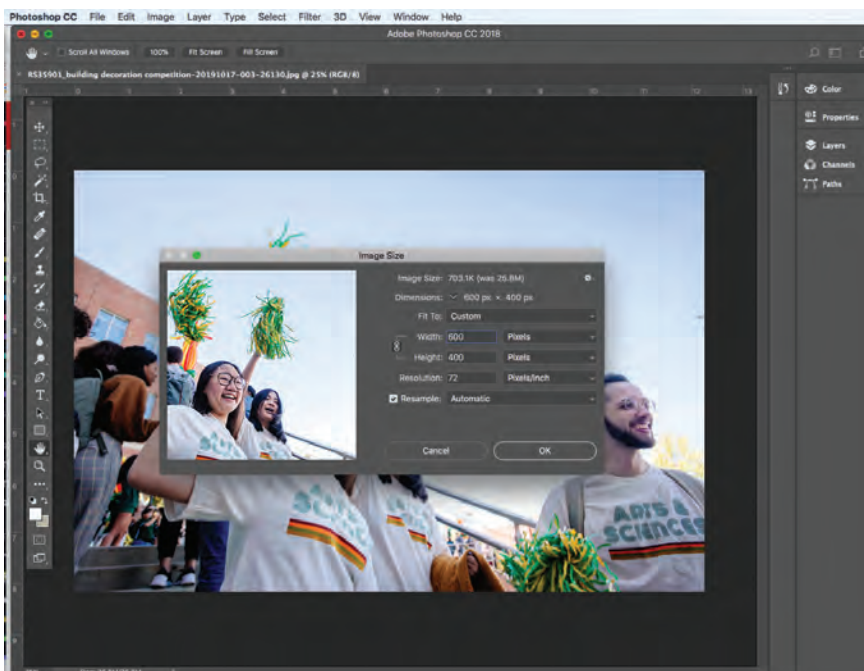# Adobe **Photoshop**

HOW TO RESIZE AN IMAGE
USING CURRENT IMAGE PROPORTIONS

STEP 1

Open your image file in Photoshop. In the menu, select Image > **Image Size**.
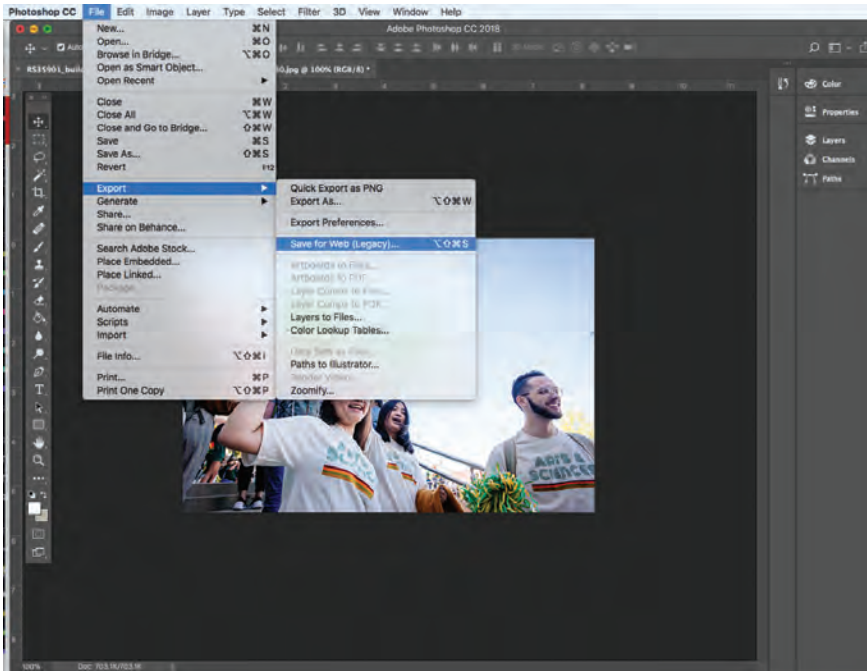

STEP 2

First, change the **resolution** to 72 pixels/inch. Then, change the dimensions of the image. Make sure the Constrain Proportions lock is on to keep your image from stretching or warping. Put in your new image **width** and set to Pixels (for example: 600 Pixels). The height dimension will follow accordingly. **Click OK**.
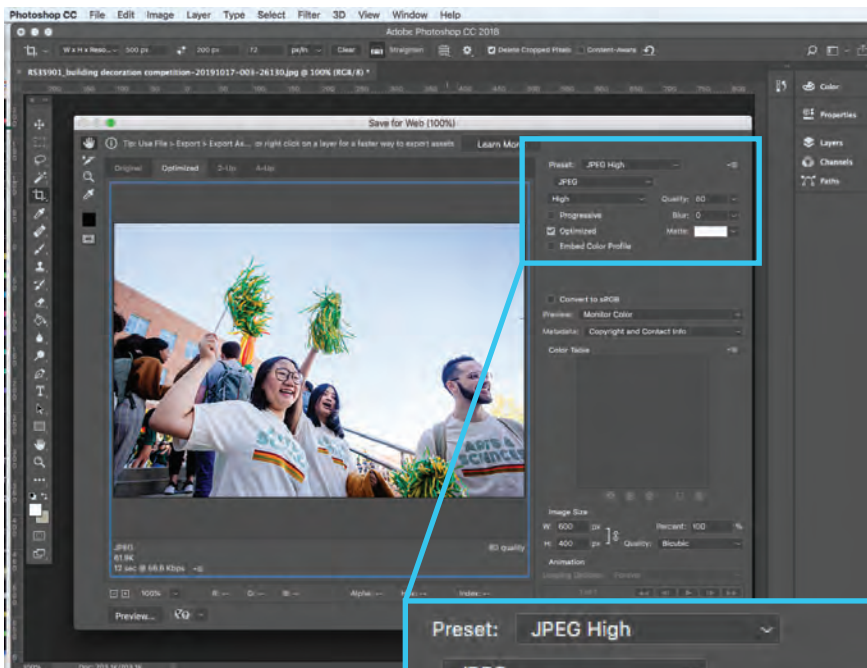
Ps Adobe **Photoshop**

STEP 3

Once your image is resized, save your new image file. Choose **File** > **Export** > **Save For Web**

STEP 4

The Save For Web preview box will pop up. Under **Preset** in the top right, select **JPEG High**. The Quality should be set to 60. This setting should reduce the image file size without affecting the quality of the image and assures the image is optimized for use in email newsletters. Click **Save** and rename your new image file so you don't save over your raw image.