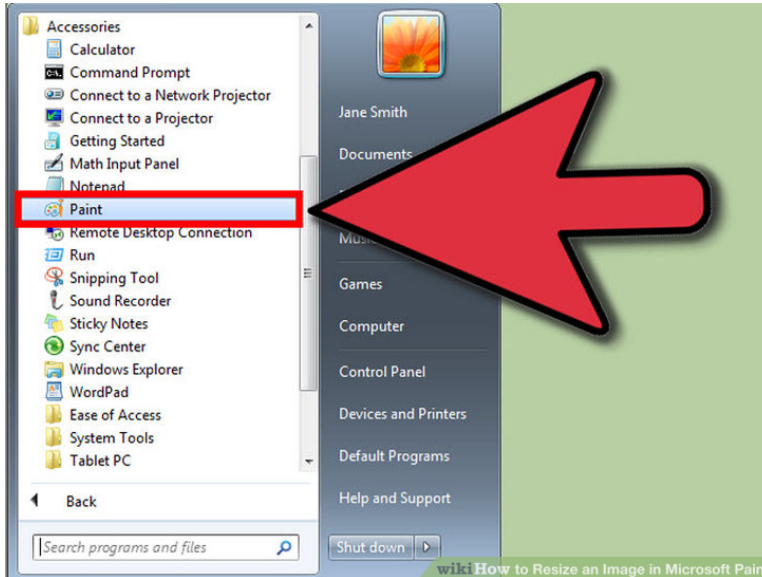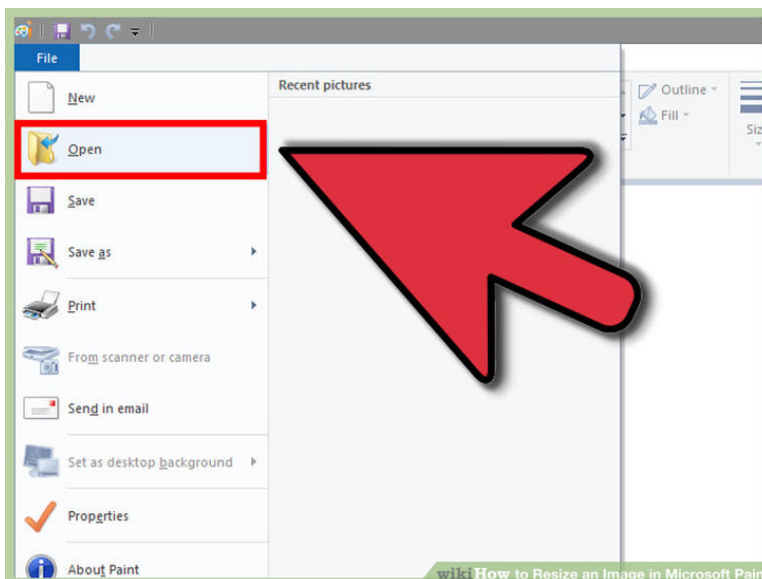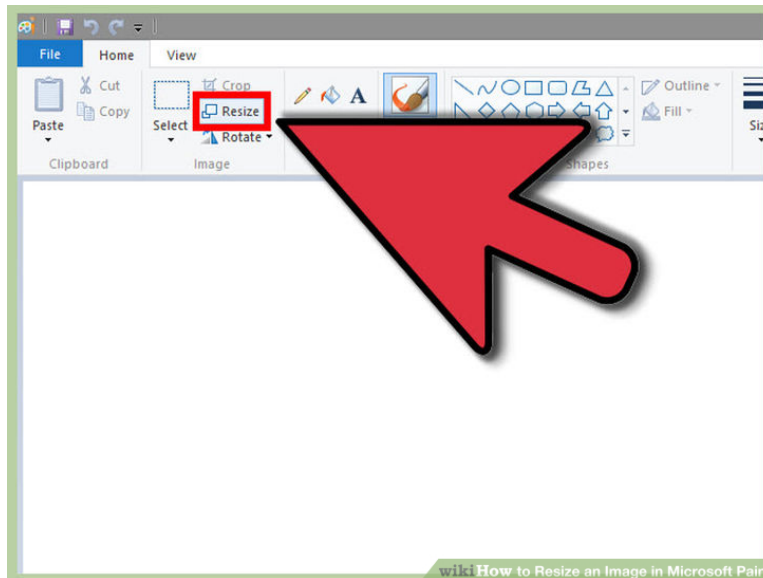# How to resize an image…

…on a PC:

1. Open the Paint program by selecting the Start button, selecting All Programs, selecting Accessories and then selecting Paint.

