

Resizing an image for display on a computer screen. 6 Steps

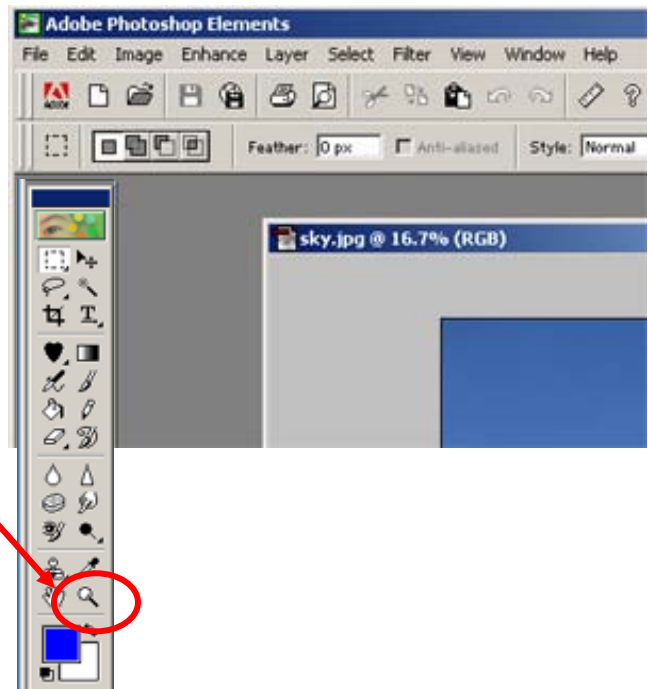
This Step-by-Step explains the procedures resizing an image that has been opened in Photoshop Elements (Elements) for display on a computer screen.

This Step-by-Step assumes that the user has the Elements application open and the image that will be changed has been opened inside Elements.

- 1) When an image is opened into Elements it can open either at full size or at a percentage of the full size. When working with an image it is important that the size of the image fits the how we want to present the image once we are finished making changes.

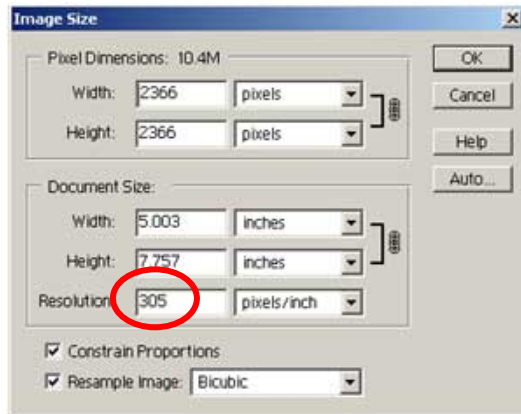
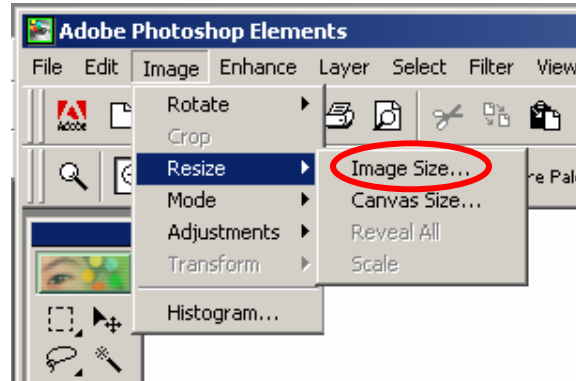
To find out at what percentage the image size is showing; look at the top left corner of the canvas that contains your image. This text will contain the file name; the percentage of the image and what color format it is in. We are only interested in the percentage of the image. If the number is less than 100% then the image is not being displayed at its full size. To see what the images "Real" size is when displayed on the screen select the magnifying glass at the bottom of the Toolbox.

Using the magnifying glass, click on the image on the canvas. Each time you click the magnifying glass you zoom in on the image. You can continue this process until you get to the individual pixel level. To zoom out again, right click on Windows and select Zoom Out, on the Mac, hold down the control key and click on the image. To quickly zoom back to 100%, double click on the magnifying glass on the Toolbar.



If the image is going to be displayed on the computer screen when presented for final output, you may need to **RESIZE** the image.

2) To resize the overall image, select **Image** from the drop down menu at the top of the page and highlight **Resize** and while still holding the mouse button, select **Image Size**.



When the **Image Size** dialog box opens locate the Resolution area.

The **Resolution** area provides us with information about how big the image will display if shown on a screen and how clear it will appear if printed.

Some quick resolution guidelines.

For images showing on the computer screen, this resolution number should not be any larger than 90 pixels/inch.

3) If the number is larger than **90** type **90** in the text area next to the word Resolution.

For images that will be printed this number should be more than 150 pixels/inch for a good quality.

NOTE: If you plan on printing the image and the resolution is less than 150, **DO NOT** just type in a larger number for the resolution, this will just make the image fuzzy when it is printed out. The best solution is to either retake the image with the digital camera at a higher resolution or rescan the image at a higher resolution if the original source file is a photograph.

4) Once the resolution is set to meet your needs select the **Ok** button.
(If the resolution number was decreased then the image on the canvas will get smaller.)

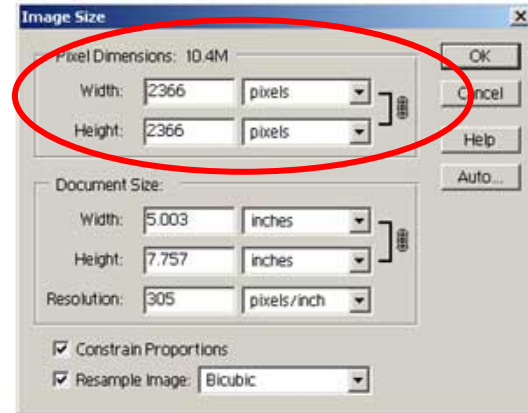
Check on the screen again to see if the image is being displayed at 100%. If the image percentage is less than 100% or if you need the image size to be smaller then it is being displayed then we will need to adjust the height or width of the Pixel dimensions.

5) To adjust the Pixel dimensions you will need to reopen the **Image Resize** dialog box.

Once Image Size dialog box is opened change the width or height of the image by entering a smaller number in either the height or the width.

Note: If you enter a number in the height the width should change as well. If the number does not change, then make sure that the “**Constrain Proportions**” box is checked.

If you are using your image for a web page it is safe to enter sizes of 700 pixels for width or 500 pixels for height.



6) When you click **Ok** you image will resize.

Once you have your document the size you want, **Save** the file.

With the image resized you can use it as it is or make additional changes. These additional changes will be covered in other step-by-step documents.