

Resizing Images for the Weavers' Guild of Boston Used Loom List

[On a PC](#) (Click to select)

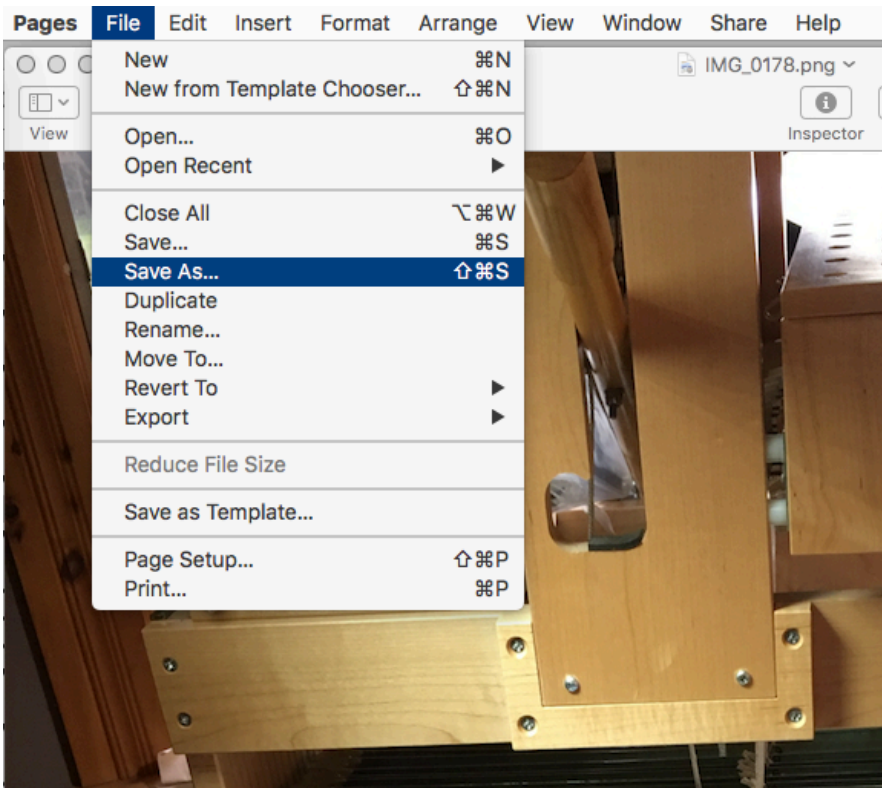
[On an iPhone or iPad](#) (Click to select)

[On an Android Phone](#) (Click to select)

[What To Do If Your Photo Prints Sideways Or Upside Down](#) (Click to select)

