

## RESIZING AND CROPPING IMAGES WITH PHOTOSHOP

**All photos need to be sized BEFORE they are uploaded to OU Campus.** If you size photos after they are in OU Campus, they may lose their clarity, the end user will still have to upload a huge image file, and on mobile devices, the image may open as the original size! If you don't know exactly what size you want the photo to be, you may have to experiment some. (We can delete photos you no longer want from the Images folder.)

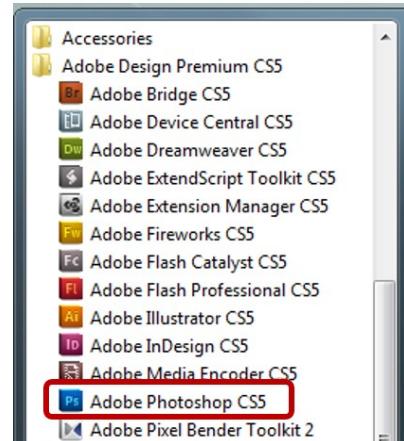
Some general examples of width x height would be:

Thumbnail size: 100 pixels wide x 100 pixels height

Headshot size: 200 pixels wide x 250 pixels height

Half-width page size: 350 pixels wide x 200 pixels height

Full-width page size: 740 pixels wide x 300 pixels height

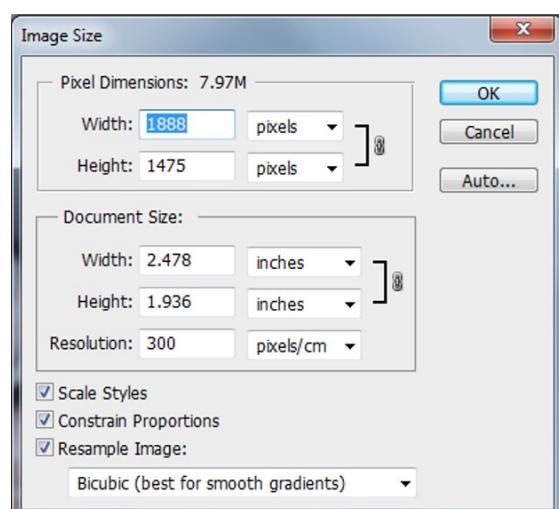


You can access Photoshop by clicking the Start icon in the bottom left corner of your desktop and then All Programs – Adobe Design Premium – Adobe Photoshop. If you don't have it, you can request it from the Helpdesk. Once open, choose File – Open and find the picture to edit.

**Cropping:** If you need to crop an image, click on the crop icon and draw a box around the area you want to keep. To do this, click and hold the mouse button down to create the box and let go once the area is defined. Right click & choose Crop. Now you are ready to resize.

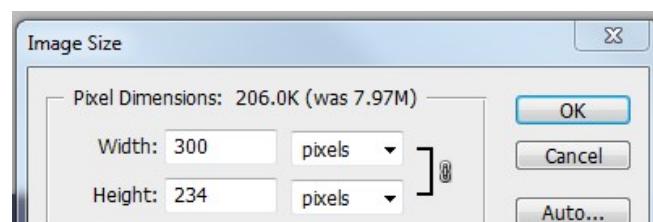


(Note: If the image does not need to be cropped, move onto the Resizing directions below.)



**Resizing:** To resize image, choose Image - Resize from the top toolbar. This opens the Size window.

The width is already highlighted so simply type in the desired width (or height) and it will auto set the other field to keep the image proportional. Click ok.



To view image at 100%, click View – Actual Pixels.

Save (or Save As) photo. It is now ready to upload to OU Campus to insert onto a web page.

**NOTE: The maximum width images can be without distorting the page is 740 pixels.**

If you have difficulty sizing images for the web or if you have questions, please email [Tish Sailer](#).