

HOW TO REDUCE THE SIZE OF A PHOTO – STEP BY STEP GUIDE.

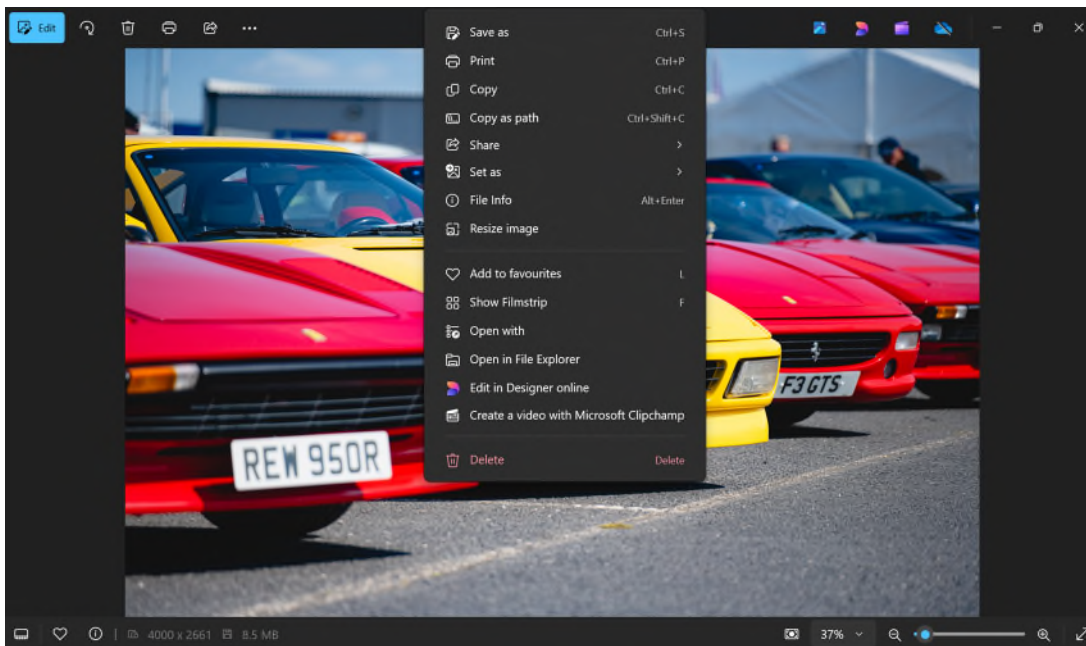
One thousand kilobytes (KB) = 1 megabyte (MB)

Maximum photo size = 2000 KB or 2 MB

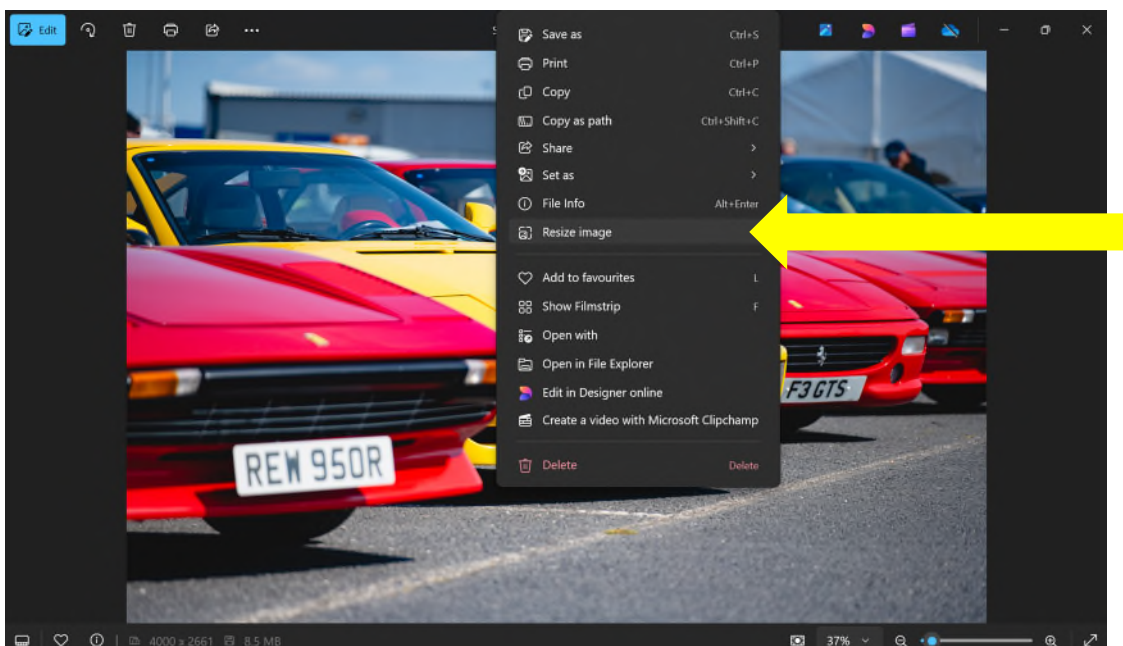
DESKTOP COMPUTER INSTRUCTIONS - Please note that computer makes and models differ so the instructions may not match exactly how your computer works. This is a guide only. Scroll to page 3 for android mobile phone and ipad instructions.