Resize an Image on a Mac Using Preview

1. Open your image file with Preview (included with every Mac) and make a copy.



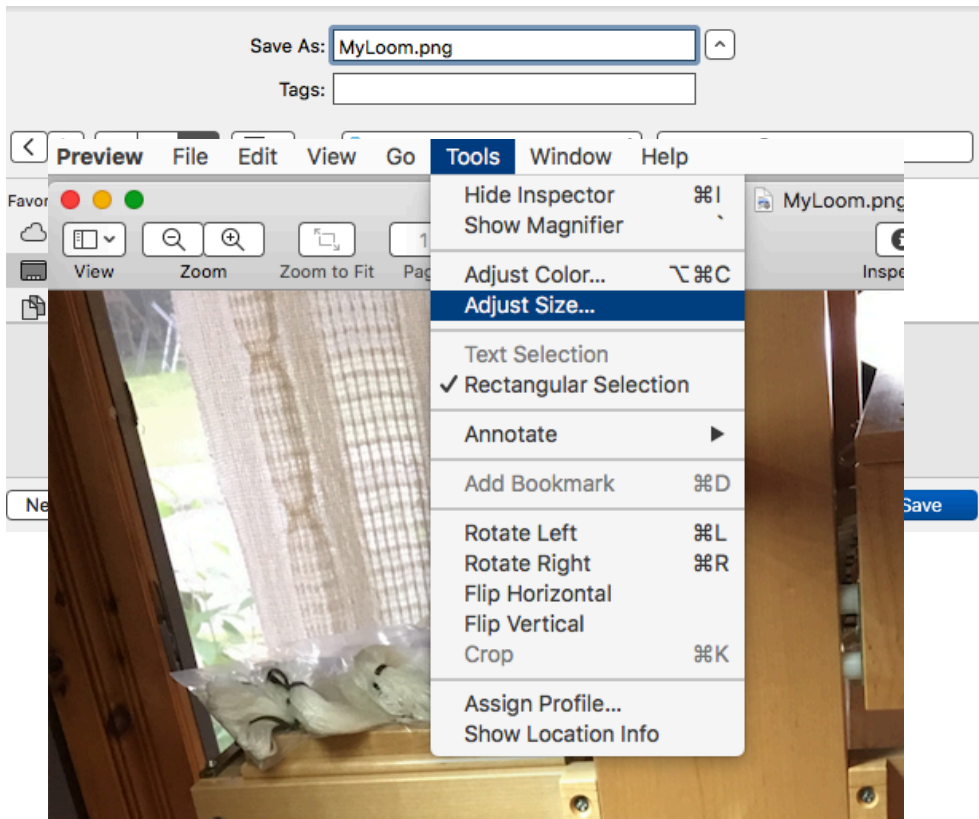
2. Click on the **File** menu, and then **Save As or Duplicate**.

3. In the dialog that opens, enter the file name you will use for the WGB Used Loom List.

Note that the file size under the format selection dropdown is 16.4 MB. By changing the format from png to jpg, the file size will reduce to 2.6 MB. We will still have to change that.

Also **note** where the file will be saved.

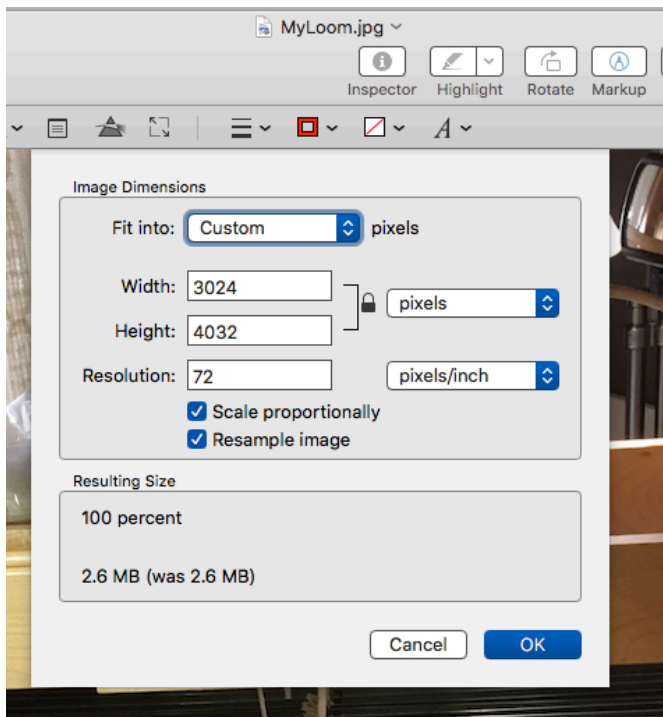
4. In the format selection dropdown, make sure that the file type is **JPEG**. Click **Save**. You are now working with a copy of your original.



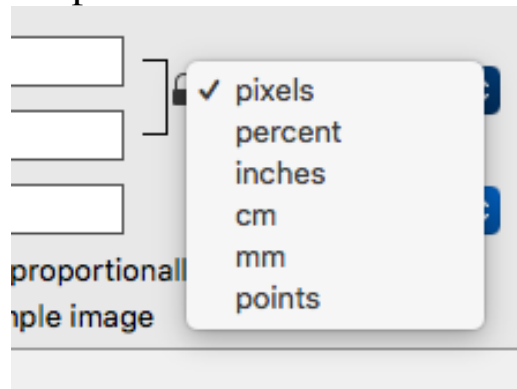
5. Open the **Tools** menu and

click on **Adjust Size**.

