How to Resize a Digital Image for an Artist of the Month Entry

**On a PC:**

Download Photoscape [www.photoscape.org](http://www.photoscape.org) (is a free application to manipulate photos).

Open Photoscape, click on EDITOR.

Select the image to resize and click on the RESIZE drop down arrow, select 400 px.

Resize function is available in pixels, 400 pixels will be around 5” size.

Make sure the Preserve Aspect Ratio is checked.

Click SAVE. Make sure the DPI option is checked to 72.

Save.

**On a Mac:**

Open Preview. Go to Tools > Adjust Size…

Make sure Scale Proportionally is checked and Resample Image is not checked.

Change the longest side to 5 inches.

Set Resolution to 72.

Click OK. Save.