

# Image Sizing

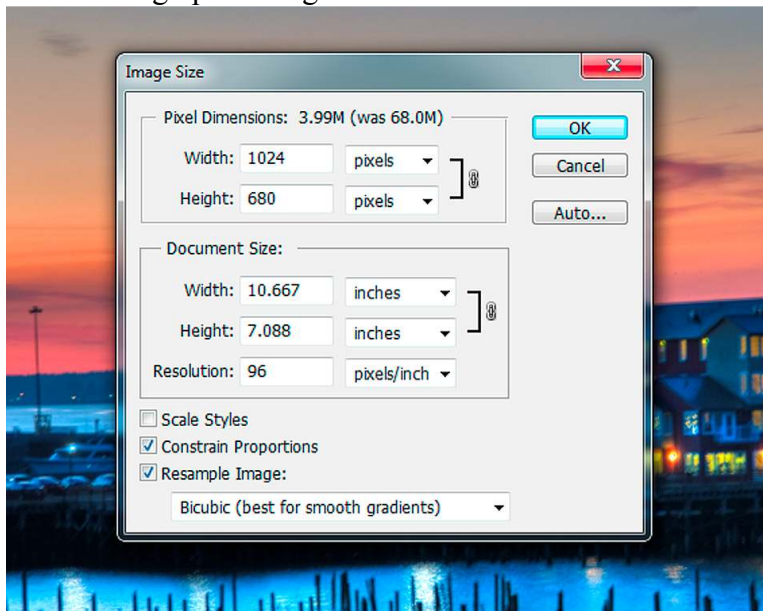
Most all images will need to be sized after processing, whether for attachment to an email or for entry into a competition. Here are the steps for sizing images from inside Adobe software. (Be sure to save the full resolution image prior to resizing the image.)

## *Photoshop Elements*

**Elements** will have a process that is very similar to the **Photoshop** process described below. I do however, not have PSE and cannot provide the specific details.

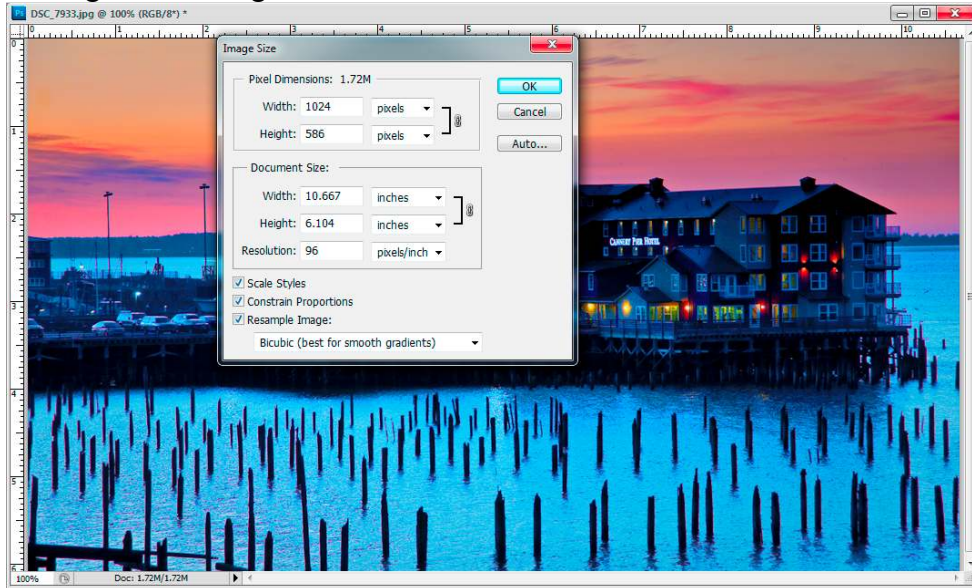
## *Photoshop*

1. From the Image menu, select “Image Size” after opening the image.
2. This will bring up a dialog box like the one shown here...