2. Select the File button, choose Open, pick the image you want to resize and then select Open.

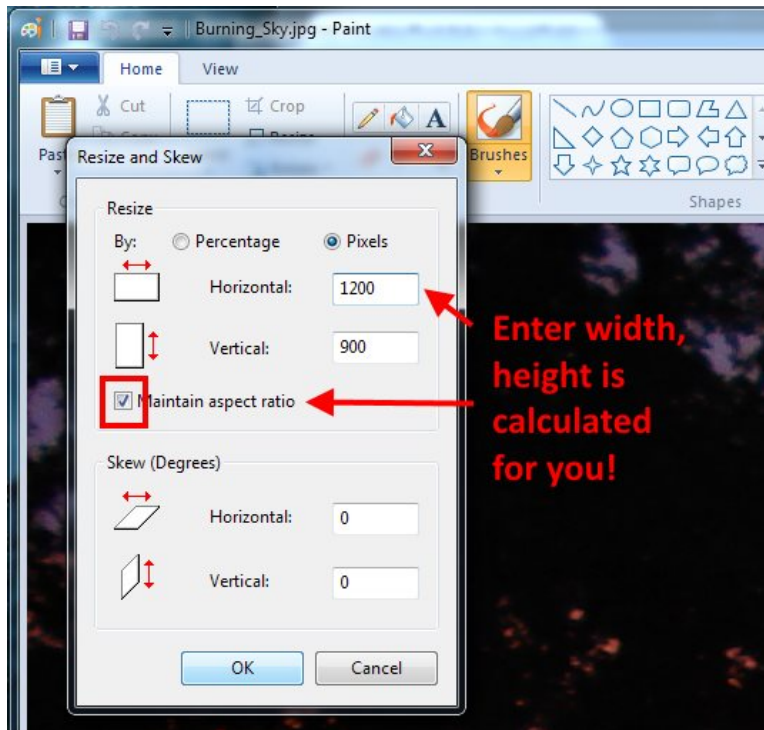3. On the Home tab, in the Image group, select Resize.

4. In the Resize and Skew dialog box, select the Maintain aspect ratio check box so that the resized image will have the same aspect ratio as the original image (in other words, the image won't be warped or stretched).*
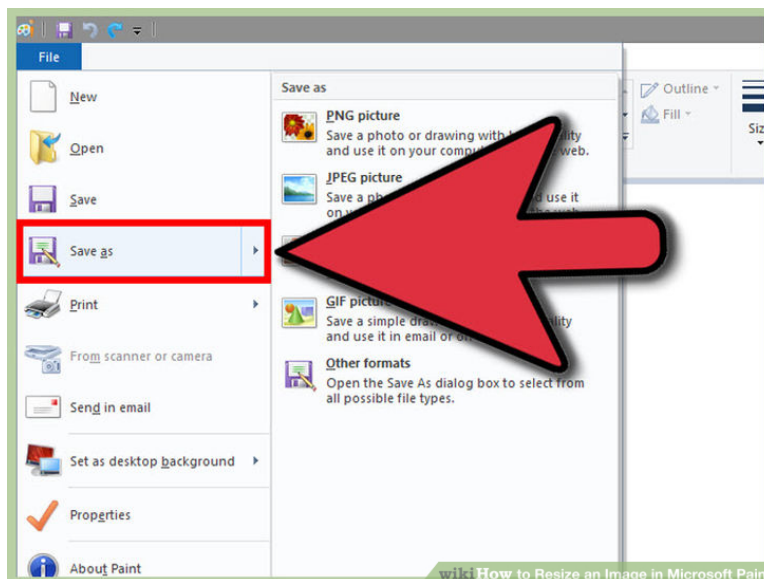
> *Once the Maintain aspect ratio check box is selected, you only need to enter the horizontal value (width) **or** vertical value (height). The other value in the Resize area will update automatically.*

5. To resize the image so it's a specific size, select Pixels and then enter a new width in the Horizontal box or new height in the Vertical box.*

> *Pixel values are listed in the School Style Guide for all the common WordPress image sizes.*

