TBLM ICT.7#1: Resizing Images Using Adobe Photoshop

Overview
- In this task you will resize a digital image and export it as a **jpeg**. The image will then be ready to use on a web page or for another multimedia project.

Learning Resources and Materials Required
- Adobe Photoshop
- digital images downloaded from the camera
- electronic folder in which to store the images

Steps to Follow
- Start the Adobe Photoshop program.
- Go to File, and then to Open File. A dialog box will open.
- Locate the folder where the downloaded images are stored. Select the image you wish to resize.

Resize the Entire Image
- Go to Image, and then to Image Size. A dialog box will open.
- Under Document Size, set the size desired for the image height. The width will adjust in proportion to the height.
  Note: Select the format for the image from the drop-down menu in the box next to the size boxes. This involves a choice of inches, centimetres, pixels, and so on.
- Do a Save As and rename the image, especially if you have edited it. Using the drop-down Format menu, select a format for the image. The best formats for use in multimedia presentations or web pages are **jpeg** and **gif.** The file extension will be added automatically.

Resize the Image by Cropping
- Click on the Cropping tool. It is the third tool down on the left in the toolbox. If you are unsure, slide the mouse over the tools to bring up their names.
- Click on the upper left of the area to be cropped, hold and drag down and to the right until you have selected an area. The selected area can be moved by clicking in its centre and sliding it in the desired direction.
- Click Enter to view the selected area as a new window.
  Note: A new window will replace the previous one. If you want to keep the original image, make a copy of it by doing a Save As of the image and work with that copy.
- Follow the directions above for saving the image in the appropriate format.

The resized image is ready for your multimedia presentation.

This document can be stored in the Toolbox Binder (see ICT.1: Toolbox Binder).