

Photoshop CS4 – RESIZE & REFORMAT

- instructions updated for Photoshop CS4 for Mac & PC
 - underlined phrases = more detailed explanation is needed than provided here, sorry
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- Resizing* (a/k/a resampling) is best applied only from higher resolution to smaller resolution (*dpi & ppi*) & from larger file size to smaller file size (*K or MB*)
 - Reformatting* can be between many formats, but usually is from **TIFF** to **JPEG**
 - JPEG compression results in loss of quality*. A good explanation can be found at: <http://epaperpress.com/psphoto/> scroll down & click on *JPEG vs TIFF*. Archive your master file as a *TIFF*. But if your master is a *JPEG*, then on Photoshop's scale of 1 to 12, choose 12

To resize One Image at a Time

(this example resized to 1024 x 768 pixels as for conventional projectors):

- Image** menu → **Image Size** – begin at bottom & work your way up to top (really!)
- pull-down menu, select *Bicubic Sharper (which can also be set in Preferences)*
- checkmark all 3: *Resample Image; Constrain Proportions; Scale Styles*
- Document Size: Resolution: 72 pixels/inch*
- for vertically-oriented images: *Pixel Dimensions: Height: 768 pixels*
- OR for horizontally-oriented images: *Pixel Dimensions: Width: 1024 pixels*
- click **OK**

To reformat One Image at a Time (TIFF or PSD into JPEG)

EITHER **File** menu → **Save As** → *Format: JPEG* → **Save** → *Image Options: Quality: 6* → **OK**
OR **File** menu → **Save for Web & Devices** → Preset – **JPEG High** (Quality: 60) → **Save**

To resize & reformat Entire Folders of Images

(this example resized to 1650 x 1050 pixels as for hi-res monitors):

- File** menu → **Scripts** → **Image Processor**
 1. **Select Folder** → **Choose a Folder** dialog box → *TIFFs* or whatever → **Choose**
 2. **Save in Same Location** (which automatically creates folder named *JPEG*)
 3. **File Type** → checkmark *Save as JPEG*
Quality: 6 (or 8 or 10 or whatever)
checkmark *Resize to Fit* – *W:1650px & H:1050px* (or *W:1024 & H:768* etc)
 4. **Preferences** → type in “*Your Name*” & checkmark *Include ICC Profile*
- Run** – and now sit back and relax while images are processed
- Open your *TIFF* folder, inside of which you will find your new *JPEG* folder

Be aware that you can also create resizing Actions, from which you then can create Droplets. While you usually can search the web to download many free *Photoshop Actions*, simple actions such as for resizing are scant, so save yourself time searching and simply create them yourself.

for PDF of this document, see: www.vraweb.org/resources/diag/photoshopresources.html

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