6. Select the File button, select Save as, and then choose an image file type for the resized image. .jpg format is best for photos; .png is best for line art or images with text (such as logos).
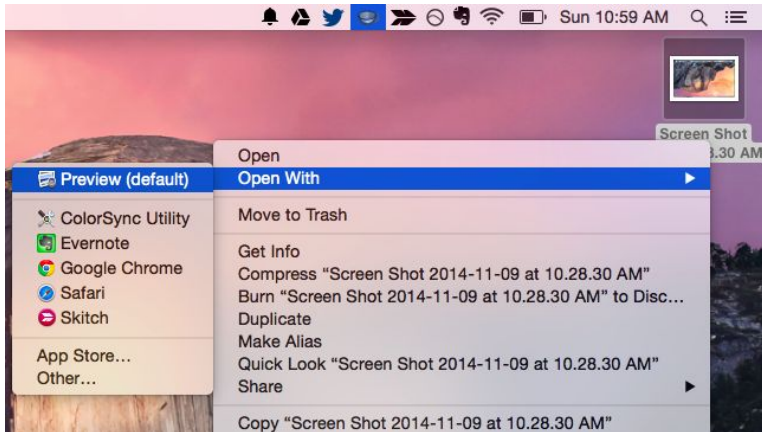

7. Type a new file name in the File name box and select Save.

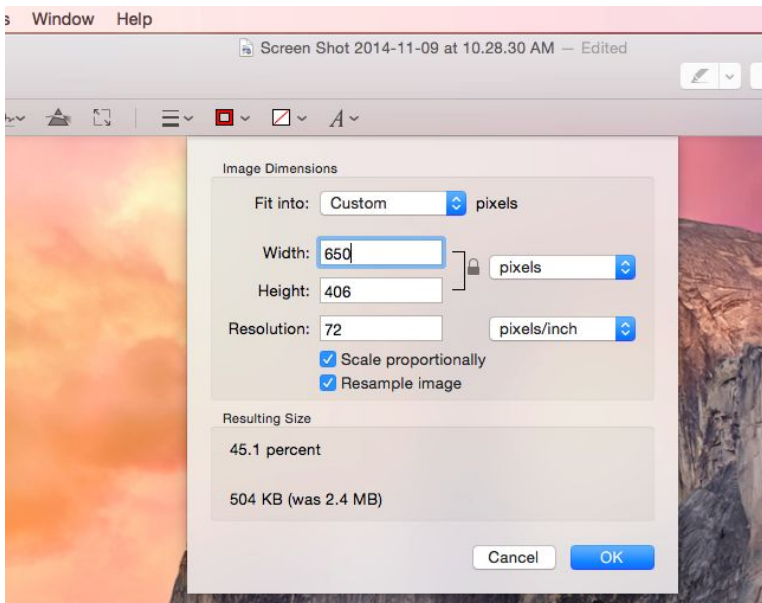8. You may now upload your resized image to WordPress!

…on a Mac:

1. Open the image in Preview by simply double-clicking the image. (If you've changed your image file associations, you also can right-click on an image, point to Open With, and select Preview.)

2. Select Tools, then select Adjust Size to bring up the Resize dialog box, which will allow you to resize the image.

3. This dialog box supports many measurement units, including pixels. By default, it will resize the image proportionally, maintaining the original aspect ratio to ensure the resized image doesn't look stretched.

3. To resize the image so it's a specific size, select Pixels and then enter a new width *or* a new height. The other value in the Resize area will update automatically.*

> *Pixel values are listed in the School Style Guide for all the common WordPress image sizes.*

4. Select File and Save the image, choosing the best file type for the resized image. .jpg format is best for photos; .png is best for line art or images with text (such as logos).

