



Resizing an Image

Image Editing Software

All community members working on Windows computers have access to the following free image editing programs:

- Snip & Sketch
- Paint
- Paint 3D

There are also free browser tools such as the Chrome extension Awesome Screenshot & Screen Recorder.

Image Formats

Commonly used image formats online include: gif, jpg, and png. Your image should be saved in one of these formats. Photos work best as jpg. Simple graphics with few colors work best as gif or png.

Image Dimensions and Size

Image dimensions on the web are measured in pixels.

- An in-page graphic rarely exceeds the dimension of 500 x 500 pixels.
- Recommended dimension for images for the University Events calendar is 200 x 200 pixels.

Image size is a combination of the image dimension, the number of colors and complexity of the image, and the format the image is saved as. In-page online graphics should not exceed 500KB.

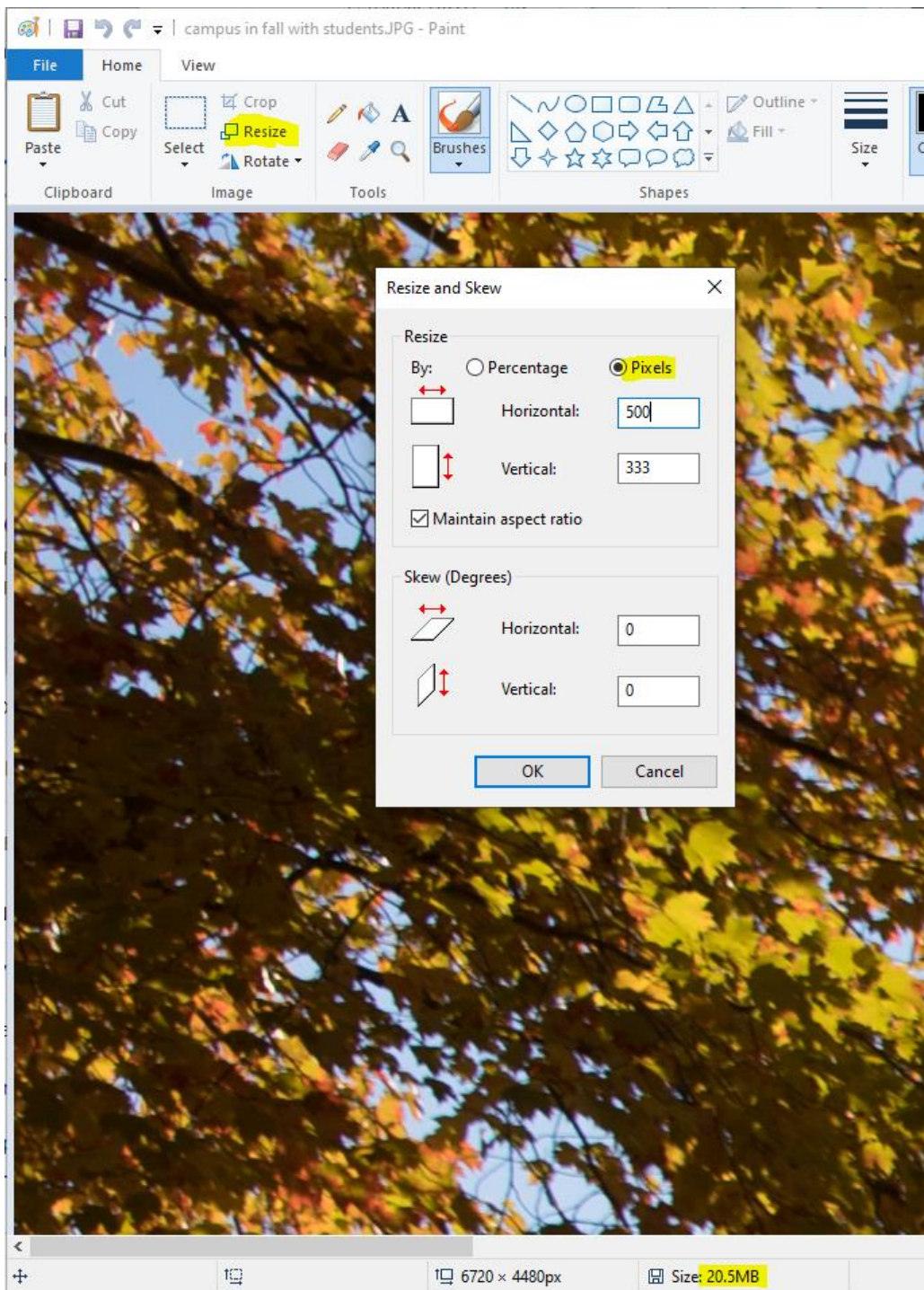
Resizing an Image with Paint

1. Right click on the image that requires resizing and select Open With – Paint.
2. Resize the image by clicking Resize and selecting Pixels, then enter the desired dimension. Make sure “Maintain aspect ratio” is checked to prevent distortion and only enter one dimension, either Horizontal or Vertical. The other dimension will automatically adjust to prevent distortion.



