

Creating Reduced Masters

- Go to image
 - Image size
 - Uncheck “Scale Styles ” box
 - Pixel dimensions: reset width to 1024
 - Height will automatically reset to a value below 768. If not, reduce to 768 manually.
 - Click Okay
 - The image will appear on the screen as a thumbnail sized image, but this is not the true size, which is evident when the image is opened in another application
- Go to Save As
 - Change file type to JPEG
 - Choose a quality that keeps the file size below 1 megabyte