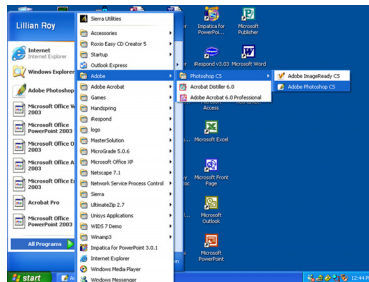


# Resizing a Photo Using Adobe Photoshop CS

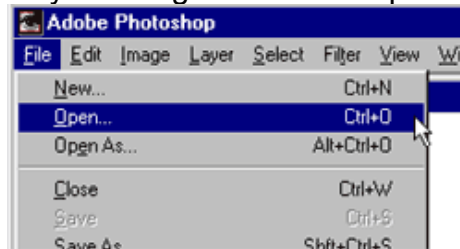
To Open the Adobe Photoshop CS program in MCC's Professional Development Center

In Windows XP, go to the **Start** menu > **Adobe** > **PhotoshopCS** > **Adobe Photoshop CS**



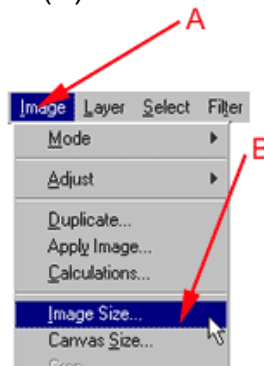
## 1) Open Image

Go to File and Open. Find your image and select open.



## 2) Image Resize

Go to Image (A) and Image Size (B)



## 3) Change the units to pixels in the Pixel Dimension Option.

**A.** In the Window that comes up, change the units to pixels in the Pixel Dimensions Option for both Width and Height

**OR**

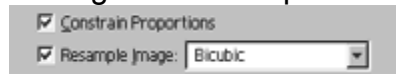
**Change the units to inches**

**B.** In the Window, change the units to inches in the Print Size Option for both Width and Height



#### 4) Constrain Proportions **B**

Check the box at the bottom of the window that is titled *Constrain Proportions*. This will make sure the picture does not get out of Proportion



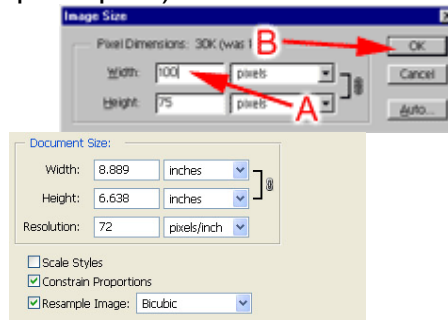
#### 5) Dimension Size

Enter the dimensions you want your photo to be

**A)** Change the pixels **Or** Change the inches to the desired size

Change the resolution to 72 pixels/inch for computer and web delivery

Change the resolution to 300 pixels/inch for print (this creates a large file size and should not be used except for print)



**B)** Select OK

#### 6) Save

Go to **File > Save As**

**A.** Select the location for Save As in the **Save In** window

**B.** In the **Format** window select JPEG

**C.** In the **File name** window – name the file

**D.** Select **Save**