5. You may now upload your resized image to WordPress!

A general note about resizing images:

*Image-resizing tools are useful for shrinking images so they don't take up as much visible area or storage space. They're *not* ideal for enlarging an image as the blown-up image will be of lower quality — for this reason, enlarging an image is *almost never* a good idea.
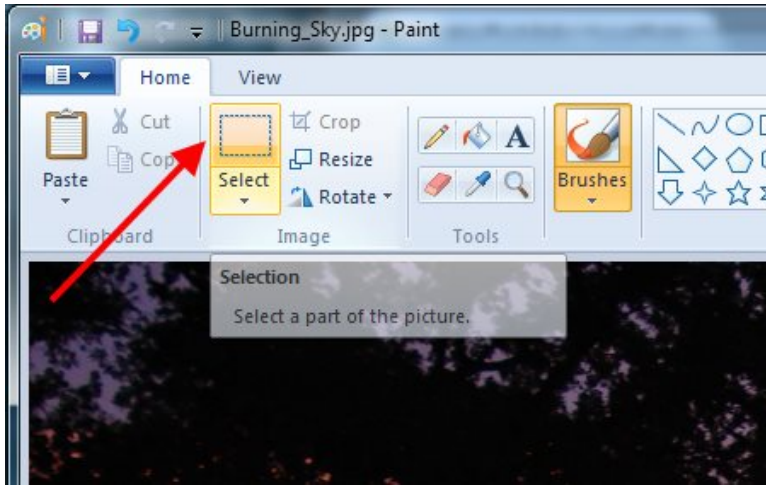
Cropping images:

Cropping images is a similar process in Paint and Preview. Say you need to resize an image to 738x714 pixels (the size of a headshots on the advanced profile pages).
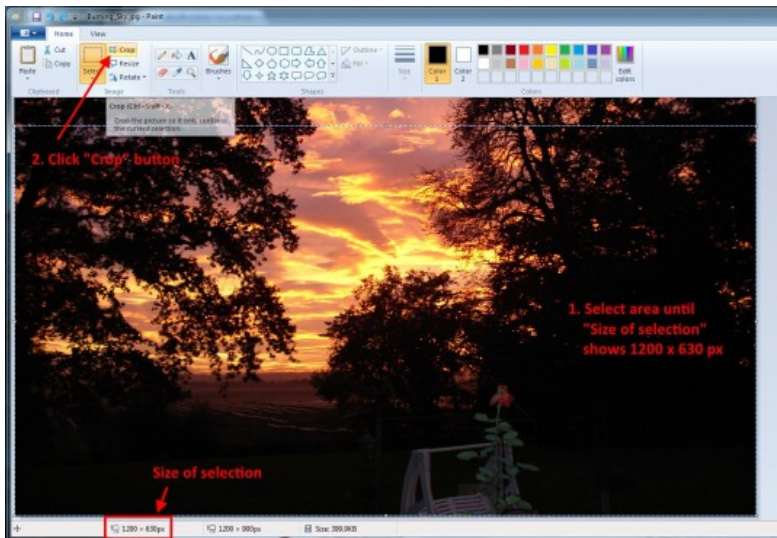
You've already resized the image to be 738 pixels tall, but it likely isn't 714 pixels wide. So, you need to crop the image to the correct width to avoid any skewing. Let's say your image is currently 738x900.
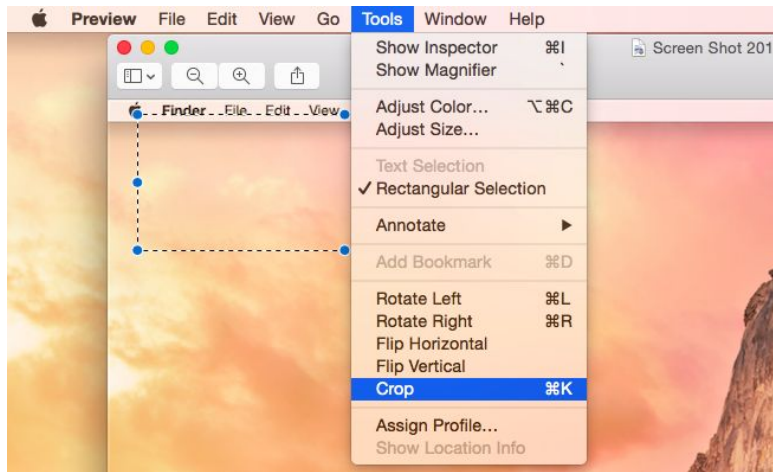
1. Click and drag to draw a selection box on the image. (In Paint, you'll need to choose the Select tool first.) Pay attention to the pixel size of the selection (in Paint, it's in the lower-left corner of the window; in Preview,

it's shown on the edge of the box as you drag it). You'll want to keep dragging until you hit exactly 738x714.

2. When you've finished your selection box, select the Crop button.

3. Now you can continue saving the image and uploading it to WordPress, as outlined above.

Happy photo editing!