

How to Resize a Photo (image) and Save a Copy for the Web

General Info:

- Use Adobe Photoshop. It is available in labs, and there are many resources on campus for help.
- For photographs, always use the JPG format.
- For graphics with text and/or large blocks of color, use the GIF format.
- Use Save for Web, not Save As.
- Do not enlarge the size of photos; doing so will degrade the image. It is ok to reduce the size of photos; this often makes them sharper.
- When you are putting several images on a Web page, try to keep each image between 20k-30k in file size.

How to Proceed:

1. In Adobe Photoshop, choose **File/Open** and open the photo (image).
2. In the menu at the top of the screen, choose **Image/Image Size**.
3. Notice the **Resolution** of the image. Change the Resolution if needed.
 - a. For the Web, the resolution should be 72 pixels/inch.
 - b. For Inkjet printing, the resolution should be 150 pixels/inch.
 - c. For High Quality printing, the resolution should be 300 pixels/inch.
4. Now change the dimensions of the image if needed. Use the **Pixel Dimensions** box at the top of the Image Size box. Assuming the **Constrain Proportions** box at the bottom of the box is checked, you only need to change one dimension.
 - a. For the Web, typical image widths are: 170 px, 200 px 250 px. For Contribute websites at UIS, the maximum image width allowable is 400 px. The larger the physical size, the larger the file size, and the longer the download time.
5. When you are finished with the Image Size box, **click OK**. The image will be resized.
6. To save the image, choose **File/Save for Web**. Using this option will assure that the image is optimized for use on Web pages.
7. In the Save for Web box, choose '**2-Up**' at the top left. You will see your original image on the left and the image you are saving on the right. At the far right, choose JPG or GIF. When you choose JPG, you can also adjust the quality of the image. If the file size is too large, lower the quality. When you choose GIF, you can adjust the number of colors in the image to alter the file size.
8. When finished, click **Save** and choose a location to save the image for upload to your website.
9. Attend the free workshops in the ITS department to learn more about Photoshop.