

How To Reduce The Size Of Your Images For The Club Projector Or The Internet In Easy Steps

Photoshop CS4 & 5

When your image is ready for conversion

- then you go to **File** and
- near the bottom left-click on **Automate**
- then left-click **Fit Image**
- in the constraint body put **1400 for width** and **1050** for height in pixels.
- Click **OK**.
- Your image can then be saved as a jpg for the club projector.

If you want the image for a web site image then you go a step further:

- Go to **File** and
- then down to **save for web and devices**
- at the top of the next page make sure the **2up** is ticked.
- Then go to the right hand side and at the top in **preset** choose from the drop down menu **jpg medium**.
- Click on the bottom picture which should be about 100 to 160k in size,
- then click on **save** and
- save where you want to keep your web pictures.
I keep them in my pictures in a folder **webpictures**.

Photoshop Elements

When your image is ready for conversion click on **SHARE**

- Under “how would you like to share” click **e-mail attachments**
- on the next screen half way down It states
- **Maximum Photo Size** – choose **Very Big (1280 x 969 px)** and
- move the **quality** slider to **12 – Maximum** for a club projected image or
- move the **quality** slider to **6 – medium** for a web image
- Then go to **File** on the top line and choose “**export as new file**”
- In location choose **browse** and decide where you want to save the file and with what name,
- then click **export**.

You can also do the same as above by changing the image size to 1400 x 1050 pixels

Photoshop Lightroom 2 and 3

When you have completed your image

- go to **file** (on top line) and click export
- Then on Export One File chose **where to export to** – my pictures folder is good.
- If you want a subfolder put a tick in **put in subfolder box** and
- chose a folder or create a new one e.g webpictures or club projected.
- If you want to rename your image then under **File Naming**
- click in **rename to** box and
- choose **custom name** from drop down box and
- then name the image.

If you don't want to rename then ignore the above 3 lines.

If you want the image to be a club projected file

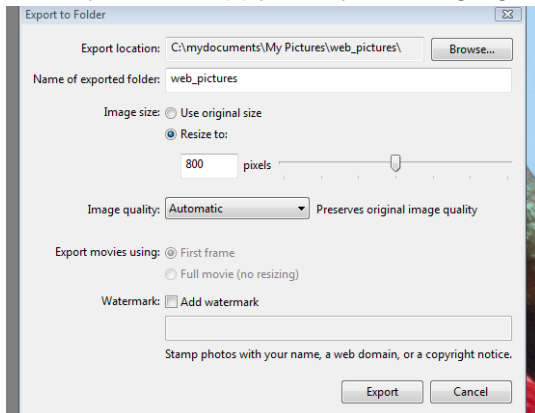
- then go to **image sizing**
- Then tick **resize to fit** accept **width and height** then fill in the **width** as **1400** and the **height** as **1050**.
- Then click **export**

If you want to export the image to email you can use the above, however the size is bigger than you need for an email especially if you are sending more than one therefore you can do all of the above but you can ignore the resize to fit and

- use **file settings** instead and
- click in **limit size to** box and
- then put the size of your email in the **K box**,
- suggest **120**
- Then click **export**

Google Picassa

When you are happy with your image go down to the bottom of the screen - click on **export**.



Put in your **export location** (suggest “mypictures” as above) and then decide on the **name of the exported folder** (as above) **800 pixels** are good and then either fill in the **watermark** or just go to **export** and you will find the reduced image in the web_picture’s folder.

Tony Clapham