DIRECTIONS FOR CREATING THUMBNAILS

You may use any means you are familiar with for creating thumbnails: Photoshop, Adobe Bridge, other. You can also batch resize images easily using the Preview application:

1. Copy and then Select all your images and drag the copies into Preview.
2. Select the images in Preview.
3. Go up to the Tools menu and drag down to Adjust Size.
4. Use the custom settings to make your images approximately 1” in height, as below:
5. ![Image dimensions dialog box](image.png)

6. Drop the images into your Word document with your image information and move them next to the appropriate text.
7. Make a pdf of the document and upload.