

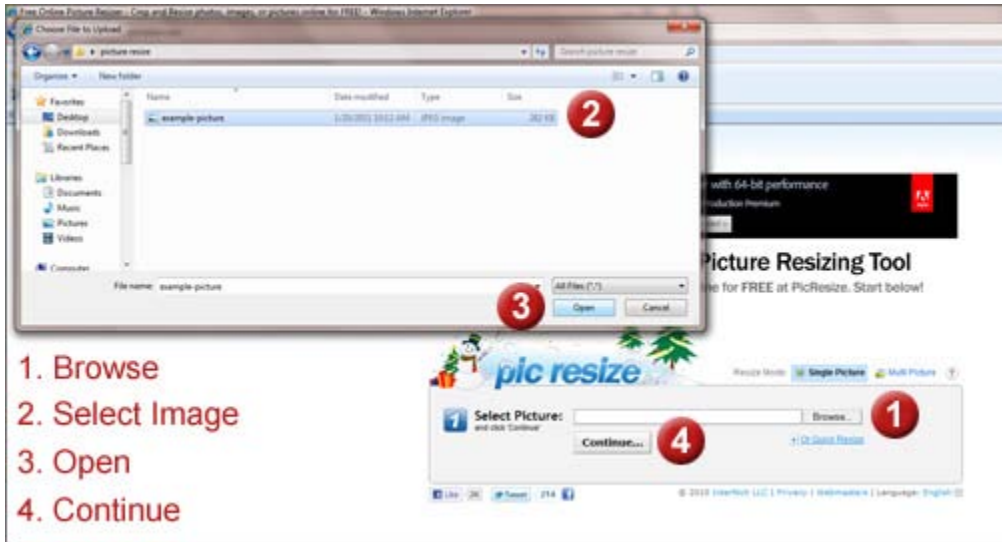
HOW TO RESIZE IMAGES FOR AN EDITABLE TEMPLATE

Step 1:

Open www.picsize.com/ in your browser (Internet Explorer, Firefox, Safari, etc).

Step 2:

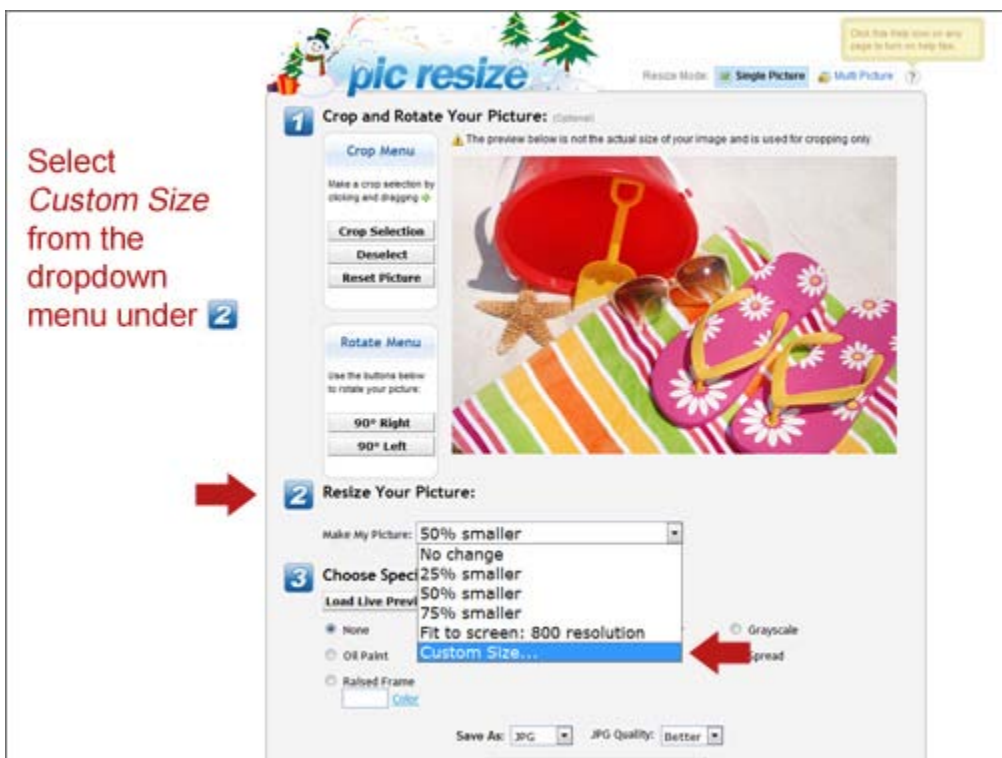
Click **Browse** to select the picture on your computer. When you have located your image, click **Open**. Then select **Continue**. It may take a few moments to load.



