Resizing images in Photoshop

1. With the image open in Photoshop click on Image then Image size. This will open the Image Size Dialog box.
2. Be sure the "Constrain Proportions" and "Resample Image" check boxes are checked.
3. Set the resolution as appropriate for the image's final use (see below).
4. If the image is vertical, set the height to the required pixel count. Let the length fall where it may.
5. If the image is horizontal, set the length to the required pixel count. Let the height fall where it may.
6. Click ok. You may have to enlarge the image with the magnifying glass tool to see it easily on the screen. (click "fit screen")
7. Click File the Save As and give the file a new name. This keeps you from resizing and ruining the original.

What will you use the image for?

Email.
A resolution of 72dpi and a pixel count of 640 on the longest edge is sufficient.

CNPA Gallery.
A resolution of 72dpi and up to 700 pixels on the longest side is required however the image cannot be larger than 200kb

CNPA Regional Show and Tell.
We look for a resolution of 150dpi and 1000 pixels on the longest side.

Printing.
Printing opens an entirely new set of options and decisions to be made. Images can be resized to 240dpi to 300dpi as is appropriate for your printer or service bureau. Images should be sized dimensionally to the print size (change pixels to inches) you may need to involve the crop tool as well.
For example; most DSLRs output an image that is proportional to an 8X12 print.
If you intend to print an 8X10 the image must first be cropped.

In all cases be very careful when saving and renaming images to preserve the original

1. In the Library module with the image selected (light grey border) click on Export. (all of your other edits should be complete prior to this step.)
2. In the Export Dialog Box under export location select the destination folder that you want to send the image to. I find it helpful to create one or two folders on my desktop to send exported images to. I have one labeled "For Email" and one labeled "For Print" and send exports to each accordingly. You can create the folder ahead of time or have Lightroom create it for you now.
3. Under File Naming you have the option to rename the image as you desire. Renaming here is not as critical as it is in Photoshop because Lightroom exports a working copy of your image and never changes the original.
4. Under File Settings choose the file format (jpeg) and quality (usually 100) desired for your use.
5. Under Image Sizing check Resize to Fit and set the pull down menu to Longest Edge. Lightroom will "do the math" and size the short edge in proportion to the image aspect ratio. Set file size and resolution using the guidelines above.
6. Set Output Sharpening, Metadata and Post Processing as desired for your particular use.
7. It may be helpful to create a preset at this time if you see yourself doing this kind of operation repeatedly. Click "Add" (bottom left hand column) and give your new preset a name i.e. "For CNPA Gallery" or "for Email" etc.
8. Click export and you're done.