

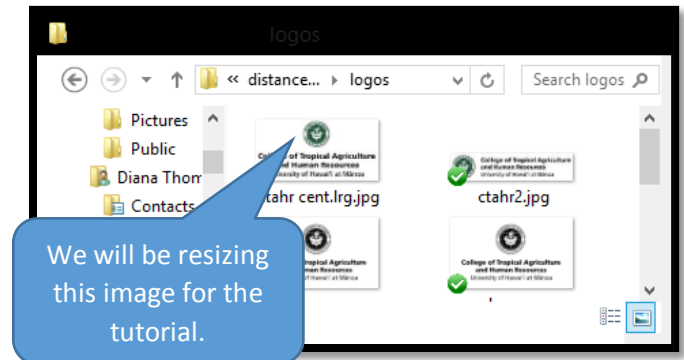


Resizing Images in Adobe Photoshop

This tutorial will show you how to:

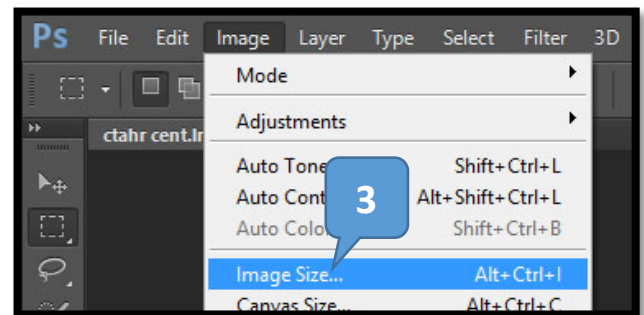
- Resize an image
- Save a new version of your image, and keep your original version

***Please note that Photoshop is not a free-to-use software. You either need to have purchased the software, or you can download a 30-day free trial from the [Adobe Creative Cloud website](https://www.adobe.com/creativecloud).*



Step 1: Find an image that you would like to resize, and save it to your computer. Remember where you saved it, and name it in a way that will help you to remember what image that file is.

Step 2: Open the file in Photoshop. You can either open Photoshop, and go to File → Open, and then navigate to where your image is saved. The other option is to use Windows Explorer (PC) or Finder (Mac) to find the file, then right click (or CTRL+click, Command+Click or ⌘+click) → Open With → and select Photoshop from the list of programs.

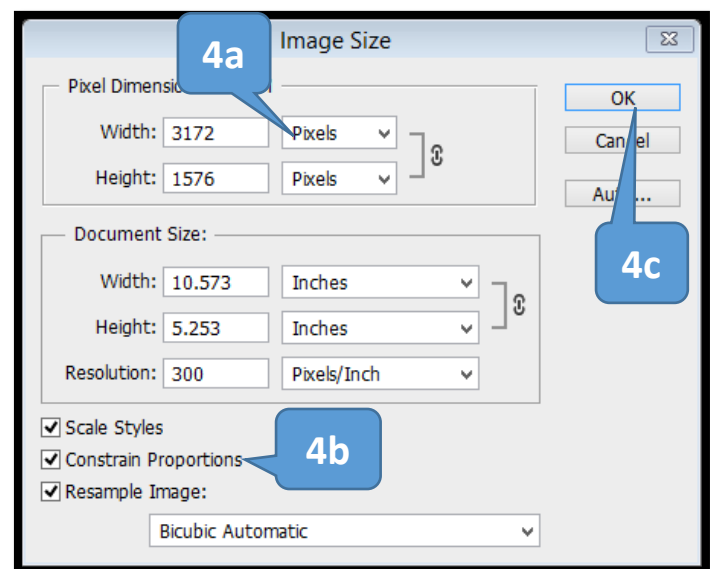


Step 3: Once the image is open in Photoshop, go to **Image** → **Image Size**.

Step 4a: In the pop-up window, you can adjust the image size by different measurements, such as by pixel or by inch.

