

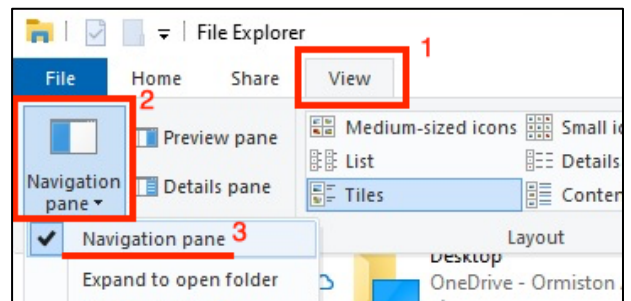
Preparing images

1. Follow the link in the e-mail you've been sent to the photo gallery
2. Find a photo you can use in the gallery
3. **Download** the photo
4. Go to downloads and **move the photo into your One Drive** – drag it across

If you can't see the left sidebar, click

View at the top > **Navigation Pane** >

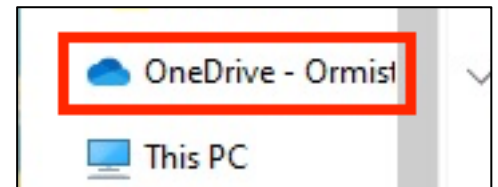
Navigation Pane



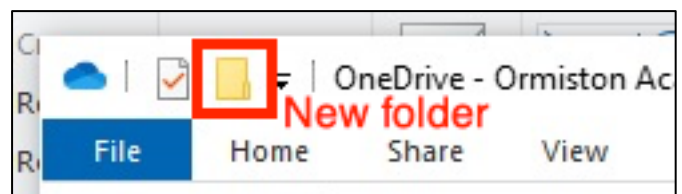
5. At the **bottom** of the screen, find the folder icon and click it to open **File Explorer**



6. Go into your **One Drive**



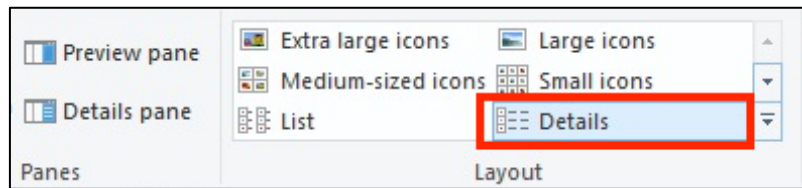
7. Make a **new folder** – click the **yellow icon** at the **top**. Call the folder something helpful so that you'll know what it was for



8. **Drag** the photo you downloaded into the new folder. The name of the file will start with **DSC**
9. Go into the new folder – double click it to get inside it
DSC_XXXX isn't a very helpful name. We can rename it
10. **Right click** on the file > **Rename** (towards the bottom) > give the photo a more helpful name (something like beach)

Explore the file

11. At the top, change the layout mode to **Detail**



12. Find out how big the file is in KB (KiloBytes). To help you understand this, 3,000 KB is 3 MegaBytes

Name	Status	Date	Type	Size	Tags
beach.jpg	✓	09/06/2023 12:32	JPG File	3,670 KB	

We need to be able to reduce the size of the file – 4 or 5 photos of that size will make the work too big to save quickly.

13. Open **Photoshop** – you'll find it in the **Adobe folder**
14. At the top, click **File > Open**. Find your photo and open it
15. At the top, click **Image > Image size**

Look at the numbers. How big is the image? How many pixels does it contain (look at the top of the box)

16. Change the **width** of the image to **1000 pixels**. The height should change automatically

Check to see how many pixels will now be in the image. It should be a lot less

17. Click **OK**. The image shrinks to be really small, but don't worry – it's not!
18. Click the **Zoom tool** on the left Photoshop toolbar – the magnifying glass towards the bottom
19. At the top of the screen, click the **Actual Pixels** button.

Save the file

20. At the top, click **File > Save As**. Give the file a new name (something like beach_edit). Click **OK** when a window dealing with image quality pops up
Now you have a smaller file that will be a lot easier to use