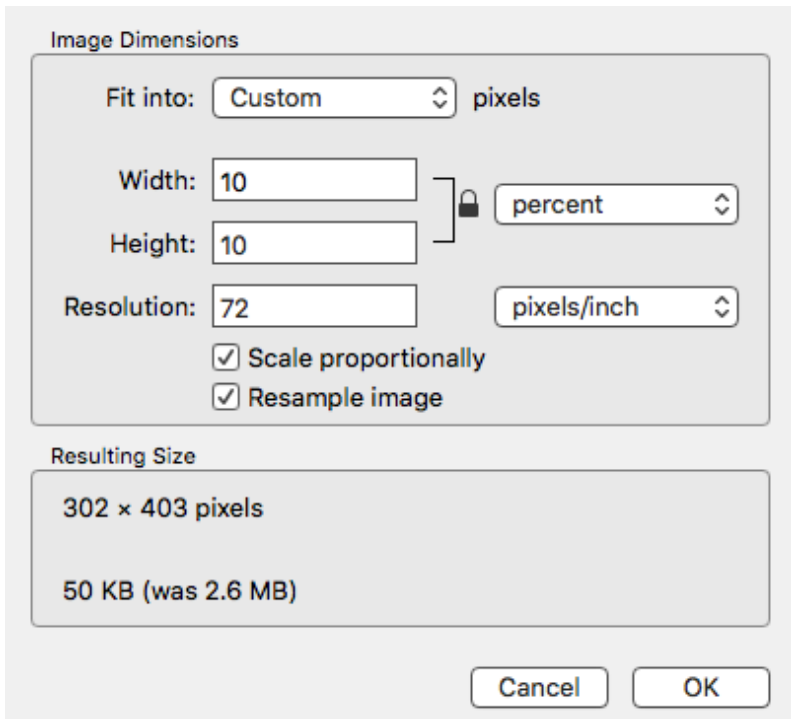
6. The **Adjust Size** dialog tells you the current size in pixels, resolution, and file size.



In this case, the file size is 2.6 MB. Make sure the resolution is 72 pixels/inch. You can reduce the file size in several ways. I find either 'pixels' or 'percent' to be the most useful.



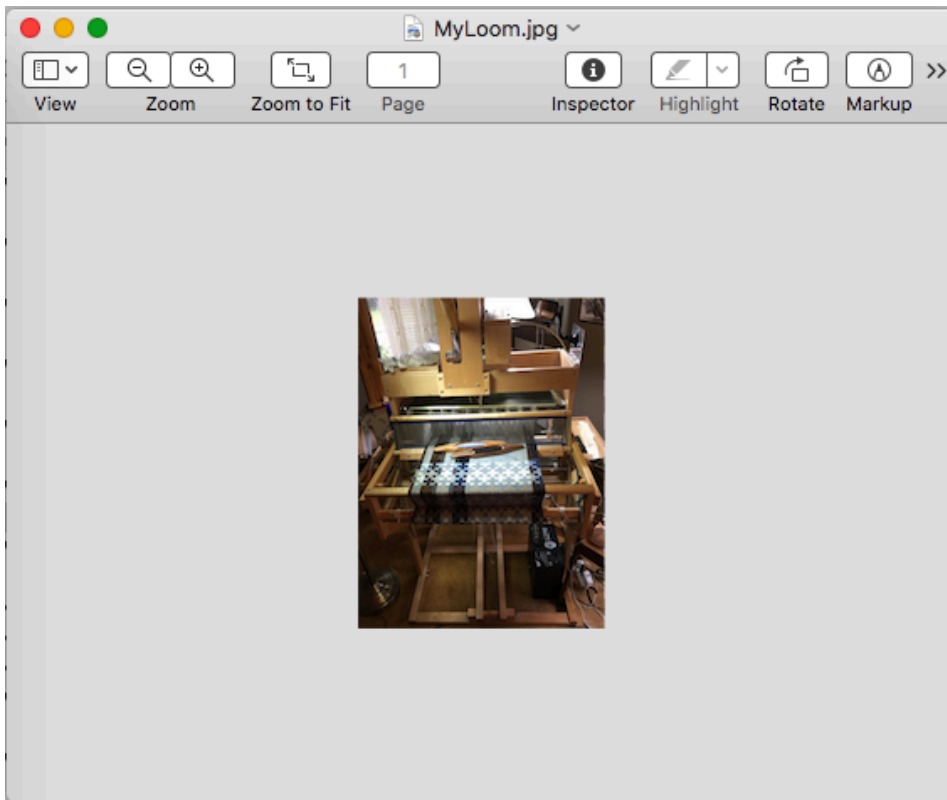
7. I find 'percent' easiest to use. Each time you enter a change in the Width or the Height the resulting size is shown below.



