

## Resizing Photos for Upload to the AP College Board

### WINDOWS USERS:

1. Select the photo you want to resize. Right click the file and select the option "resize pictures"
2. Choose small, medium, or large
3. OR click the "advanced" tab to set specific dimensions.
4. Change the size of the longest side of your photograph to be between

Landscape or Portrait orientation:

Maximum size: 530 x 780 pixels (7.36 x 10.83 inches)

Minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

Maximum file size 3.0 MB per image

Keep the resolution between 100 – 300

### MAC USERS: Resizing in Preview\*

\*Preview will *not* give you the option to keep the original file. Make a duplicate copy of the photo before following the steps below in order to keep your original file.

1. Open the photo in Preview
2. Click "Tools" then "Adjust Size" in the menu bar
3. Enter desired dimensions. Select "fit into: custom" and set the width and height measurement to "pixels"
4. Change the size of the longest side of your photograph to be between:

Landscape or Portrait orientation:

Maximum size: 530 x 780 pixels (7.36 x 10.83 inches)

Minimum size: 480 x 480 pixels (6.67 x 6.67 inches)

Maximum file size 3.0 MB per image

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5. The "resulting size" will be shown on the bottom
6. Click "ok" and close the window to save your new file automatically