

Artspace Artist Workshop Series

2008 City-Wide Open Studios
Resizing images for web registration.

This is based on a Mac operating system but should translate to Photoshop on a PC

1. First create a folder to save your Open Studios images on the Desktop.
 2. Open your file in Photoshop.
 3. Make sure your file is in RGB color mode.
 - Go to the Image menu at the top.
 - Select Mode.
 - Click to change to RGB color mode if not already checked.
 4. Go to the Image menu at the top.
 - Select Image Size.
 - On the pop up screen UNCHECK the box that reads: Resample Image.
 - In the resolution box, enter 300.
 - Click OK.
 5. Go to the Image menu at the top.
 - Select Image Size again.
 - On the pop up screen, now CHECK the boxes that read: Resample Image and Constrain Proportions
 - Still in the pop up screen in the Document Size box, enter "6" in either width or height, whichever is the longest side of your image. The other dimension will change automatically. If the other number is larger than 4, enter 4 in that box instead.
 - Click OK.
 - To see what the image looks like at 100%, hit "command(or the Apple Key) +" on the keyboard until at 100%.
 6. Go to the file menu at the top.
 - Choose Save As...
 - Rename your file, but don't delete the .jpg extension. Choose to save you image in the folder you created earlier.
 - Make sure that in the Format drop down it says "jpeg."
 - Click Save.
 - On the next screen "JPEG Options", enter 5 into the quality box.
 - Click OK.
 7. Check the file size of the jpg you just saved. The file size at the bottom of the image window in Photoshop is NOT the actual file size.
 - Click on the Desktop, and double click the folder you created for your CWOS images.
 - Select the image and go to the FILE menu at the top.
 - Click Get Info.
 - A window will pop up with the image info, and if the size is larger than 600K, go back to Photoshop and repeat 6, but this time in the "JPEG Options" screen enter numbers lower than 5 until the file is under 600K.
- **On a PC you can find the file size using the file browser and checking the file size of the jpg you saved.**

NOTE: If you are having trouble getting your file size down, check that the color mode is set to RGB. CMYK mode generates a larger file, so set yours to RGB and we will convert your image back to CMYK when printing the directory. See step 2 for instructions.

If you are still having trouble with your file size, please call Laura Norris at 203.772.2709 x 17, and she will set up an appointment to help you on a one-on-one basis either over the phone or in person at the gallery.