



How to Size, Crop and Save Images in Photoshop

Using Photoshop to Crop an Image

Common ratios are:

3:2 - Listing pictures

19:6 - HD Video

8:4.3 - Front of Brochure Picture

Cropping the image **(Enter)**

How to Uncrop **(Ctrl + Z)** or **(Alt + Ctl + Z)**

Picking the Correct Resolution

300 Pixels/Inch for any Office Depot print projects

96 Pixels/Inch for all website and video projects

How to Resize an Image

Finding the size options tool **(Alt+ Ctrl + I)**

Set the resolution first

Decide if making the photo smaller or larger and pick the right option

Common sizes are:

Listing Actions

Listing Video House images 2350 x 1567 @ 96ppi and JPEG 12

Listing Video Slider image 2007 x 1338 @ 300ppi and TIFF

MLS Resize 1900 wide x 1266 high @ 96ppi @ JPEG Quality 40%

Front Page Brochure images 2400 wide x 1290 high @ 300ppi and TIFF

Back Page Brochure images 702 wide x 468 high @ 300ppi and TIFF

Just Listed Card Front image 1605 wide x 1070 high @ 300ppi and TIFF

Just Listed Card Back = same as back of brochure images

Third page website images (blog & town pics) 400 wide x 267 high @ JPEG Quality 30%

Video Actions

Bigger to 1920 wide x 1080 high @ 96ppi @ JPEG 12

Smaller to 1920 wide x 1080 high @ 96ppi @ JPEG 12

(Ctrl + Space) to change pointer to Magnify Tool



How to Save a File After Sizing

Print projects:

Save As (**Ctrl + Shift + S**) a TIFF with the following settings:

Image Compression: LZW

Pixel Order: Interleaved

Byte Order: IBM PC

Video Projects:

Save as a JPEG 12 if the photo does not have transparent layers and is currently saved as a JPEG then it's OK to save the new file as JPEG with Quality 12.

Or save as a PNG 24 with the following settings:

Compression: Smallest/Slow

Interlace: None

This can be done through the normal Save As (**Ctrl + Shift + S**) or Export > Save for Web (**Alt + Ctrl + Shift + S**).

Website Projects:

Save as a JPEG through Save for Web option with the following settings:

JPEG Medium - which should set quality to 30

Click the Optimized & Convert to sRGB buttons