

Resizing Digital Images

Audience: Website Administrators, Faculty/Staff

Most pictures taken by digital cameras are high quality and have a large file size. Large image file sizes can impact the download time of the page for the end-user. It is good practice to keep pictures on your web page to a couple hundred KB at the very most. Even at 50 KB, the image quality is quite good.

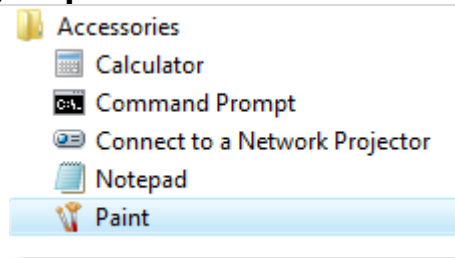
If you need to resize a picture, you should be able to use any picture editor that comes with your digital camera.

For PC users, we also suggest using MS Paint, which is a standard accessory that comes with Windows.

To resize pictures using Paint, please use the following steps:

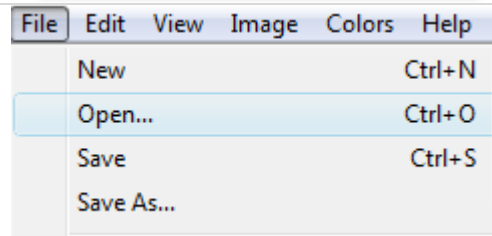
Open Microsoft Paint:

Click Start > Click Programs > Click Accessories > Click Paint



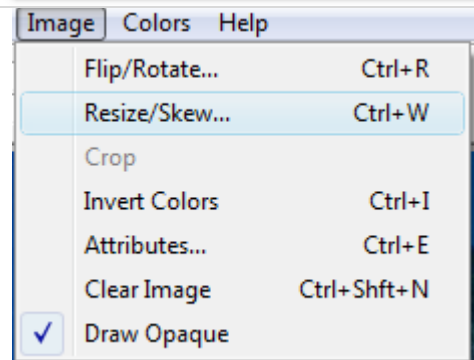
Open your picture:

Click File > Click Open > select image > Click Image title



Open Image menu:

Click Image > Click Resize/Skew



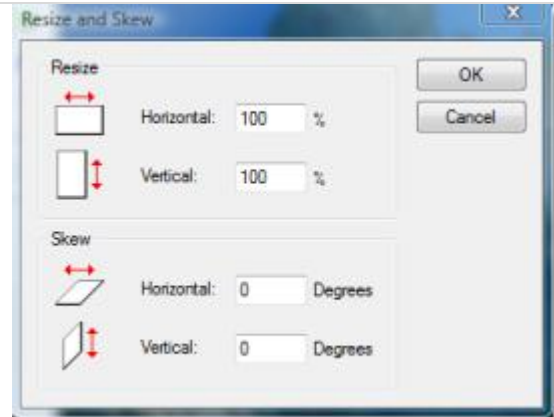
Enter percentage in both Resize boxes:

Type percentage to reduce image by in both horizontal and vertical boxes.

Make sure the percentage entered in both boxes is the same, or your image will be distorted.

Click > OK

Leave the Skew boxes at zero



Save your image:

Save image with a new file name > Click Save As >

We suggest using a JPG format for photos and GIF format for graphics.

