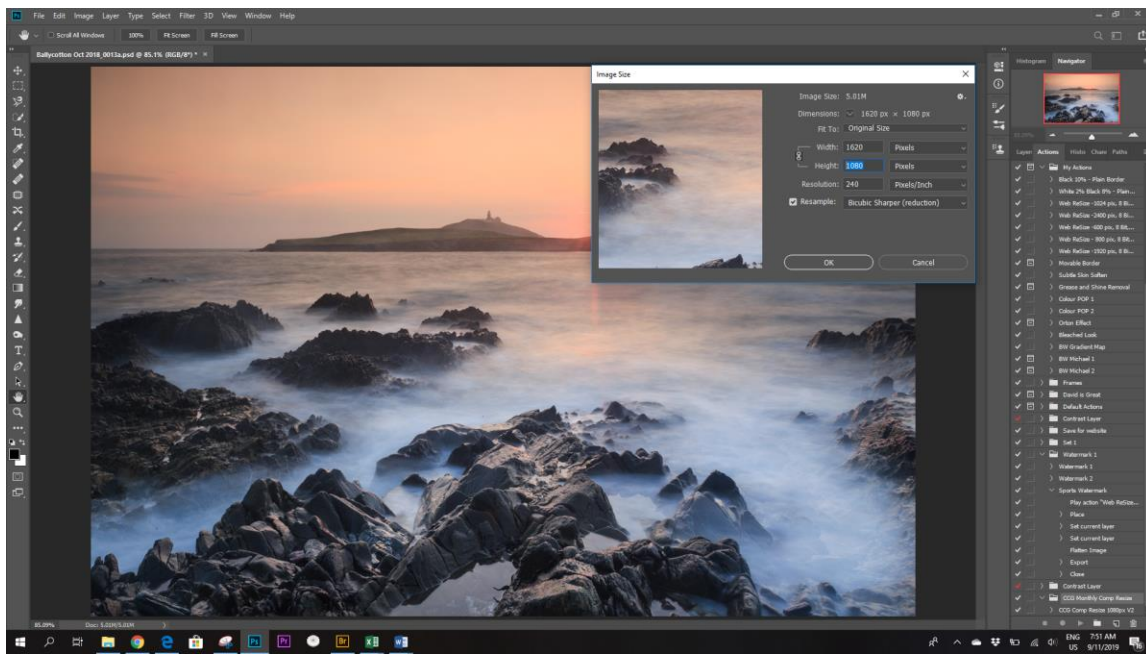


Resizing and Image labelling guide for CCG Monthly Competitions 2019/2020.

Open the image you want to resize and click on IMAGE in the toolbar. This will give a dropdown list as seen in the example below. From the dropdown list click on IMAGE SIZE.....

