

How to resize and rename a photograph on a Windows PC.

To resize photographs on a Windows or Windows 10 PC computer or laptop in the Photos application. Select the desired photo by clicking on it and then go to the Three dots (menu) at the upper right of the screen. Click on the three dots then go to “Resize Image.” A dialog box may appear (depending on your version of Windows) with size choices, click on “Define custom dimensions.” Another dialog box will open where you can resize your image. Make sure “Maintain Aspect Ratio” is checked. Then determine the longest dimension of your image, either “Width” or “Height”, and enter in the following in the longest dimension’s dialog box: “1024” (or whatever size is indicted for that particular use.) Then select “Quality: 90% (High)” on the slider. Click “Save resized copy” and in the next dialog box rename the image, as instructed for that specific usage (make sure to rename the photo to a different file name,) and finally save to the “Desktop” or whichever folder is appropriate.