If I enter “10” percent, the resulting size is 50 KB, a little smaller than I want, so I change the Width to 15%.

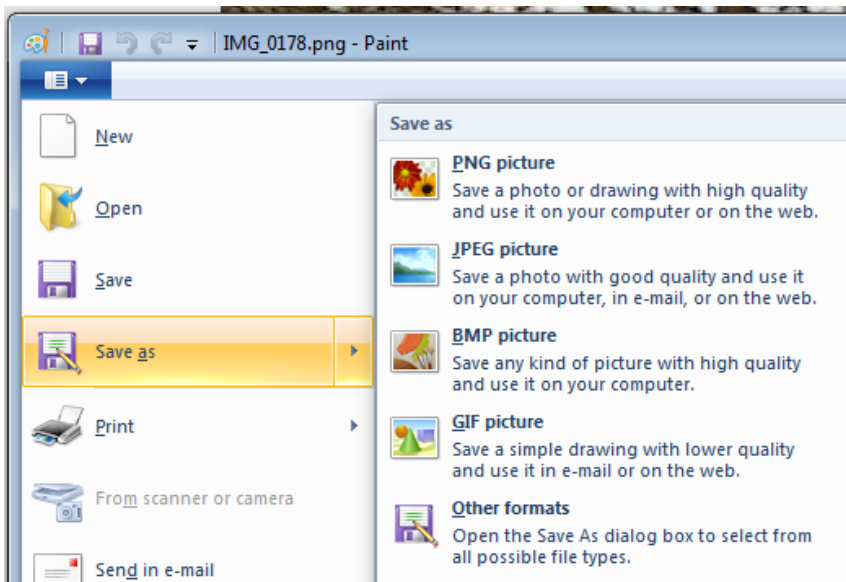
The size is now 103 KB, which is perfect.

8. Click on **OK**, and then save the file. (**File** menu choice **Save** or **⌘-C**) The photo will now look quite small, but will upload and attach to your ad.

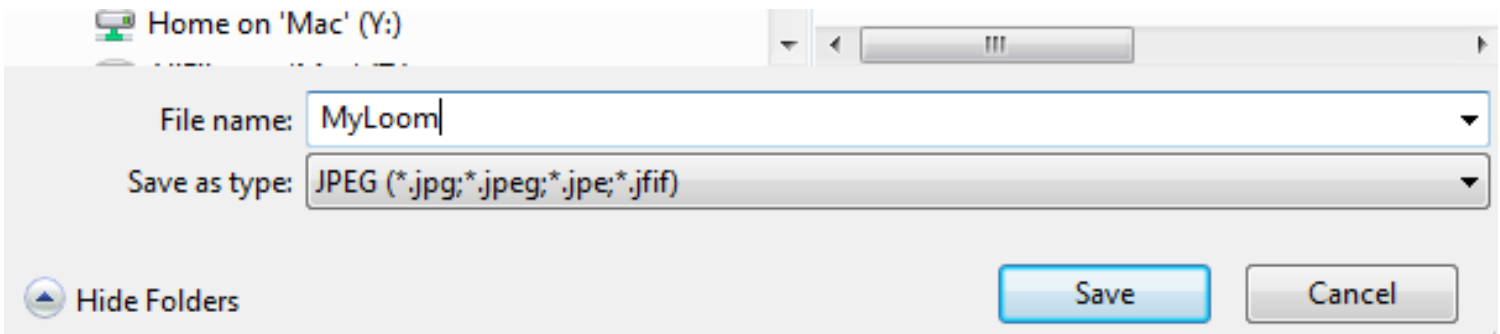


Resize an Image on a PC Using Paint

1. In **File Explorer** find your picture file and right-click on the file. Choose **Open With** and select **Paint** (included with every PC). Then make a copy.