Step 3:

The following options will appear: “1. Crop and Rotate Your Picture”, “2. Resize Your Picture”, and “3. Choose Special Effect”. For the purpose of this tutorial we will focus on: **2. Resize Your Picture**.

Click on the dropdown arrow next to “**Make My Picture:**” and select “**Custom Size...**” from the options.



Step 4:

Enter the custom **width** your template specifies for images. This number will be written on the placeholder image in your template. Select the dropdown arrow next to Percent and choose **PIXELS**. Do not enter a height.



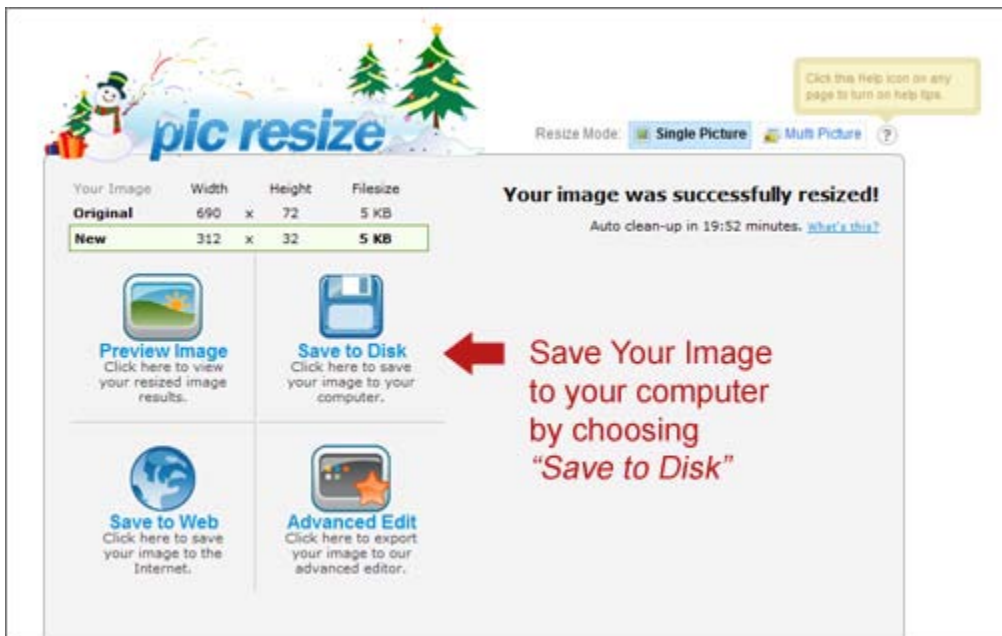
Step 5:

I'm Done, Resize My Picture!

Click to continue. It may take a few moments to load.