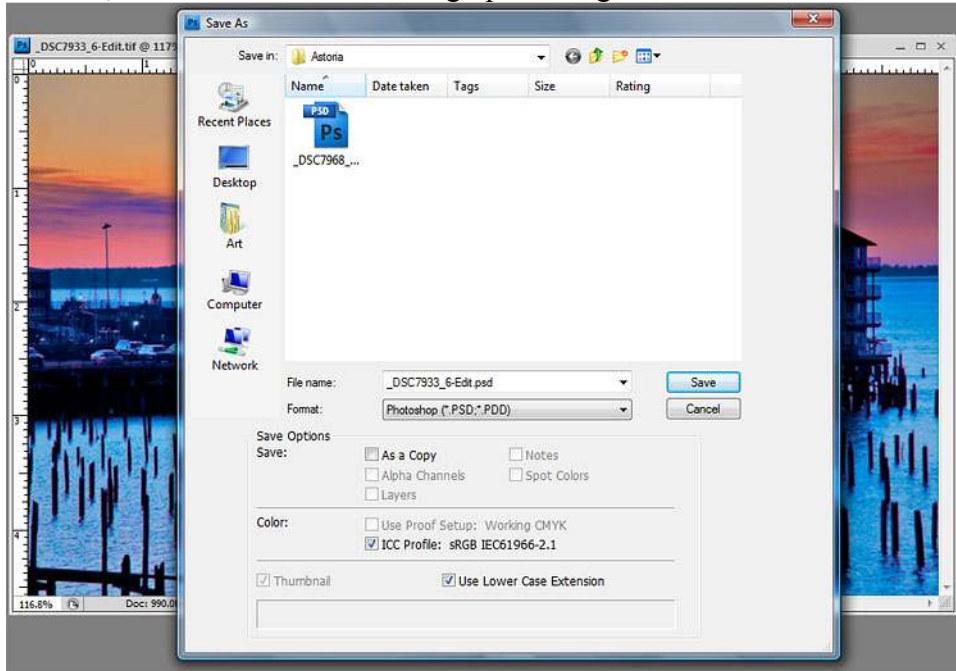
3. Change the Resolution figure to 72 (or 96). This a good setting for computer viewing. *Note that print resolutions are typically a number like 240, 300 or 360.*
4. When your image is a horizontal, set the 'Width' of your image to the pixel size you need. For a vertical image, set the 'Height' instead. In either case the other dimension will automatically adjust as needed. *(For 4Cs EID the maximum width number is 1024 pixels and the maximum height dimension is 768 for 2011-12.)*  
**Note:** *For horizontal images that have been cropped to nearly a square, it may be necessary to resize by controlling the 'Height' in order to keep the final image inside the required dimentions.*

The Image Size dialog box should look similar to this:



*Note that you may also wish to change the “Resample Image” option to “Bicubic Sharper” or even “Bicubic Smoother” depending upon your specific image.*

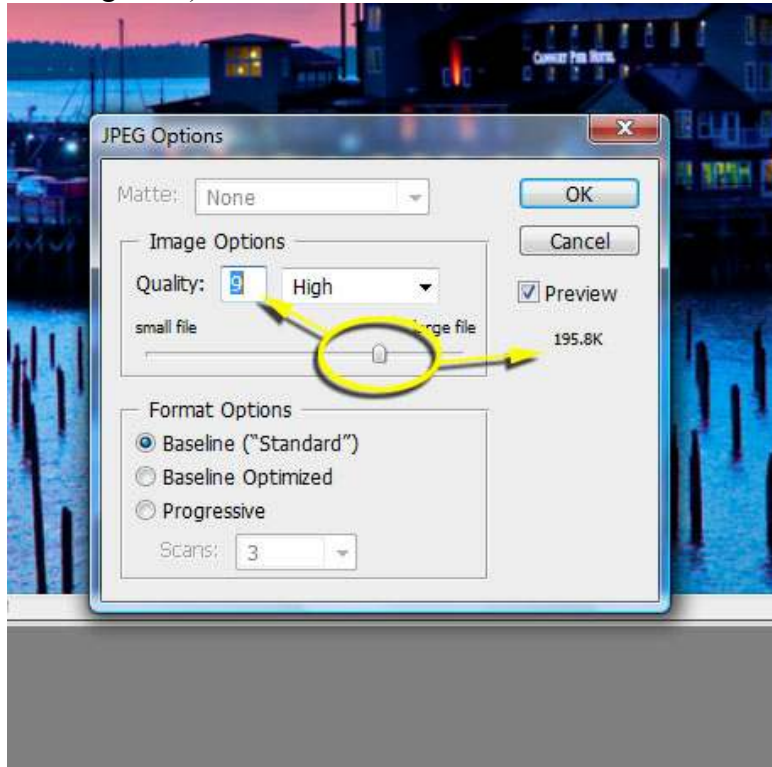
5. With the dialog box set up as needed, click on OK.
6. Sizing the pixel dimensions is now done and you are ready to save the file. In the File menu, choose “Save As” to bring up a dialog box similar to the following:



7. Assign a file name to your image and place it in a folder or on your desktop for the image file to be saved.

8. Next select “JPG” in the Format options box, and click on “Save.” (*Note, before saving, it is sometimes necessary to change your Image Mode to “8-bit.” It is also suggested that your image has been converted to the sRGB color space if it is not already in that color space. These steps are not covered in this document.*)

9. A new dialog box will now be shown. This is where the file size (not to be confused with the image size) is set. This box looks like:



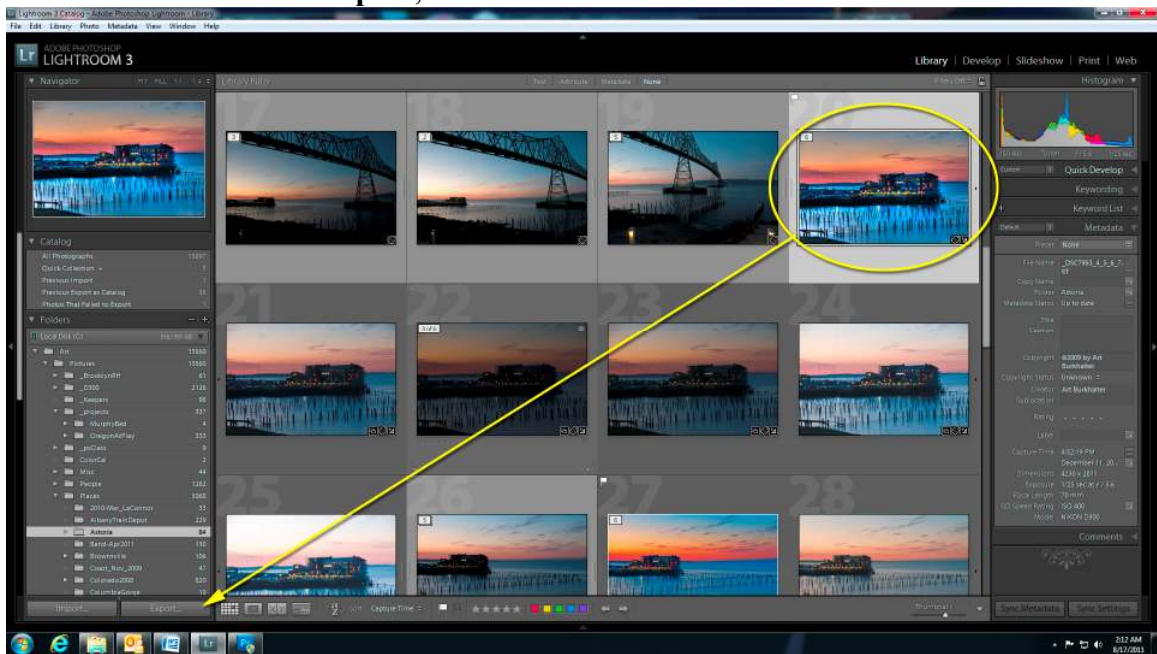
10. The slider, circled in yellow above, is used to adjust the output file size, which is shown at the end of the right hand arrow. The left arrow shows an indicator of image quality, where smaller numbers equate to less image quality.