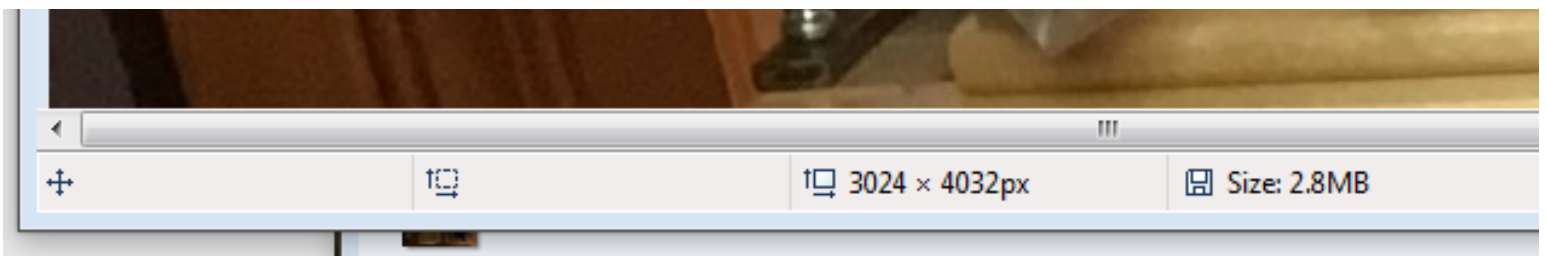


2. Click on the **File** menu, and then **Save As**. Click on **JPEG picture**.
3. In the dialog that opens, enter the file name you will use for the WGB Used Loom List.

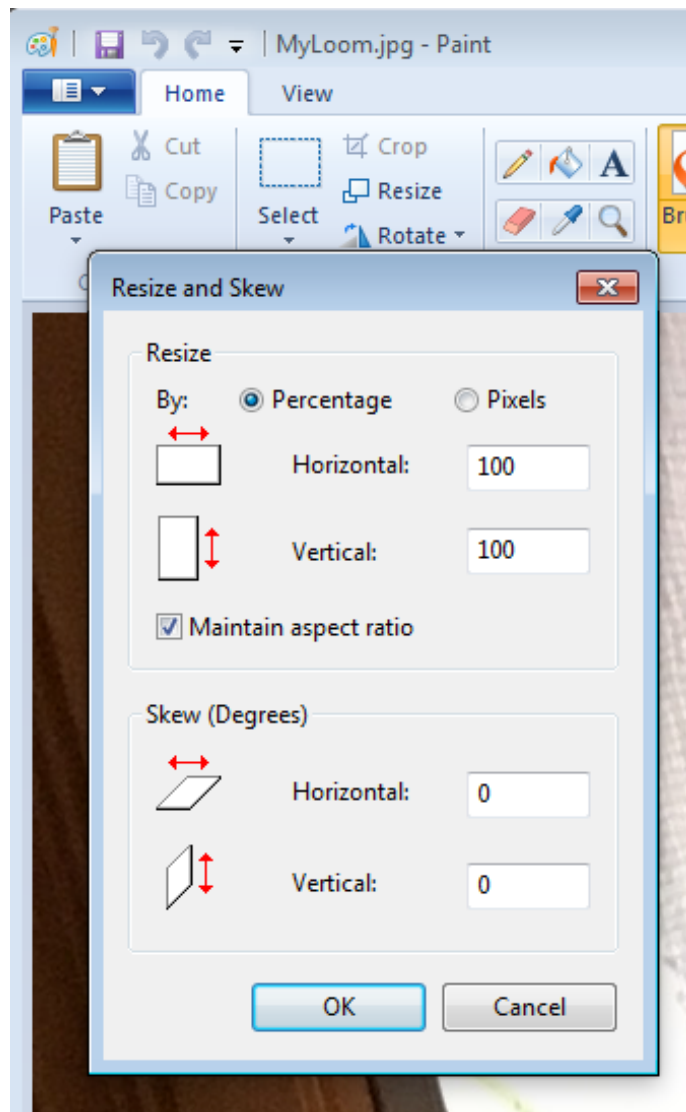


Note where the file will be saved.