Step 1: open your photo

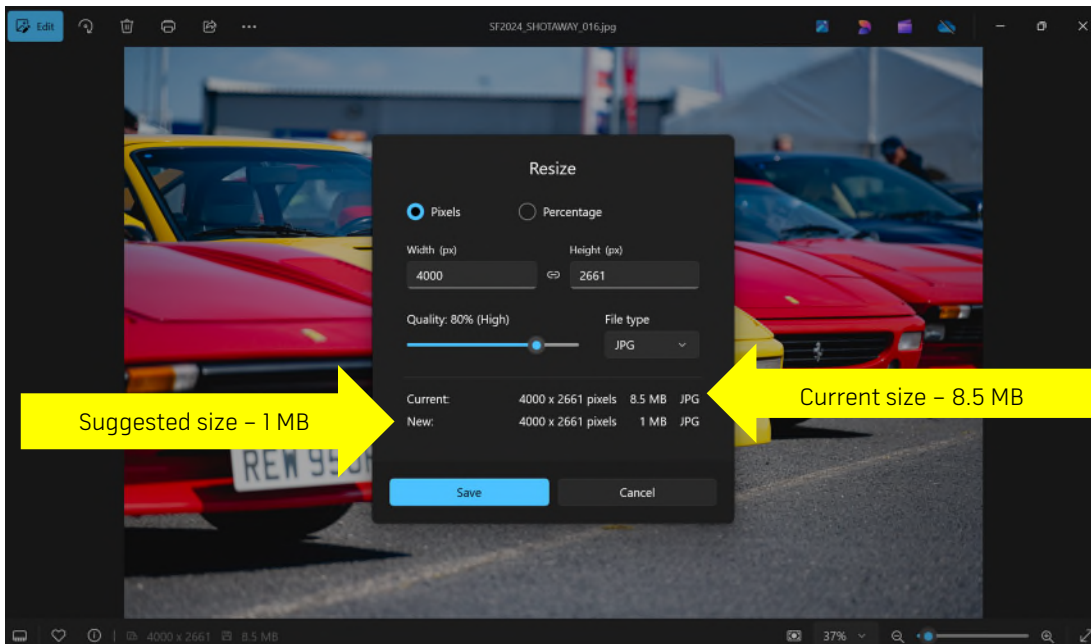
Step 2: right click on the photo and a menu should appear (as shown below)



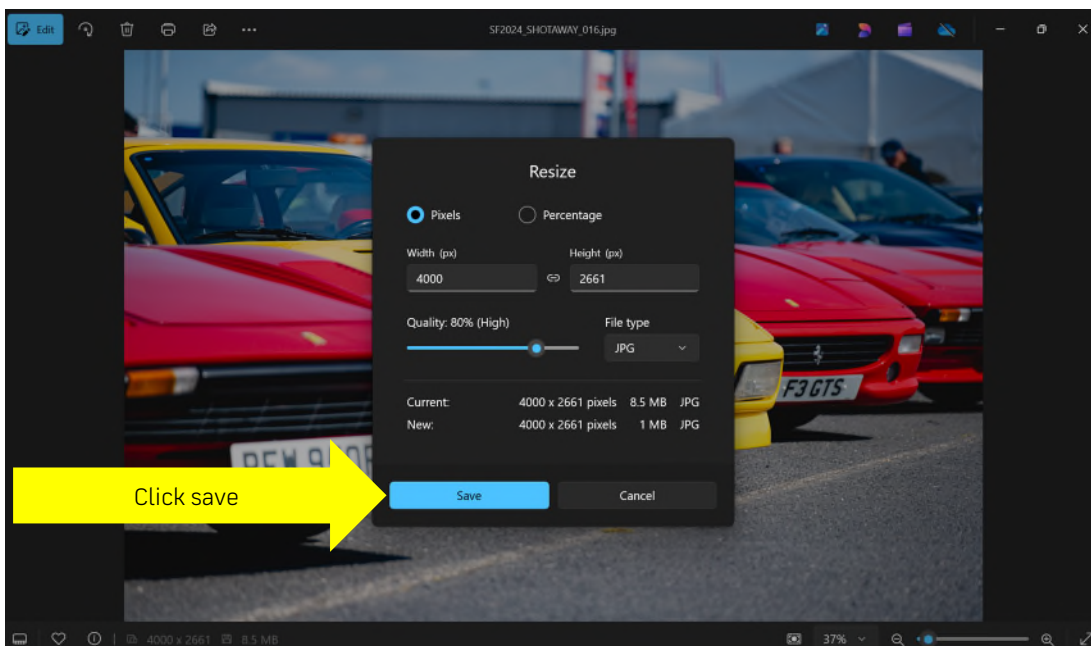
Step 3: click on Resize image



Step 4: the following screen (or similar) will appear. You can see the 'current' size of your photo and the size that it suggests resizing it to.



