

TIPS TRICKS^{AND} HOW TO...

Change the image size and resolution using Adobe Photoshop 7.0

Image Size

To change the size of your image, select “**Image**” from the menu bar then select “**Image Size**”. The Image Size dialogue box will appear.

In the **Document Size** section, you are able to **change the width and height of your picture**. The link icon out to the side of the sizes indicates that the “Constrain Proportions” option has been checked. This keeps your picture from becoming disproportioned.

You also have the option to **change your document size using pixels instead of inches**. You can make this change by clicking on the “inches” dropdown option in the document size section.

The **Pixel Dimensions** section allows you to adjust the number of pixels that make up the width and height of your photograph. You can also make pixel adjustments by percentage using the pixel dropdown menu.

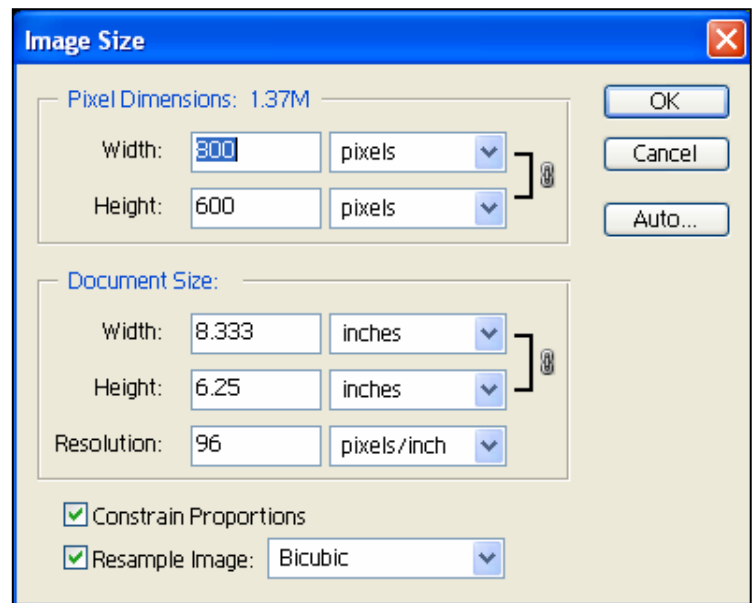


Image Resolution

This box also allows you to change your **document resolution** (remember – “What is my end goal?”) Although Photoshop will allow you to type in a higher number of pixels per inch, there is no way to add resolution to a photograph. You must scan or start at the beginning with a higher resolution to get good results.

If your document will be used for printing, use **300 dpi** or higher.

If your document will only be viewed on the web or on your computer screen, use **100 dpi**.

FACT