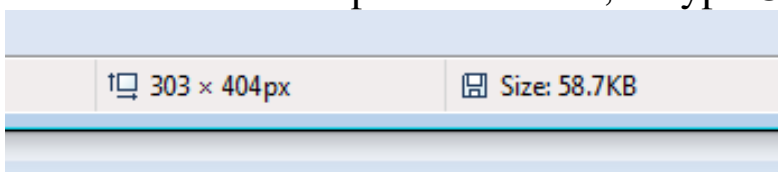
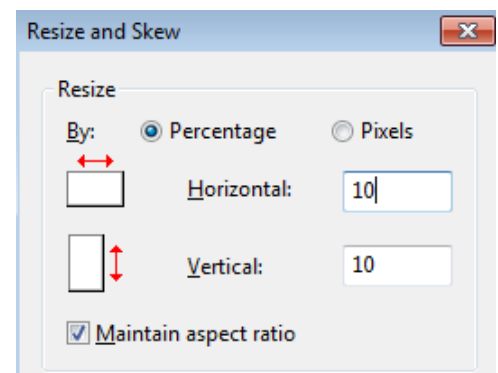
4. In the format selection dropdown, make sure that the file type is **JPEG**. Click **Save**.



You are now working with a copy of your original. At the bottom of the **Paint** window is the size of the file in pixels and in MB. In this case, 2.8 MB. Now we will reduce that.