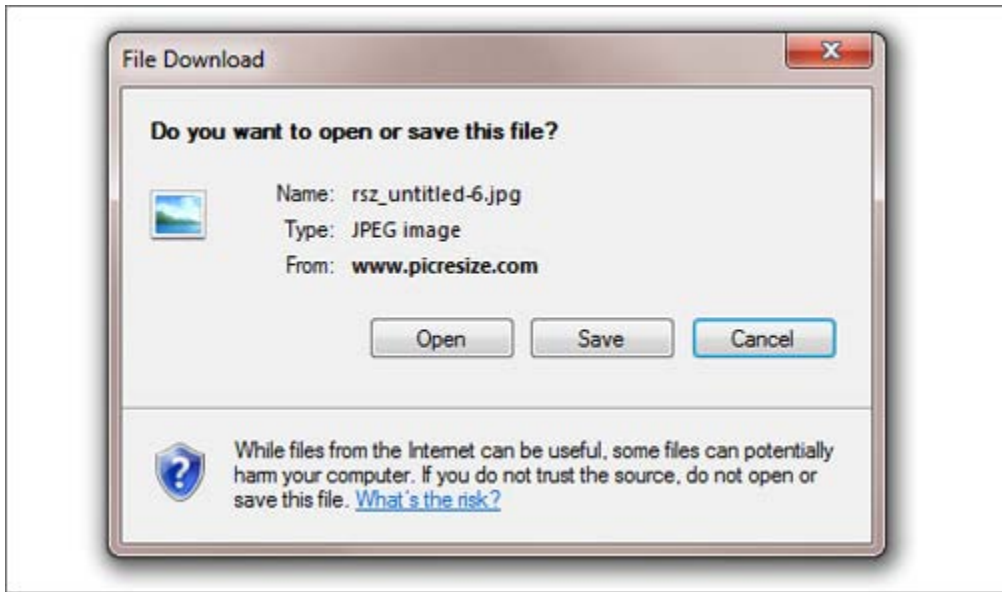
Step 6:

If your image successfully resizes you will be given several options on how to proceed. To save your image to your computer you will need to choose "Save to Disk".



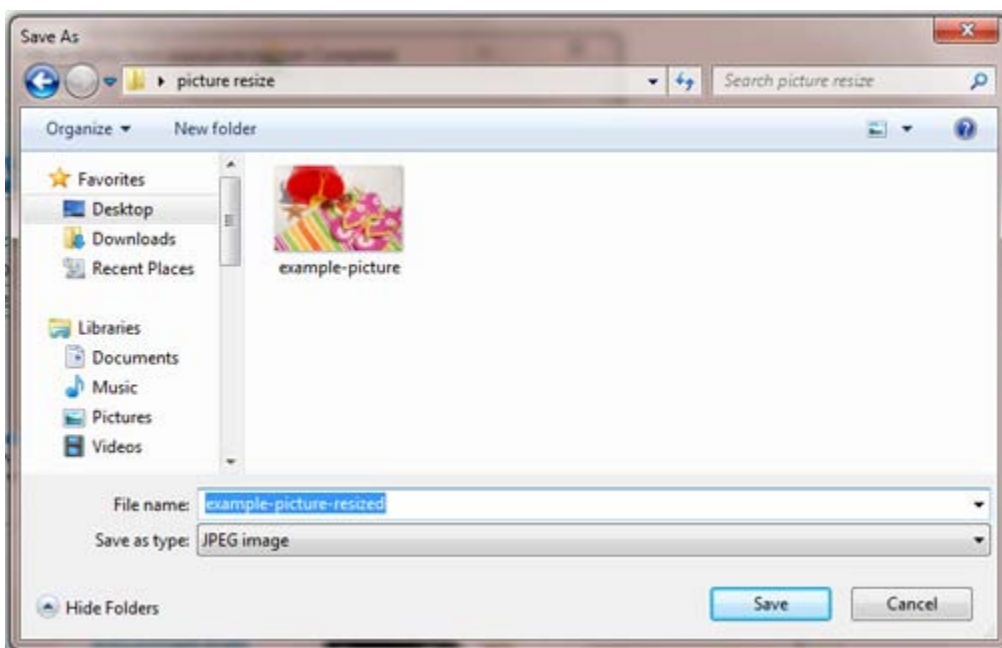
Step 7:

A pop-up box will appear, prompting you to open or save your image. Click **Save**.



Step 8:

Choose the location you would like to save your image. Optionally, you can rename your picture here, too. We recommend using dashes or underscores to separate words, such as "example-picture-resized" or "example_picture_resized".



You have successfully re-sized a picture for use in your template!

If you have any questions feel free to contact us at edits@d3corp.com or call us at 410-213-2400.