

# Working with Graphics

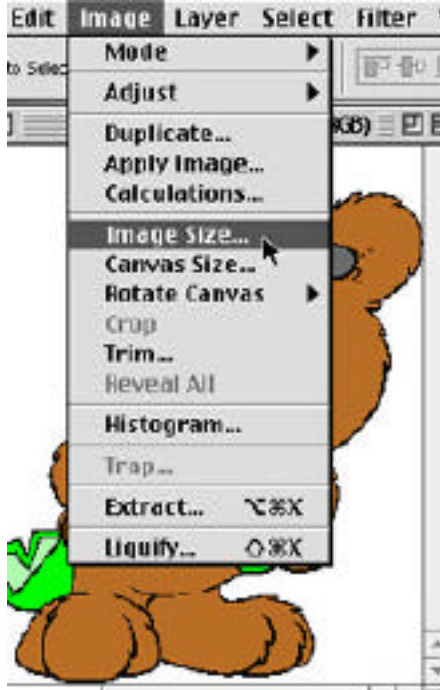
## Types and Re-sizing Images



Reducing the amount of file space taken up by graphic images can be done two ways:

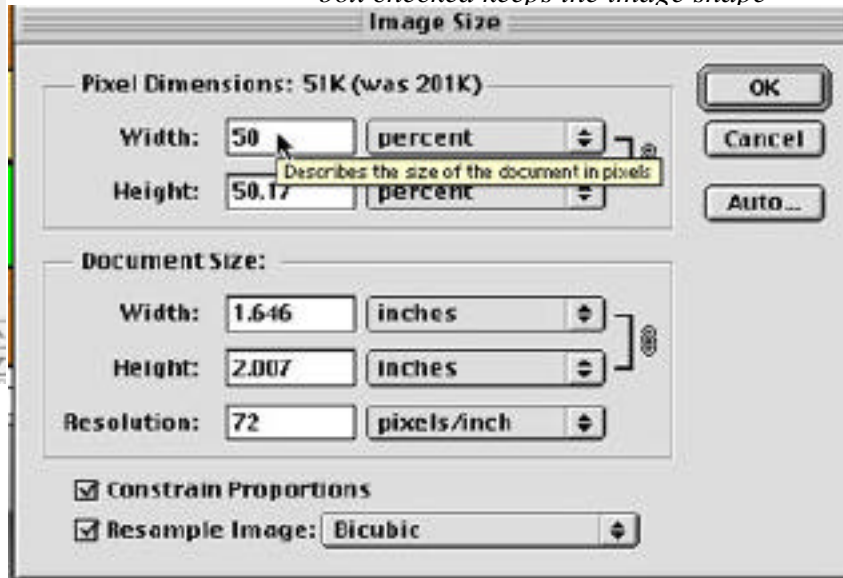
- physical size
- file format

### Changing an Image Physical Size in PhotoShop:



1. After opening the image in *PhotoShop*, select **Image Size** from the Image Menu
2. Change the Dimensions selection to “percent” and enter the percent of reduction wanted

*Note: Keeping the “Constrain Proportions” box checked keeps the image shape*



### Changing an Image File Size in PhotoShop:

1. Photoshop 5: Choose **Save As** from the File Menu and save as a **.jpeg file**
2. Photoshop 6: From the File Menu, select **Save for Web**
  - this will bring up a series of choices (tip: use the “4-Up” tab to view various formats)
  - choose format wanted, click OK
  - save the image



## Changing an Image Size in Appleworks/Clarishworks:



1. In Paint, use selection tool to select image, in Draw, click for the “handles”
2. Under the Arrange Menu, select **Scale by Percent**
3. Enter the amount for reduction, like 50%

Note: To keep proportions, be sure both width and height are same percentage

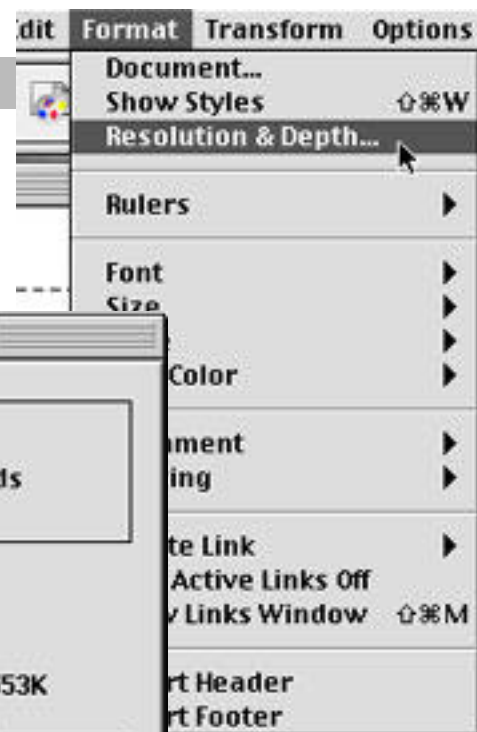
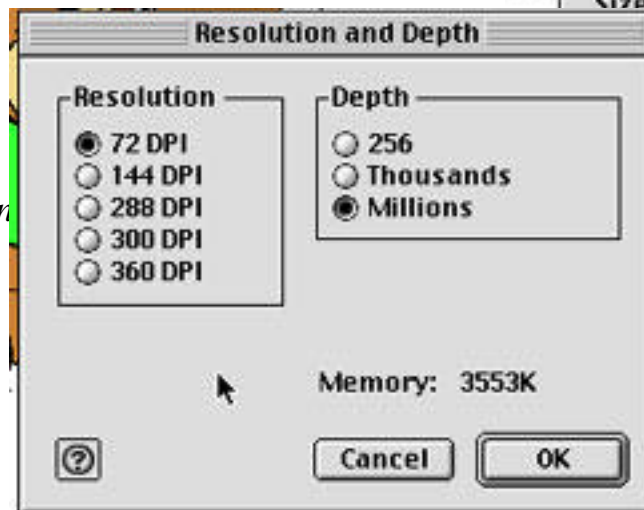
In the Draw program, size can be adjusted manually by pulling or pushing the “handles” of the selected object.

## Changing Image Resolution/File Size:

1. In the Paint program, go to **Format** menu
2. Select **Resolution & Depth**
3. Click on your choices

72 = monitor  
360=color printer

*Caution: Once chosen you cannot revert back to original resolution!*



## Changing Image Format in Apple/Clarish Works:

1. Choose **Save As** from the File Menu
2. Use pull down menu to select gif or jpeg
3. Save file

