



Optimising photos – Compress, Crop and Resize

Key points

- The Learning Place recommends keeping images to a maximum file size of 50Kb.
 - Save a copy of the original file.
 - Choosing the best file type for each graphic can greatly reduce the file size.
 - GIF format is best for line drawings and solid colour images.
 - JPEG format is best for photographs and gradient colours.
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An image editing application is needed to compress, crop and resize images.

Compress images

GIF: Graphics Interchange Format

A GIF is best for line images and solid colours or graphics with transparent areas, and animations. GIFs contain a maximum of 256 colours. A GIF file is compressed by using fewer than 256 colours, which results in a smaller file size.

JPEG: Joint Photographic Experts Group

A JPEG is best for photographs, images using textures or with gradient colour transitions. JPEGs support millions of colours (24-bit). A JPEG file is compressed by reducing the image quality below 100%, which results in a smaller file size. Lowering this value to 70% still produces an image of acceptable quality.

Crop and Resize images

1. Crop the image

To crop an image, use the selection tool in an image editing application to select the most important part of the image. Cropping keeps what is selected and removes everything outside of that.

2. Resize the image

To resize an image, use the scale tool in an image editing application to change the actual dimensions (length and width) of the image. Dragging a corner of the photo to make it appear smaller does not reduce the file size.

Note: The resolution or number of dots per inch (dpi) used to depict the image can also affect the file size. The fewer dots per inch, usually 72, 96, or 150, the smaller the file size will be. Some image editing applications enable the resolution of an image to be changed.