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Note the image size at the bottom of the screen is 20.5MB (20,500KB) which is common for full scale photos but too large for the web.

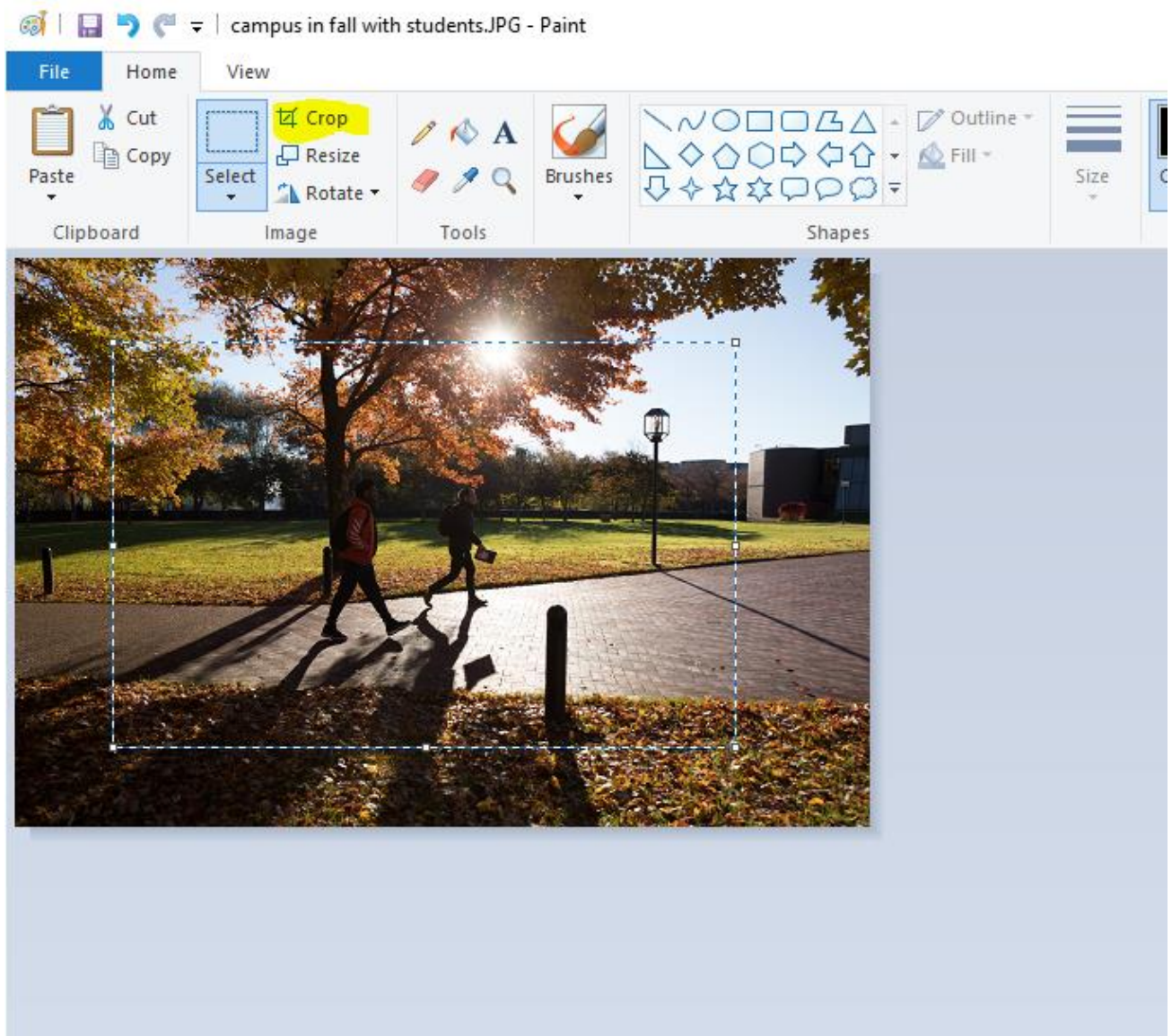




Cropping an Image with Paint (optional)

Another option when optimizing an image for the web is cropping to preserve only the desired section of a photo. This is done in addition to resizing, but can be done before or after resizing, or potentially multiple times to get the desired portion and dimension.

1. Right click on the image that requires resizing and select Open With – Paint.
2. Click select and click and drag to create a square around the desired section of the photo. Then click Crop.





Saving the Optimized Image in Paint

Once the image has been resized (and cropped if desired), save the image as a gif, jpg or png. Check the size of the image at the bottom of screen to ensure it is less than 500KB. It may be necessary to experiment with different formats by going to File – Save As and selecting different formats from the drop down.

