   a. Locate the resized image in the folder you selected in step 1 above.
   b. Highlight the image name and press Enter
   c. Rename your images with this format. Be sure to use the spaces and underscore to make it readable. Place the number 1 or 2 after your name to indicate which image you want to be shown first, in case time limits preclude critiquing all images.

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FASTSTONE IMAGE VIEWER: (Excellent, free program for PC) An image browser, converter and editor that supports all major graphic formats It has a nice array of features such as image viewing, management, comparison, red-eye removal, emailing, resizing, cropping, color adjustments, musical slideshow and much more. Download for free at: http://www.faststone.org/

1. To resize your image for email and projection:
   a. Select the picture to be resized; a blue rectangle shows you which picture is selected
   b. Go to the Edit Menu > Resize/Resample
   c. Make sure the Preserve Aspect Ratio box is checked
   d. The Filter: window at the bottom should have Bicubic selected
   e. Check the Pixels box. If you have a Horizontal picture, type 1920 in the Width: box. If you have a Vertical picture, type 1080 in the Height box. Check to see that neither the width nor height is larger than 1920 x 1080. If it is, lower that dimension to the correct size. RESIZE-YOUR-PICTURES.doc Page 3
   f. Click OK.

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iPHOTO (MAC):

1. To resize your image for email and projection:
    a. Select the picture in your iPhoto Library – the picture will be highlighted with a blue line around it.
    b. Go to the File Menu > Export
    c. Click the button > Scale Images no larger than:
    d. If you have a Horizontal picture, set the Width dimension to 1920 ppi. If you have a Vertical picture, set the Vertical dimension to 1080 ppi. Make sure the Use filename and Use extension buttons are checked. Check to see that neither the width nor height is larger than 1920 x 1080. If it is, lower that dimension to the correct size.
    d. Click Export

2. Rename your picture for easy identification:
    a. Locate the resized image in the folder you selected in step 1 above.
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