



Resizing Images

Image resolution refers to the number of pixels an image is made up of. Read about image resolution here: <http://www.microscope-microscope.org/imaging/image-resolution.htm>

The higher your image resolution, the higher the file size of the image or the document within which the image sits. Read more about file size here:

<http://www.gn.apc.org/support/understanding-file-sizes>.

The optimum image or document size depends on its purpose.

How big?

To email or upload a document to your teachers, you should try to keep your files size below 1MB.

You can check the size of your documents and images by:

- On a Windows computer, right clicking on the document and checking its properties
- On a Mac computer, pressing control and then clicking on the document or image to get its info

Resizing

Some options to allow you to resize images:

1. Using an online image resizer

There are many online image resizers to select from that will resize your images for free. To resize your image, you will be prompted to upload it and then choose your resize options. Once you are happy and have applied the changes, you will usually be prompted to download your photos. Examples of online image resizers include:

- **Photopea** <https://www.photopea.com> Photopea allows you to do all sorts of image editing. There's no need to make an account.
- **Picresize** <http://www.picresize.com>
- **Shrink Pictures** <http://www.shrinkpictures.com>
- **Web Resizer** <http://webresizer.com/resizer>
- **Resize Pic** <http://www.resize-photos.com>

Note. There should be no need to create an account with any of these online applications. We don't recommend you share any personal data on websites.

2. Using a standard program on a Windows computer

- **Microsoft Paint** [How to](#)
- **Microsoft Paint 3D** [How to](#)

3. Using a standard program on a Macintosh computer

- **Preview** app [How to](#)



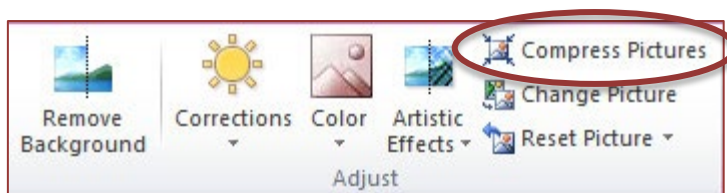
4. On a tablet or smart phone with photo gallery apps. Most phones and tablets have their own inbuilt image editor. This is normally accessible once you have opened the image.
5. Using a free or paid program. Here is a list of some known programs for image resizing. Note that this list is produced for information only – we make no recommendation or guarantee.
 - Adobe Photoshop (paid) <http://www.adobe.com/au/products/photoshop.html>
Photoshop costs money. See [a video on Photoshop and its free alternatives](#) on our website.
 - Fotosizer (has a free version) <https://www.fotosizer.com/Download>
 - Paint.net (free) <https://www.getpaint.net>
 - The Gimp (free) <https://www.gimp.org> Photoshop can cost you thousands. Here's the free alternative. Be prepared for a learning curve.

Compress

It is possible to compress images without noticing any difference in quality. Compressing an image doesn't change the dimensions – it just uses less information with a consequent loss of quality. Many image editing programs offer a quality-size option when you save an image. Dramatic reductions in file size are possible. It usually works best when saving as a JPEG image.

You can compress pictures in Microsoft Word.

1. Click the picture or pictures that you want to compress.
2. Under Picture Tools, on the Format tab, in the Adjust group, click Compress Pictures.



3. If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.
4. To compress the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.

Clearing the **Apply only to this picture** checkbox will override any previous changes you have made for other individual pictures in this document.

5. Under **Target Output**, click the resolution that you want.

These instructions derived from Microsoft Help files.

Big note

You should **not** attempt to install software on a school computer without consulting your teacher and/or the school's ICT personnel. Most school computers are configured to prevent students installing software. It is also advisable to ensure you have an up to date virus scanner/malware protection working on your computer before downloading software.