

Resizing photos for web/email use

1. Make a copy of your original file. NEVER resize and then overwrite your original file. SUGGESTION: Keep a folder of all your digital negatives and a separate folder for your edits.
2. You will need Photo editing software such as Photoshop, Photoshop Elements, or Paint Shop Pro. These will have some option such as 'Image Resize' or 'Resize' and this can probably be found under the menu options (e.g. with Photoshop CS4 go under the menu option 'Image' and then select 'Image Size')
3. A dialog box will appear which will allow you to change the pixel dimensions (e.g. – change one dimension to 600pixels). You may also see the following options:

Resample

You should have this option selected when sizing down because this allows the software to change the pixel dimensions.

Constrain proportions or keep aspect ratio

You should also have this option selected as it prevents the image from being distorted. When this option is selected then you really only need to enter one value (height or width) and then the other value will automatically adjust.

Scale Styles

If your image has layers with styles applied to it then select 'Scale Styles' to also scale the effects for the image. This option is available only if you selected Constrain Proportions.

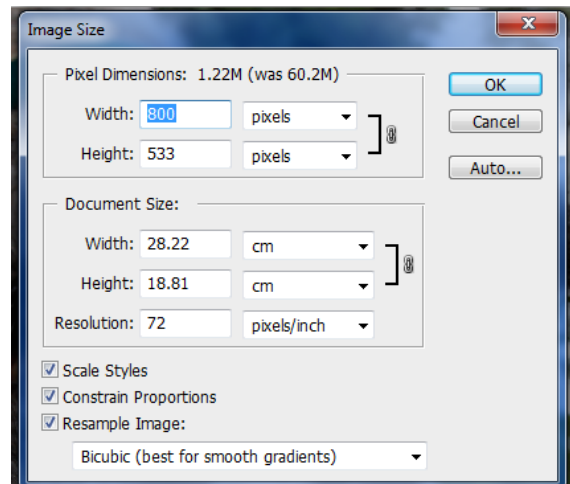
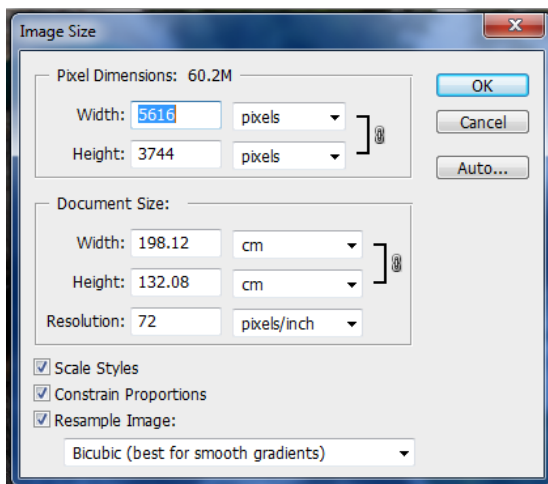
Resolution

Keep the resolution set to 72dpi for web use (a higher resolution, such as 300, should be used if you want a quality print and this will also make your file size bigger. Preparing photos for print can be covered in another tutorial !).

4. After you have selected your pixel dimension, then go under the File menu and select 'Save for Web and Devices' (Photoshop CS4). This will then open a dialog box which will let you compress the file. I suggest you use jpg format and keep quality level in the medium to high range. In the bottom left corner (Photoshop CS4) it will indicate what the file size will be. I recommend you aim for a file size of 100kb per image. If the image is to be used on the web then you need to consider how many other image files will be on the same page and if there are many then you may like to reduce the file size more.
5. Then rename the file and save it in your designated folder.

Scenario

I would like to email my mother a photo of the dog I just adopted. I open the photo in Photoshop CS4 and select Image → Image Size. The original photo pixel dimensions are 5616 (width) x 3744 (height). I change the width to 800 and this automatically sets the height to 533. I have left the resolution at 72 and I made sure the 'scales styles', 'constrain proportions' and 'resample image' options are selected.



I then select FILE > SAVE FOR WEB & DEVICES and this brings up another dialog box. I change the compression level to 'high' which equates to a value of '60'. On the bottom left side under the photo, this indicates the file size will be 79kb. I'm happy with this so I 'save' and I give the file a new name as to NOT write over my original file.

