Resizing and Cropping Images

Credit- [https://www.envisionup.com/blog/how-to-resize-an-image-online/](https://www.envisionup.com/blog/how-to-resize-an-image-online/)

Multimedia Gallery Image Size: 1500px X 500px – **Must be this size for appropriate appearance**

Accent Image Recommended Size (news and announcements): 150px X 100px – **Should be no wider than 150px, height is a little more flexible**

There is nothing more frustrating than having a photograph that you just cannot quite get to fit on your website page.

Whether it’s too big, small, wide, or thin, you can’t seem to get it to the size it needs to be. And the last thing you want to do in your busy day is struggle with a complicated and expensive photo editing program.

We’re right there with you. We recommend [Pixlr-X Online Photo Editor](https://pixlr.com/x/)

It is free, user-friendly, and helps get those photos to the dimensions you need.

Follow this step-by-step guide to resize and crop your images for maximum appeal and efficiency.
Steps

In this example an image that 2048X1367 pixels will be resized and cropped down to 1500X500 pixels

1. Open the image, by clicking the open image button on the left

2. Select the original image and upload it (the image uploaded in this example is 2048X1367)
3. Resize the image to a width of 1500px, by using the properties tool on the left hand side (very first icon), and then the resize image option.

4. Type 1500 in the width box, the height will adjust proportionally automatically (in this case the image will resize to 1500X1001), click apply.

5. Now that the image is the correct width, it will have to be cropped to achieve the correct height. This is done using the crop tool on the left side, the third icon down-
6. Cropping and image means cutting part of the image out, this can be done by resizing the crop box that appears or typing a number in the crop properties to desired size and then dragging the box over the area you want to use. In this case I would type 500 into the height box and then adjust the placement of the crop box area using my mouse.
a. You can see after I change the size of the crop box, this can be moved to whatever part of the image you want to use:

![Image of cropped image]

b. In this case I am dragging it down to capture mostly the teacher and as much of the sign as I can:

![Image of cropped image with teacher and sign]
c. Once I click apply at the bottom left, this is what I am left with:

![Image](image-url)

7. Save the new image (use a different name to make sure you are preserving your original image), the new image should now be 1500X500 pixels. If a different size image is needed, the original (2048X1367) can be reopened and sized and cropped to any appropriate size.