## How to resize your pictures on a Mac

Locate your pictures and open them in Image Preview. By default, you can simply double-click an image file and it will open in Preview. If you've changed your image file associations, you can Command-click or right-click on an image file, point to Open With, and select Preview.

|  | Open |
| :--- | :--- |
| Ee Preview (default) | Open With |
| ColorSync Utility | Move to Trash |
| E Evernote | Get Info <br> Coogle Chrome <br> Compress "Screen Shot 2014-11-09 at 10.28.30 AM" |

Select Tools > Adjust Size to bring up the Resize dialog, which will allow you to resize the image. Click the "Pixels" option and enter the relevant value for the competition. This is generally either " 1400 " for width or "1050" for height. These are the maximum sizes for width and height, so if one of the values is higher, change it to either 1400 or 1050 . Make sure you check you have sized correctly according to the competition.
Make sure the "Scale proportionally" box is ticked.
Click OK to resize.


Save the image. Make sure the filename is in the following format:
Firstname Surname_Title of image.jpg