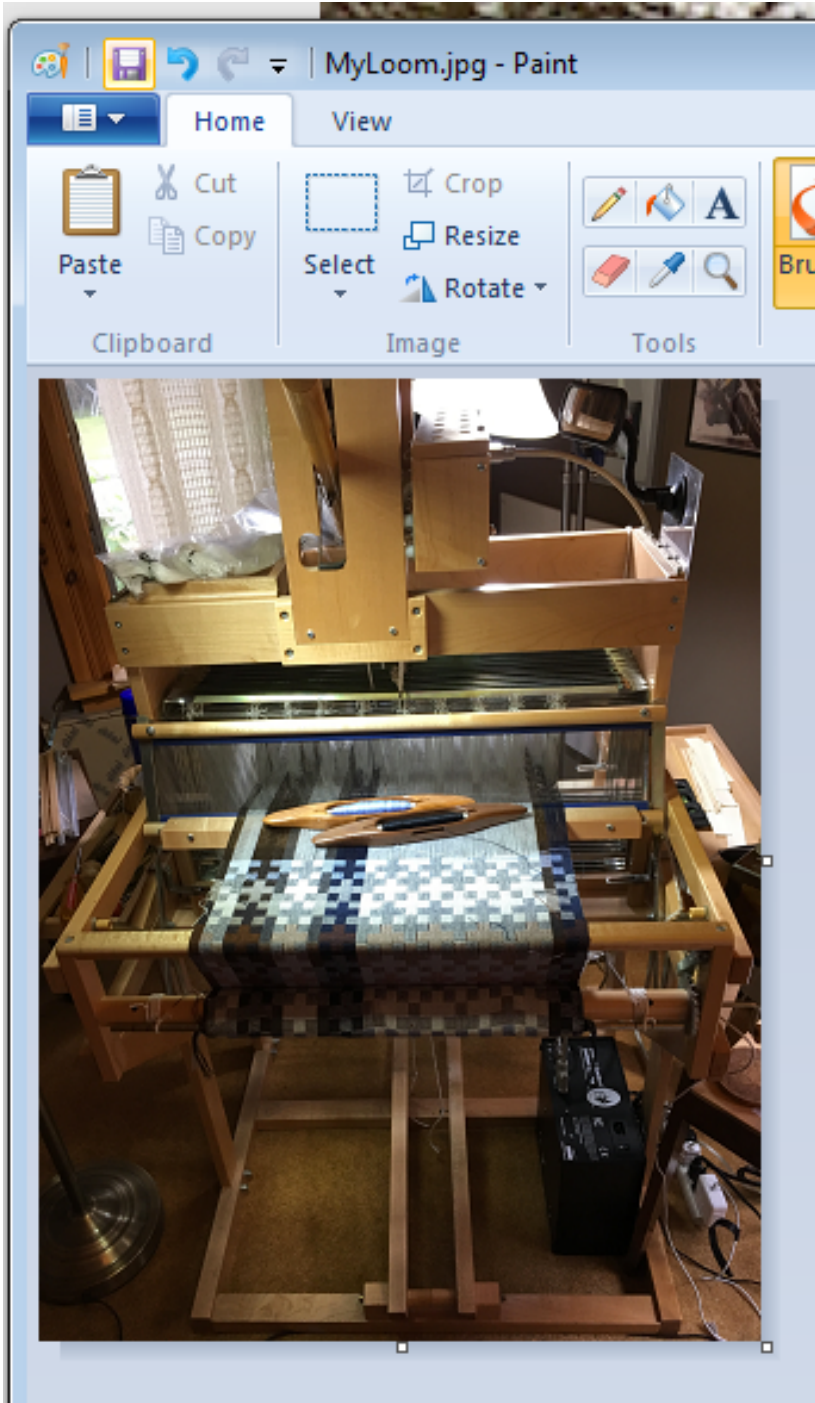


5. Select **Resize** in the menu bar on the top of the window.
6. You can reduce the file size in two ways. I find 'Percentage' to be the easiest to use.
7. First I try 10%. Enter '10' for either choice and click on **OK**. At the bottom of the window **Paint** reports the new size in pixels, but the file size remains at 2.8 MB. I have to **Save** the file to see the resulting file size. Click on the disk icon at the top of the screen, or type **Ctrl-S**



8. The file size is now 58 KB, perhaps a little small. I repeat the process, increasing the file size by 150%. This results in a file of 96 KB. Perfect!

9. Again Click on the disk icon or type **Cntrl-S**



10. You may now upload your photo to attach to your ad.

Resize an Image on an iPhone or iPad using Share

1. When viewing the image in Photos on an iPhone, click on the Share icon (looks like a box with an arrow pointing up).
2. Click on 'Mail'.
3. Address the email to yourself.
4. **iPhone:** When you click on the Send arrow, the OS will offer you a choice of sizes to send. Click on the size closest to our limit (120kb for the Used Equipment List).
5. **iPad:** Click on the words "Image:?.?mb" on the right side of the CC line. The Small, Med, Large options will pop-up. Chose the size closest to our limit. Then send.
6. The image will be reduced in size and sent.

Resize an Image on an Android Phone

1. Open your Gallery. Open the photo you want to resize.
2. Save a copy if you want to keep the original.
3. Click the little pencil at the bottom to open the editor.
4. In the top right, click the 3 vertical dots.
5. That gives you options. Click the option and then save. Usually a width of 500 to 800 pixels will be small enough.
6. You can check the size after you save by clicking the 3 vertical dots at the bottom right and then clicking Details.

Note: This was tested on a Samsung S10. It may be different for others, but probably similar.

What To Do If Your Photo Prints Sideways Or Upside Down

If your photo was taken with the camera 90° to its normal orientation, the photo will print sideways. Your computer or mobile phone may automatically rotate it when you view it, but in the PDF it will print at its original orientation. So if your camera normally takes photos in landscape mode and you turn it to portrait orientation to take your photo, the

metadata on the photo will save the orientation. The PDF reads the metadata to place the photo.

If you see that your photo has printed incorrectly in the published Used Equipment List, you need to correct it and forward the new photo to us. We will not correct or resize photos for you.

In order to correct this, you need to open the original photo (IMG###.jpg), rotate it, and then save it under a different name ('Save As'). You can do this while resizing the photo down to 125kb or less. That refreshes the metadata, and is the only way that I know of to correct the original orientation.