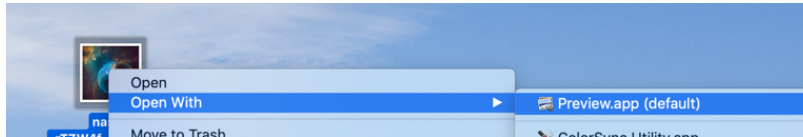
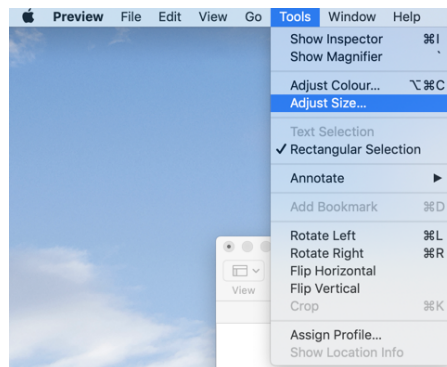
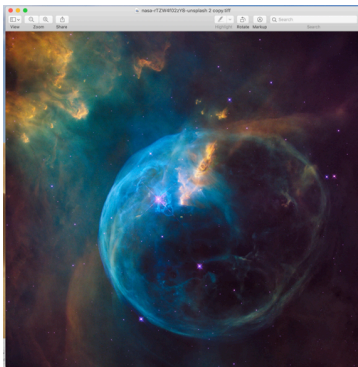


# Preparing Images for Upload on Mac OS

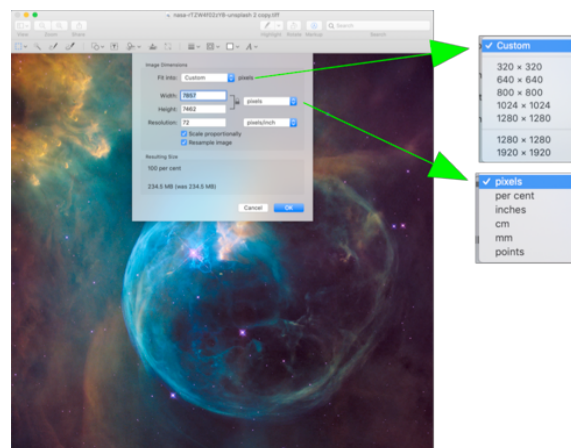
Select the image for processing and with a right-click, Open using the built-in Preview App.



Release the click and the image will open in a new window.

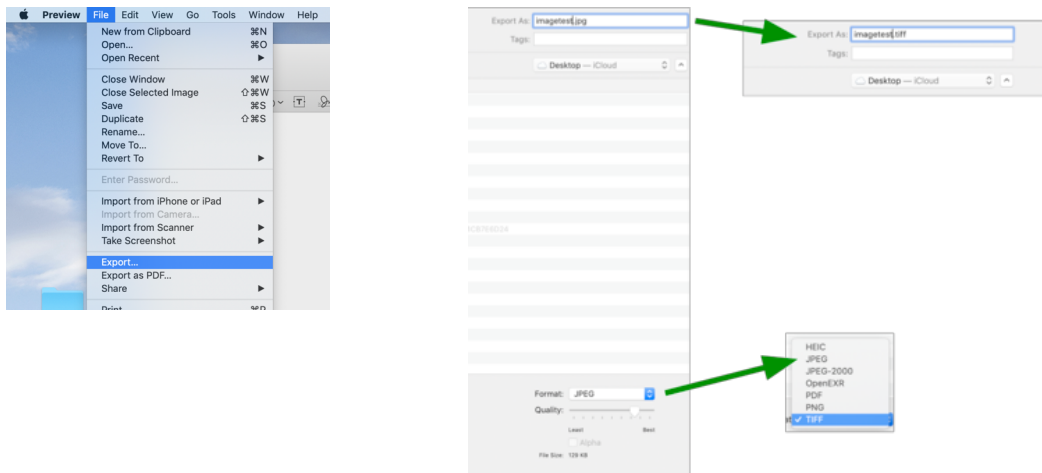


From the Tools drop down, select Adjust size and a box will open showing the options.



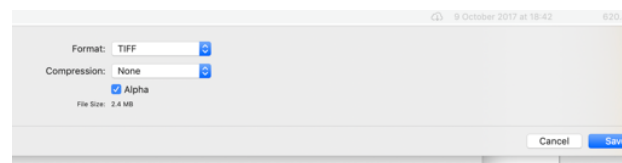
Ensure that Fit into: is set to “Custom & the unit box to “pixels”. Set the width to 800, leave Height to automatically scale and press the “OK” Button.

Finally, convert the image to our preferred jpeg [jpg] format. Select Export from the File dropdown menu.



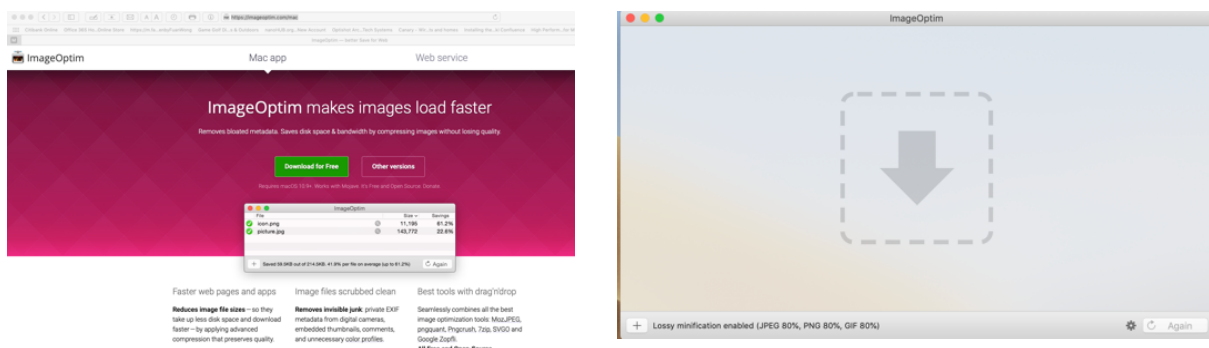
Select JPEG from the Format drop down menu, do not change the “Quality” and save the image to your chosen location, with a suitable name. The program will automatically add the correct “.jpg” file extension , do not change this or erase it, it is used to check details when you upload the file.

When you have completed these steps, press “Save”. You can now exit the program.



The final step is to compress the image file to a smaller to reduce upload and download times. You may already have your own software to do this, if so proceed as normal.

However, if you do not have your own method, we recommend the free Program ImageOptim. It is very easy to use, you can [download from here](#)



Once downloaded, open the program and just drag the image onto the window and release. The program compresses and saves the result as the same file name & extension. The image is now ready to upload to the site.