



THE CITY OF SAN DIEGO

How to Resize a Digital Image in Microsoft Photo Editor

1. Open your Microsoft Photo Editor program
2. On the Toolbar, click File, then click Open.
3. Use the drop down arrow to navigate your directories and go to the location of the photo you want to resize. Click on the photo you want to insert in order to “select” it, then click on the button that says Open.
4. On the Toolbar, click Image, then click Resize.
5. In every Request For Qualifications (RFQ) issued by the City of San Diego Commission for Arts and Culture, the following dimensions for images are specified:
 - Maximum Dimensions of 1024 x 768 pixels
 - Minimum Dimensions of 720 x 480 pixels
6. Change the unit of measurement to pixels, then type the number of pixels in the Width and Height box and click OK.
7. To save this image in its new size, go to the Toolbar and click File, then Save As. This will save the resized image as a new file and will not erase the original image. Going to the Toolbar, clicking File and Save will erase the original image.
8. Always utilize Help, which is located on the Toolbar, if you have questions.
9. You can do it! Good luck!