

# HOW TO RESIZE AND CROP IMAGES IN PHOTOSHOP

## RESIZING VERSUS CROPPING


When saving images for any purpose, you will hear two major terms for changing the size of an image: resizing and cropping. Resizing changes the size of an image while keeping the same height to width ratio.

If you need an image to be an exact set of dimensions, you will probably need to crop it. Cropping removes portions of the image and can change the width to height ratio.

You will generally use both of these methods if you need a series of images that are all exactly the same size (e.g. images in a slideshow, profile photos of faculty).

Note: you should very rarely make an existing image larger. An image only contains so much information, and if you enlarge an existing image, it will often look fuzzy or pixelated.

## CROP IMAGES

1. Select the Crop Tool from the Tool Bar  or press C on your keyboard.

2. Once you've selected the Crop Tool, a dotted outline is shown to represent the new crop.

**You have two options:**

- Use the cursor to drag a new crop around any area of the image you want.
- Drag in from any of the handles to adjust the crop. If you hold down the Alt or Option key, the handle opposite will move in as well. This is the more accurate option.

*Note: To move the crop, click and drag anywhere inside the crop boundary.*

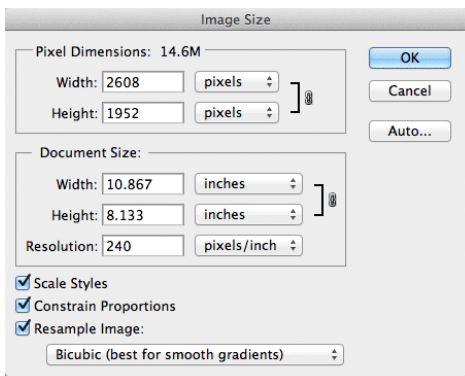
## RESIZE IMAGES

1. Choose File/Open then navigate to the file you wish to open

2. Click on Open

3. Go to Image > Image Size

This will bring up the Image Size dialog box, as shown below. The dialog box provides actual physical document size of the image:



4. Change resolution to 72 pixels per inch

**RED has specific requirements for different components. Refer to <http://red.uic.edu/resources> for the minimum requirements for the various image sizes used in Red.**

5. Make dimensions (width and height) based on size requirement. Make sure that Constrain Proportions and Resample Image boxes are checked.

6. Click OK

**Now that you have a file resized to the appropriate dimensions, save it for use on the web:**

**7.** Choose File > Export > Save for Web & Devices

**Choose the type of compression and image quality:**

**8.** Choose JPEG

**9.** Choose Quality 60

**10.** Choose 2-Up to view the original image side-by-side with the lower quality JPEG

**11.** Review to compare quality between images, adjust JPEG quality until satisfied

**12.** Click Save, choose a name and destination for the Optimized file (make sure not to overwrite the original)