How to Resize Images  
*(before uploading it to Sitecore)*

**Why is it important to resize an image?**

* Page loads quicker with smaller images
* Images don’t get distorted on mobile devices
* Images usually appear crisper and less pixelated
* Your visitors won’t waste their data plans downloading large images

**What size should my image be?**

*Please note that these are recommended max file sizes – smaller is better.*

* **Standard images:** 300 pixels wide, no more than 150 kilobytes
* **Headshots**: 200 pixels wide, no more than 150 kilobytes
* **Thumbnails**: around 100 or 120 pixels wide, no more than 50 kilobytes
* **Full-width image**: 820 pixels wide, no more than 250 kilobytes

**How do you resize an image?**

* **Use a free online service***There are many free image resizing sites. These instructions are for* [*www.picresize.com*](http://www.picresize.com/)

1. Visit [www.picresize.com](http://www.picresize.com/) and click on the **browse** button. Locate your image and click “open.”
2. Click on the yellow “Continue” button. This will upload your image to the site, so it may take a moment.
3. Cropping – this is an optional step. If you wish to crop your image, click and drag on your image to select the area you wish to crop. When you are happy with your selection, click on the “Crop Selection” button to the left.
4. Scroll down to “Step 2 – Resize your picture.” Where it says “make my picture 50% smaller,” select the dropdown and change it to “custom size.” You should now have the option to enter in a width and height. You only need to enter a width, and the height will automatically calculate.
5. Skip over step 3 - special effects
6. For step 4, the default settings is ok, but quality can be adjusted. When done, click “I’m done, resize my picture.”
7. The final step is to save your picture. Click on the “Save to disk,” which has an icon of an old floppy disk.

* **Use Photoshop**

*You can contact the tech services Help Desk (ext. 5555) to request Photoshop if you do not have it.*

1. Open Photoshop
2. Select File > Open and browse to find the image you need to resize
3. Cropping – this is an optional step. Make sure the “Rectangular Marquee Tool” icon is selected from the icons on the left. Click and drag on your image to select the area you wish to crop. When you are happy with your selection, select Image > Crop
4. Select Image > Image Size
5. Make sure Constrain Proportions is checked. Adjust the width (the height will automatically calculate).
6. Select OK
7. Select File > Export > Save for Web
8. Make sure the image is selected as a JPEG or GIF (from the drop-down toward the upper right)
9. Check the size of the image in the lower left corner and reference the file size guidelines above. To further reduce the size, change the Quality using the slider bar.
10. Save