

# How To – Resize and crop images

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Below is a guide to resizing and cropping images to be a reasonable size.

## Why resize or crop an image?

Resizing and cropping images greatly reduces the file size of an image, making them quicker to load on low end or devices or devices connected to low-speed internet. Additionally, smaller sized fit better on certain web-page components due to the images being closer in size to the components themselves.

## What size should I resize or crop my image to?

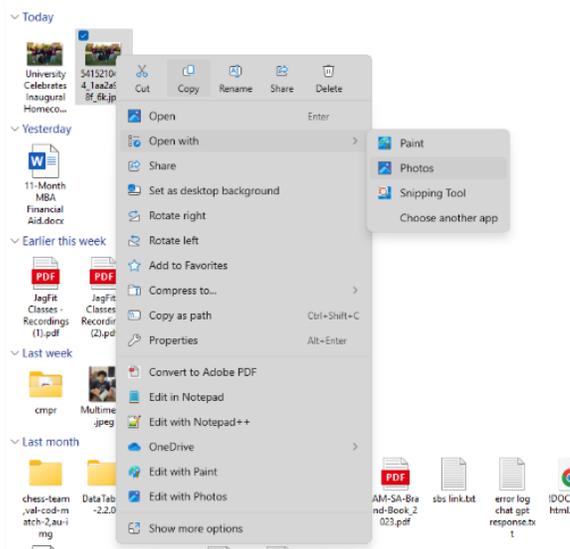
Below is a list of general rule-of-thumb image sizes to resize your image.

- **news.tamusa.edu Banner Image:** 1920 x 960 (2:1 aspect ratio)
- **tamusa.edu Hero:** 1903 x 700
- **tamusa.edu Card Teaser:** 720 x 400
- **tamusa.edu Card Teaser Full:** 1440 x 400
- **tamusa.edu Carousel Teaser:** 427 x 200
- **tamusa.edu Image-Alternating Teaser:** 535 x 400

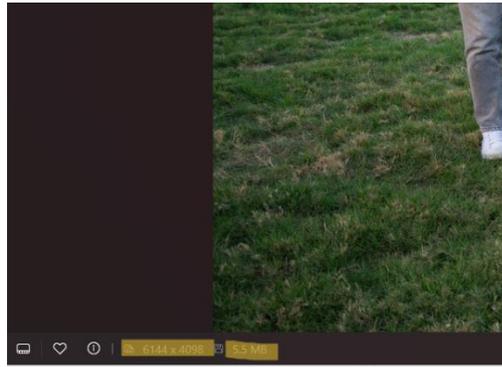
Your image does not need to be the exact size of what is listed above - just close enough.

## Getting Started

**Step One:** Locate your image and open it using Window's default photo viewer: Photos



**Step Two:** Examine your image's size in the bottom left corner of window.

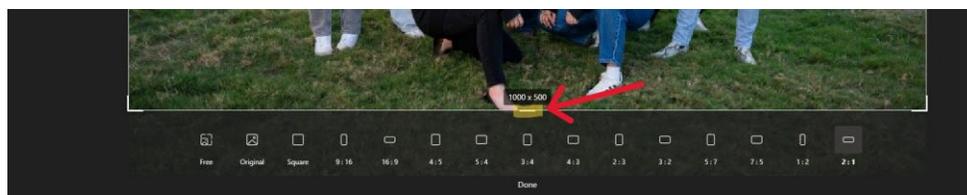


If the image is too large (> 1.0 MB), select “Edit.”

**Step Three** - Select the icon titled “Free” and select an aspect ratio you would like the image cropped to. For example, to fit an image to the news.tamusa.edu Banner Image size, you would select 2:1.



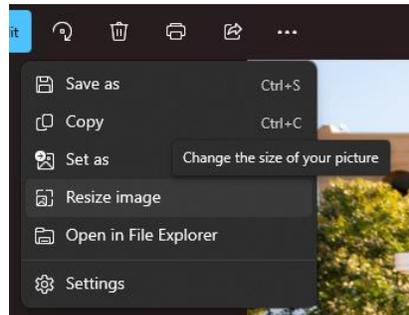
① Note: If you do not know the aspect ratio your image needs to be resized to, you can change the width of the image first through **Resize** (Shown in Step 4-5) first, then changing the height through **Edit** by dragging the bottom handle as shown below.



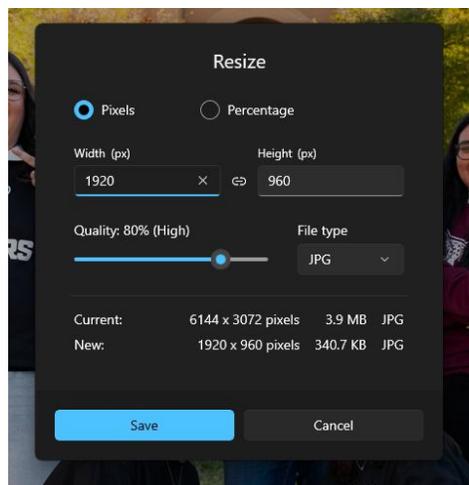
Then, select “Save options.” Click on “Save” to apply changes to that file or “Save Copy” to retain the original image file and apply changes to a copy.

**Step Four** - Next, let's resize and compress our image.

Resize by clicking the three dots on the top left and selecting "Resize Image"



**Step Five** - You will be presented with a Resize window. This will allow you to scale the image's size. You can either scale your image using its pixel values or by a percentage. Additionally, you can change the quality (level of compression) of the image and its corresponding file type.



If you are downsizing an image to fit specific measurements, we recommend setting the width to the specified width and setting the quality to 80%. Ensure that your image saves in **a JPG format**. Aim to resize/compress your images to a file size **under 1.0 MB**.

Select "Save" and name your file. Your image should now be resized or cropped to an optimal image size.