

TERRY TIPS: RESIZING IMAGES IN PHOTOSHOP

Sometimes, you may want to work with large, print-quality images online. Some websites automatically resize images to conserve space on web servers. But occasionally, you will come across a tool that uploads the image as is or requires that your image meets specific size limitations. When this is the case, you may want to resize and optimize your images before you upload them.

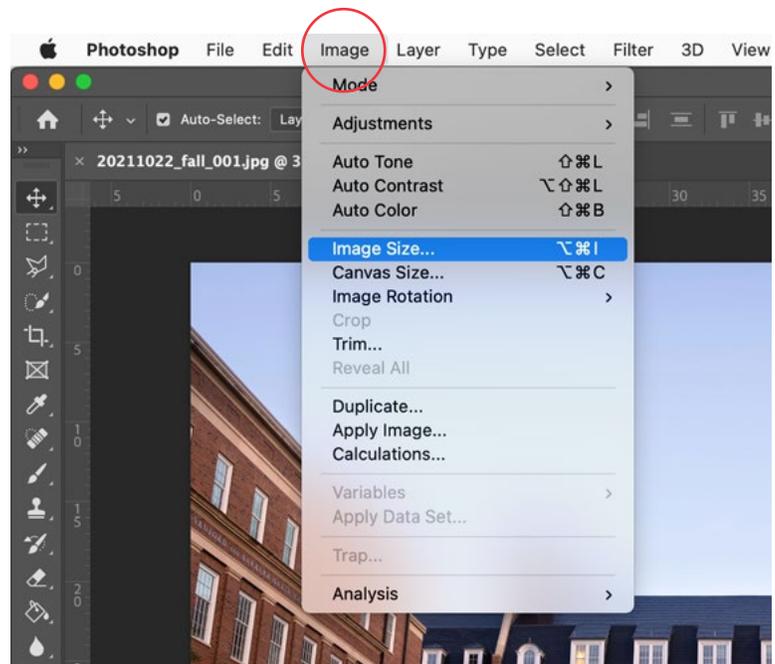
If you are significantly altering the size of your image, we recommend saving a copy of your original file and working on that copy. To do this, you can drag-and-drop a duplicate by holding down the “alt” or “option” key, OR you can open the original file, go to “File > Save As” and save a copy of your file with a different (or slightly different) name that you will be able to remember is the new, resized file.

HOW TO RESIZE

1

OPEN IMAGE

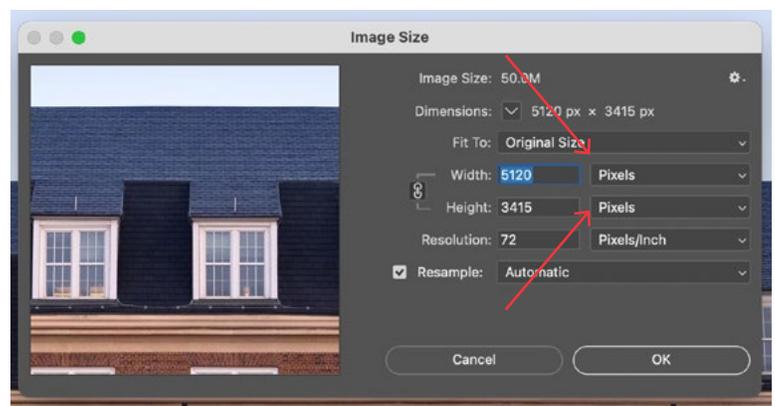
Open your image in Photoshop and choose “Image > Image Size” from the top menu bar.



2

IMAGE SIZE PANEL

Make sure width and height are indicated in pixels in the Image Size display box. If it lists inches or another measurement, click the drop-down menu and scroll to select “pixels.” Make sure the box next to “Resample” is checked. This gives you an accurate idea of the resolution of your image if you enlarge or reduce it. The resolution alters proportionally as you alter the size.



3

ADJUST

Adjust the width of your image to the desired size by highlighting that number and typing in the number of pixels wide you need it to be. You can do the same thing by typing a new number next to “Height” — the other measurement will automatically adjust proportionally.

4

CHECK RESOLUTION

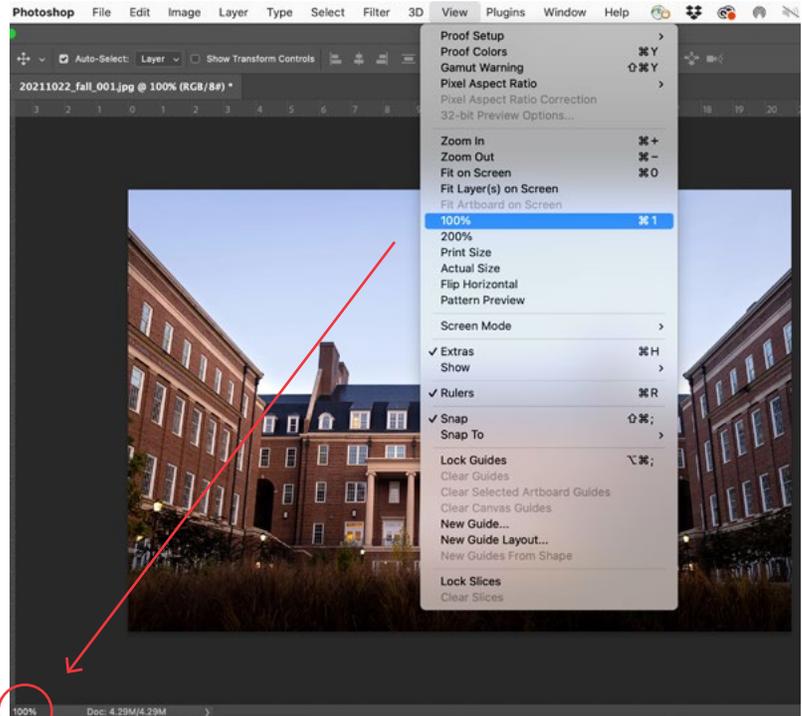
Once you have changed the size of your image, look at what number is displaying in the resolution box. If the image is the size you need, the number next to “Resolution” should be at least “72” to display properly on a computer screen and at least “300” to print at that size. If your image doesn’t meet these requirements, do not alter the resolution; try to obtain a larger/higher-resolution copy of the image from the original source.

(If the number in the “Resolution” box is much larger than 300, you can unclick the box next to “Resample” and type “300” in the resolution box. This will make your file a more manageable size.)

After your image is the size you need and not at an unusually high resolution (higher than 300), click “OK.” It may look tiny on your screen if your display is not set to 100%. View your image at 100% by clicking “View > 100%” from the top menu. If the image looks too small, undo your changes by clicking “Edit > Undo” from the top menu, then try a different size.

Keep in mind

whatever size it looks in Photoshop at 100% zoom level is how it will look when you use it on any website, unless the website you are uploading to says it will do additional cropping or resizing.



5

SAVE

Save your image. Congratulations — it’s ready to use!

STILL HAVE QUESTIONS?

Contact art.roche@uga.edu for help.