Step 5: check the suggested (New) size meets the size specified at the top of this document then click 'Save'.



Step 5: once saved you can upload the photo.

ANDROID PHONE INSTRUCTIONS (please note that phone makes and models differ so the instructions may not match exactly how your phone works. The is based on a Samsung and is a guide only.)

Step 1: open the gallery and tap the photo you want to resize.

Step 2: tap the Edit icon (the little pencil) at the bottom of the screen.

Step 3: tap more options (three dots in a vertical row).

Step 4: tap Resize.

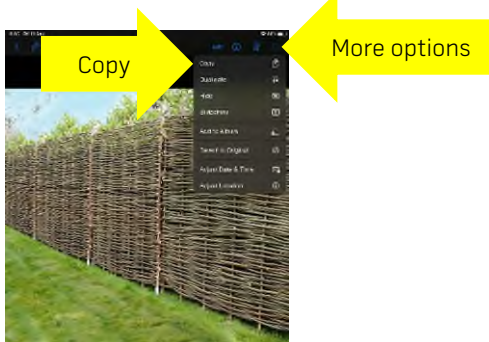
Step 5: select the size that meets the size specified at the top of this document then click 'Done' and then 'Save'.

Step 6: once saved you can upload the photo.

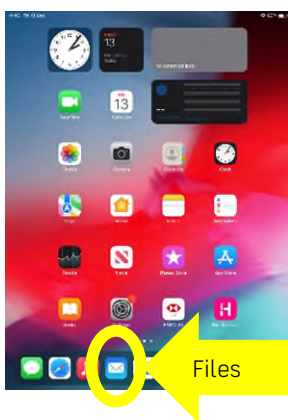
IPAD INSTRUCTIONS (please note that ipad models may differ so the instructions may not match exactly how your ipad works. This is a guide only.)

Step 1: open your photos and tap the photo you want to resize.

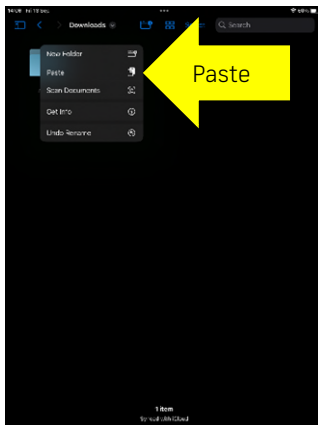
Step 2: tap more options (three dots in a horizontal row) and click 'copy' from the pop out menu.



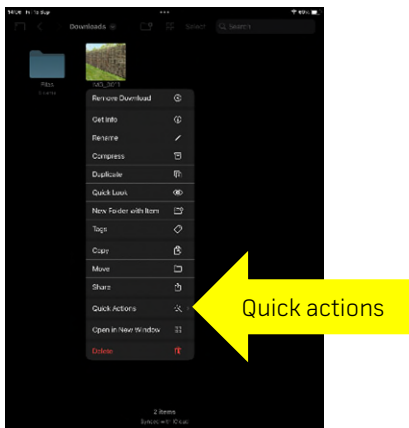
Step 3: open files.



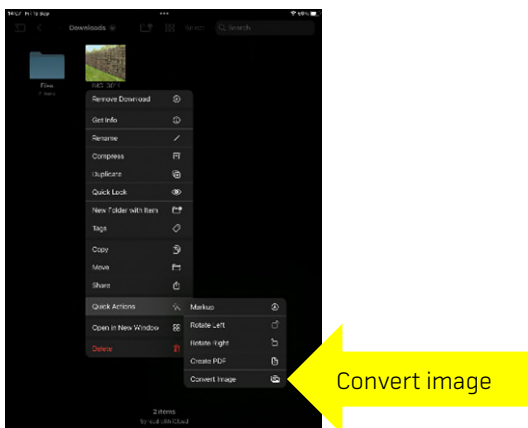
Step 4: hold your finger down anywhere on the screen. A pop-up menu will appear. Tap 'Paste' and the photo will be copied into this location.



Step 5: hold your finger down on the photo that you want to resize and a menu will pop up. Tap 'Quick Actions' to change the file type and to reduce the image.



Step 6: Tap 'Convert Image'.



Step 7: tap JPEG from the pop out menu.



Step 8: tap 'Large' from the menu and then check the size that meets the size specified at the top of this document. If it's still too big, select the next size down and so on...