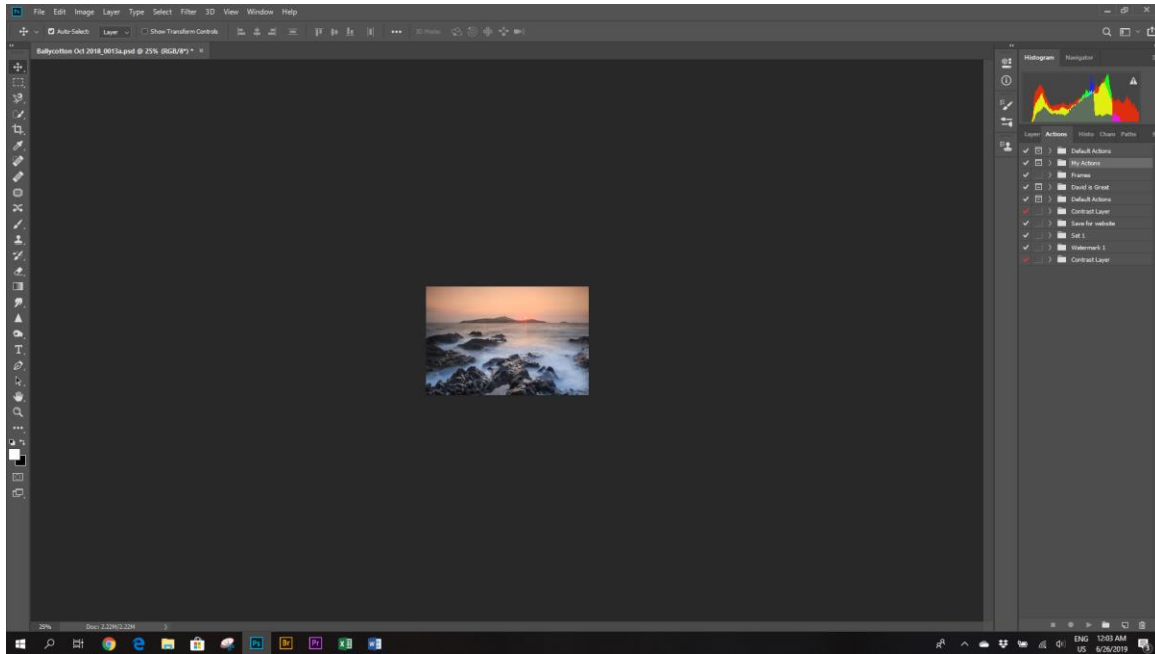


This will bring up a dialogue box as shown in the example below. As you can see my image size is 5363 pixels wide by 3575 pixels high. This is too big for the CCG Projector, so I need to resize it to 1080 pixels on the shortest side. For this image, the shortest side is the "Height". I can do this by simply entering 1080 pixels in the "HEIGHT" box as shown above



So as you can see I have entered 1080 pixels in the resize dialogue box as shown above

Your image should look something like the example below, now hold down the CTRL key and press the 0(zero) key and your image will fill your screen once more. Don't worry, the actual size of the image remains 1080 pixels on the shortest side.

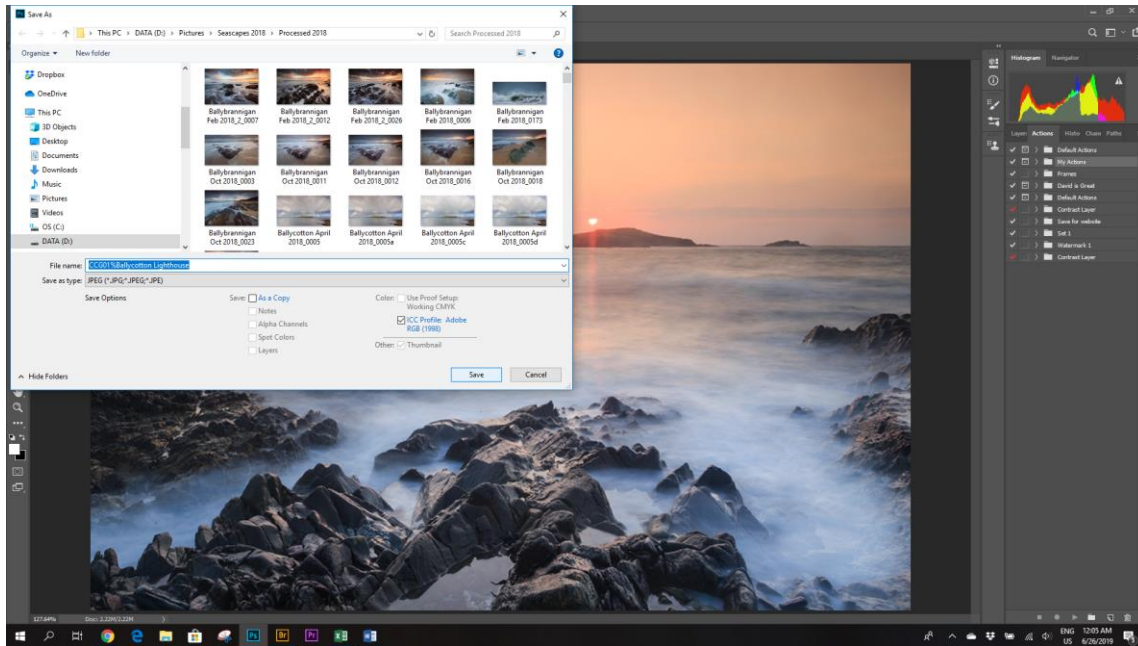


All that remains to do now is to save your image to the folder of your choice. When doing this use the “SAVE AS” option, as this will save a copy of the image while not altering the original image.



If the image is to be used for a CCG Monthly Competition, use the example below as a reference. The software in use this year requires the % symbol between you CCG Number and the image title with no spaces between CCG01 and %. This is something I cannot change. In the below example I have labelled the image as

CCG01%Ballycotton Lighthouse



When you get to the final dialogue box, make sure that your file size is below 1MB in size. This can be reduced by reducing the number in the QUALITY box as needed. You should see the file size as in the example below. Click ok and that's it, you have resized your image for the Monthly Competition 😊

