



Resize Images Using Adobe Photoshop

Introduction

Images that are large in file size can take extra time to load. Therefore, it is good practice to minimize the file size.



Note: Reducing the dimensions of an image in a PowerPoint slide or web page does not reduce the file size of that image.


Web browsers know how to display two files types for images: .gif and .jpeg. .GIF is a good format for line drawings, graphs, and images that do not require a large number of colors. .JPEG is a good format for photographs and images with rounded edges and lots of colors.

It is good practice to save your image in Photoshop Pro (PSD) format to retain its original integrity. Every time you save an image in .jpeg format, it loses some of its sharpness. Also, you may wish to experiment with multiple modifications so it is good to maintain an original.

There are two ways you can reduce the file size of a .gif and a .jpeg image:

1. Crop (good for cutting out extraneous material)
2. Resize (maintains the image content, but cuts down the size in pixels)

Crop Image

- Click the Crop Tool .
- Select where you want the upper left corner of your image to be, hold down the mouse and drag down and to the right to select the desired image area.
- Release the mouse button.
- Double click in the selected area and you should see the new image.
- If you like the results, select File and then Save As so you do not write over the original file.

Resize Image

- From the menu, select Image and then Image Size.
- Select either pixel size or percentage of the original and then select a number.
- Be sure to leave Maintain aspect ratio checked.
- Click OK.
- If you like the results, select File and then Save As so you do not write over the original file.