11. The objective here is to set the slider to the best quality that you can get while keeping the file size at or below the limit of 350K.

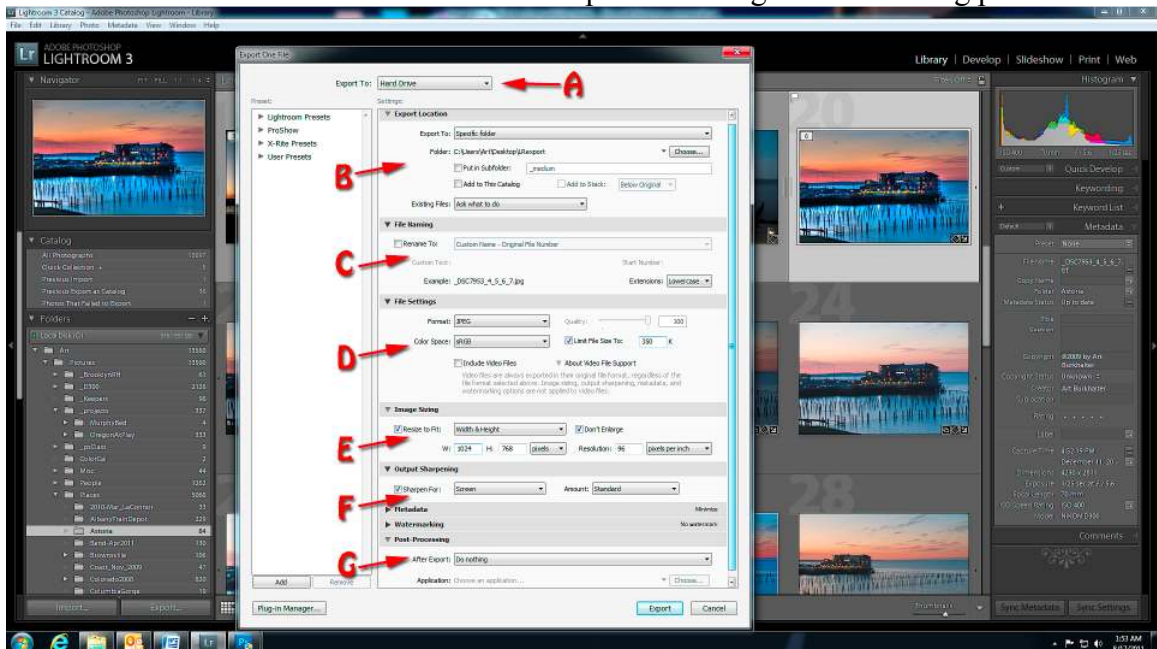
12. Click on 'OK' and your image file will be saved in the location specified in #7 above.

## Lightroom

1. After adjustments and cropping is completed, select your image in the **Library** module and click on **Export**, as shown in this screen shot:



2. After clicking on the Export button, a dialog box will come up as seen below. Refer to the 'lettered' items below to complete the image and file sizing process.



**A, B & C:** Use these areas to specify where your file will be saved and how it will be named.



**D:** As shown, set the Format to “JPEG” and the Color Space to “sRGB.” Click on the "Limit File Size" checkbox, and type your desired max file size into the box. (For 4Cs competition, the current max file size is 350k.) [*When file size is not a concern, uncheck the "Limit File Size" box and use the 'Quality' slider. The larger the number the better the image quality, but the file size also gets larger as the quality goes up.*]

**E:** This area controls the pixel dimensions on your exported image. Be sure to check the “Resize to Fit” box, and usually the “Don’t Enlarge” box should also be checked. The “Resolution” box should be set to either 72 or 96. This season (2011-12) the image must not exceed W:1024 by H:768 pixels, so use those numbers as show in the picture above.

**F:** This section specifies the type and amount of sharpening.

**G:** Indicate what Lightroom should do upon completion (generally 'nothing' is a fine choice.)

3. The last step is to click on “Export,” and then locate your file at the specified destination. This step can take several seconds on many computers.