

Crop and resize your images.

When you're putting your images on the Web or sending them via email, it's important to keep the images as small as possible so they will download faster. By cropping your photos of any unnecessary elements, your viewers can focus on only the important parts of your picture, and you'll reduce the file size as well.

Photoshop's crop tool is hidden under the rectangular marquee tool in version 5.5 and earlier. Click on the toolbar button and hold down for the pop-up. In versions 6 and up it has its own place in the toolbox and a shortcut key of C.

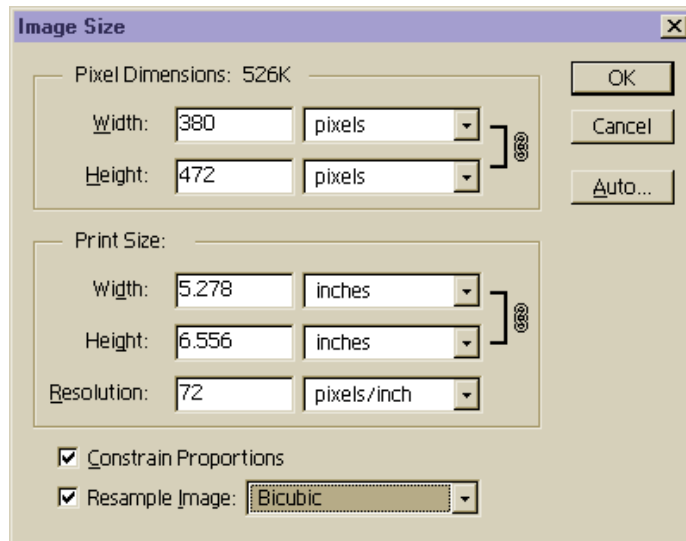


The crop tool is the farthest tool on the right. To use it, just click and drag a rectangle surrounding the area you want to crop.



When you release the mouse button, you'll see a dashed line marquee with selection "handles" on the corners and the middle of each side. You can hold your cursor over these handles and drag them to adjust the size of your selection. When the marquee is where you want it, double click inside the marquee and the image will be cropped.

To resize the image, go to Image -> Image Size.



Keeping “Constrain Proportions” checked off will make sure that your photos are not distorted: when you change the width, the height will be automatically adjusted to remain proportionate to the original size.

As for resolution, 72 pixels/inch is the standard for using on the web and also works well for email. If you plan to print the photo, though, the higher the resolution, the better.

Links:

<http://www.dpcorner.com/>

<http://graphicssoft.about.com/od/digitalphotography/>

<http://www.shortcourses.com/editing/>