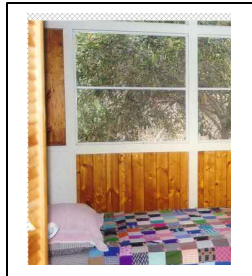


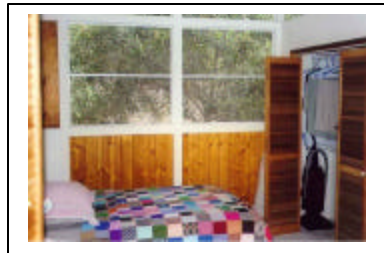
Resizing Photos for HIS Database - Macintosh

(for Graphic Converter version 4 or higher)

1. Open the photo to a file on your computer.
2. Open the photo with Graphic Converter or similar photo management program.
3. Determine if the photo size is greater in width or greater in height on the resolution. For Example, there are two photos below that tell you which is what.

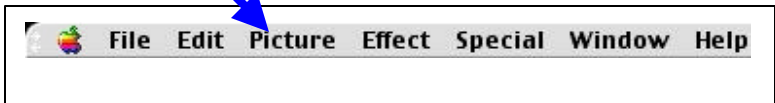


Greater in Height

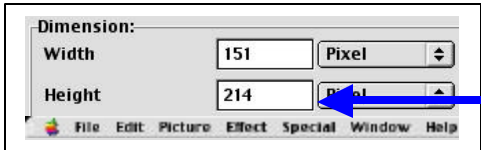


Greater in Width

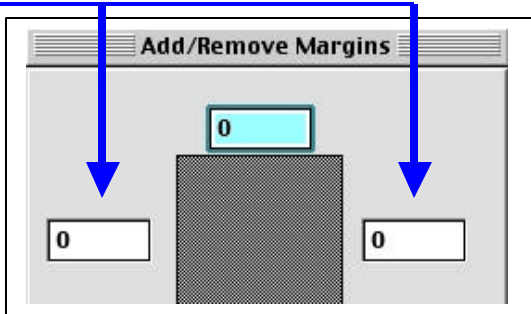
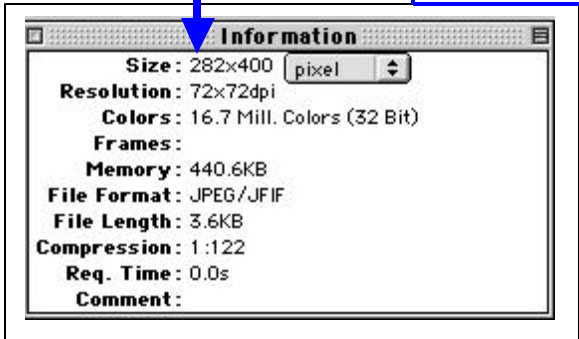
4. Click **Picture** on the menu bar and select **Size** and then **Scale...**



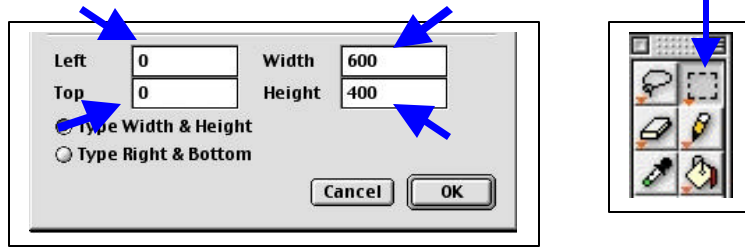
5. In the Scale pop up box, change the **Height** to **400** Make sure the “**Keep Proportion**” check box is checked and click **OK**.



6. The next step depend on the photo size base on step 3. If your photo is greater in height, then locate the current resolution or size of the photo from the information box. In the example below, the size of the photo is 282 x 400. We need 600 x 400 on the photo, we need to add white border on both sides of the photo so the width is 600 dpi. To do that, take $600 - 282 = 318 / 2 = 159$. Now, click the **Picture** menu and select **Size** and then **Add/Remove Margins**. Enter **159** on the left and right box and leave the top and bottom box 0 and click **OK**.



7. If photo is greater in width, then double click the dotted rectangle from the tool bar. A selection pop box like the one below. Enter **0** in the **Left** and **Top** section and enter **600** in the **Width** box and **400** in the **Height** box and click OK. Click the **Edit** menu and select **Trim Selections**.



8. Finally, Click **File** from the menu bar and select **Save As**. Name your file as MLS# follow by the sequence number. Example, 9999901.jpg and save it as .jpg format by selecting JPEG/JFIF in the **Format** box.

