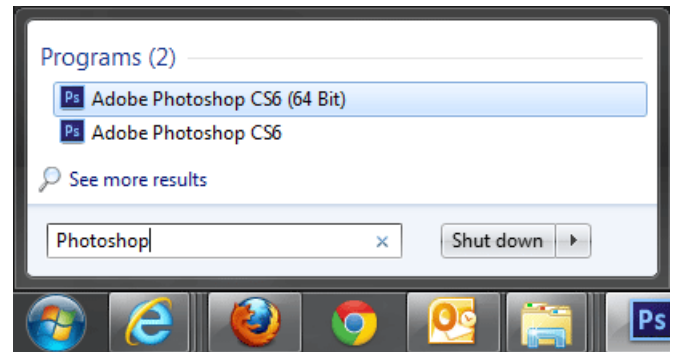
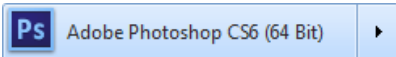


## A. Open Photoshop

Either **right click** on the image file and choose **open with** from the drop down menu, then choose **Photoshop**. Or open Photoshop. Click on the icon at the bottom left of your monitor, (see image right), find Photoshop, and double click.

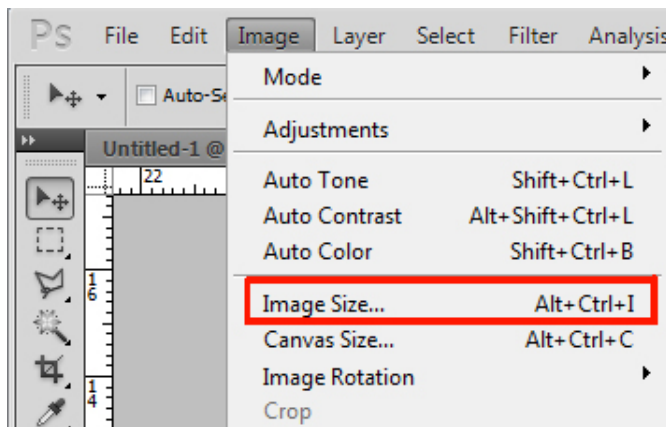
Note: The version used in the header will work on any modern computer.

The 64 bit version (below) needs a later operating system than XP and takes more RAM.



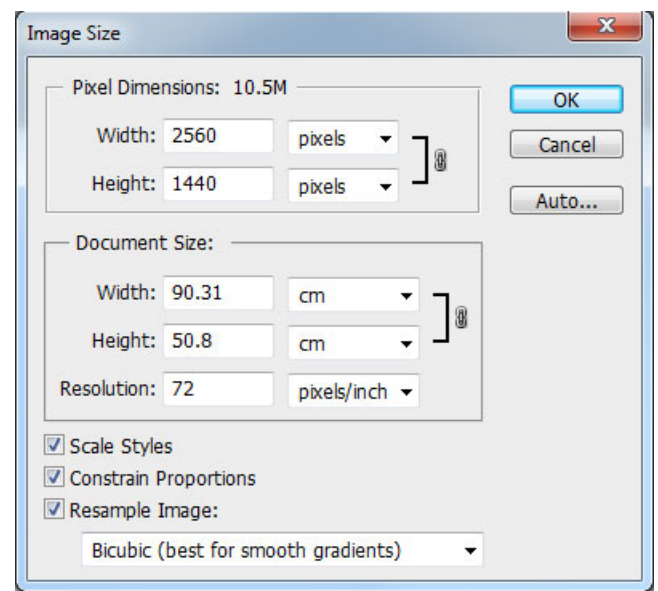
## B. Resizing proportionally

1. Open any image in the resizing folder.
2. Click on **Image** in the toolbar
3. Choose image size from the drop down list



4. A box will pop up (see right).
5. Make sure all the boxes at the bottom are checked.
6. Type the desired number of pixels for either width or height. (Width is often more important on the web.)
7. Click OK.

**Note:** Never go above the original number of pixels.



**NB:** Not all photos retain their impact and meaning when drastically reduced. If that is the case, you may need to crop. (See **C & D**)

## C. Basic cropping using the crop tool



Could your image be framed better? Cropping can improve the dramatic impact or emphasise a portion of an image. (Photoshop provides you with a rule of 3rds grid to help with this.)

1. Open any image in the cropping folder.
2. Click on the crop tool on the left.
3. Click on your image and draw a box. You can alter the box's dimensions by dragging on any of the little handles at the corners or sides and you can move the box around with your mouse.
4. When you are happy with the way the picture is framed, hit ENTER.
5. Resize proportionally if the image is still too big.

## Making a picture fit a canvas of fixed dimensions

Do you need an image of a specific size? This exercise shows how to do it. You can also crop for impact or meaning using this method.

1. Open any image in the cropping folder.
2. Make a new canvas of the required dimensions. (File < New)
3. Copy the original image and paste it into the new canvas (Select all, then copy)  
(if the size difference is too great, this can be unwieldy and you may want to resize to the approximate size first)
4. Edit < Free Transform < scale: To scale the image, hold the shift key down to keep the correct proportions (aspect ratio) and drag any of the corners. You can also move the image around until you have the framing you like the best.

## Saving and Compressing the image for the web.

You compress images in the saving process

1. Open the images in the compression folder.
2. Click on **File** and then **Save for Web & Devices** in the 3<sup>rd</sup> group down in the drop down menu. (Pick the 4up tab. (The 4-up option allows you to compare different sorts of compression. The Preset allows you to choose different formats at different degrees of compression. (If you click on one quarter, you can change the presets for that square.)
3. Look at the GIF and JPEG options and choose which compression you think is best.
4. **Important:** If you didn't make a copy before you started, **give the image a different name.**

**Note:** Make sure you are saving it where you want it. (Photoshop automatically goes to the folder where you last saved for the web.)