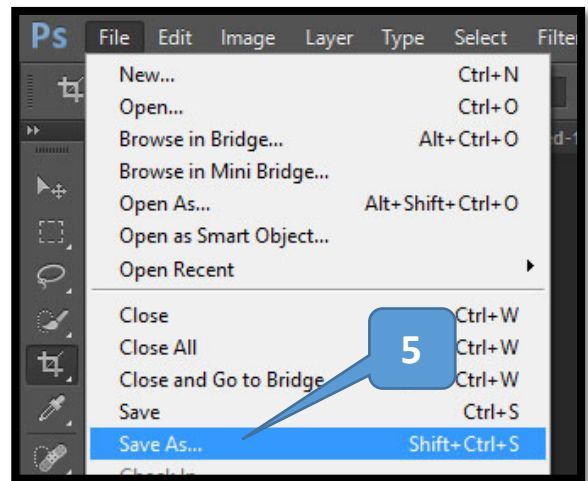
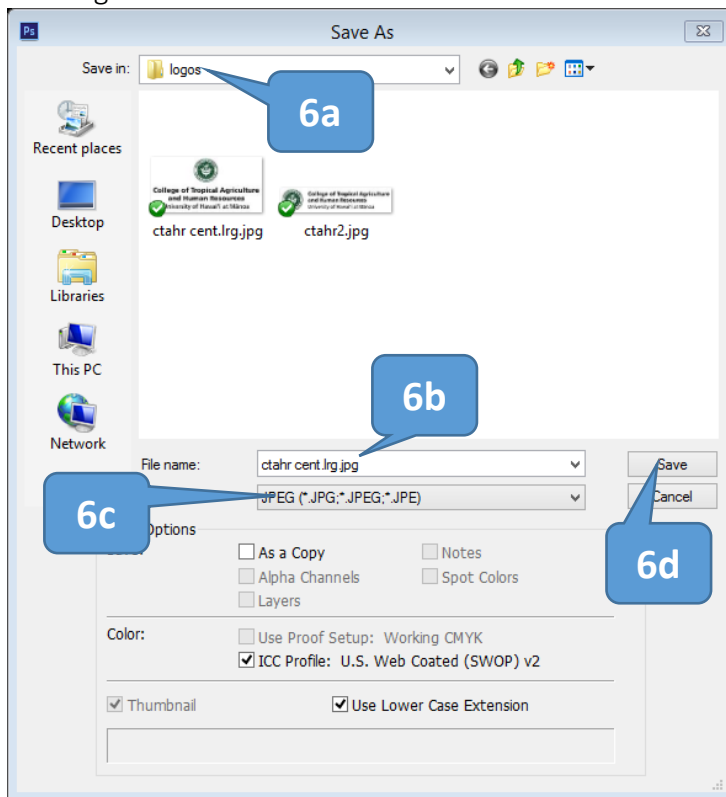
Step 4b: If you want to keep the proportions of the original image, it's useful to keep the ratio of the image by making sure "Constrain Proportions" is checked off.

Step 4c: Once you've typed in the dimensions you want for your image, click "OK."



****Important Note:** When working with **raster images** (photos, textbook scans, web images, screenshots, etc.), you should avoid trying to make the image larger using the computer. Enlarging images digitally will reduce the quality of the image and make it look blurry. Slight enlargements are typically okay, but the rule of thumb is generally to make your image smaller when resizing rather than make your image larger. If you want to enlarge an image, it is recommended that you try and find the source (e.g. retake your photograph, or rescan your textbook) and get a version of the image with a better resolution.

Step 5: Now you will see your newly-sized image in Photoshop. You can continue to make adjustments until you're satisfied. Once you're done, go to **File → Save As...** to save a new version of your image that will not replace the original.



Step 6a: In the Save As window, navigate to where you want to save your resized image.

Step 6b: Name your new image. I would recommend appending "larger" or "smaller" at the end of your image to help you differentiate from the original.

Step 6c: Select which file type you would like to save your image as (e.g. .jpg, .gif, .png, etc.)

Step 6d: Click the "Save" button to save your newly resized image.

If you have any questions, please email our office at kongk@ctahr.hawaii.edu.

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