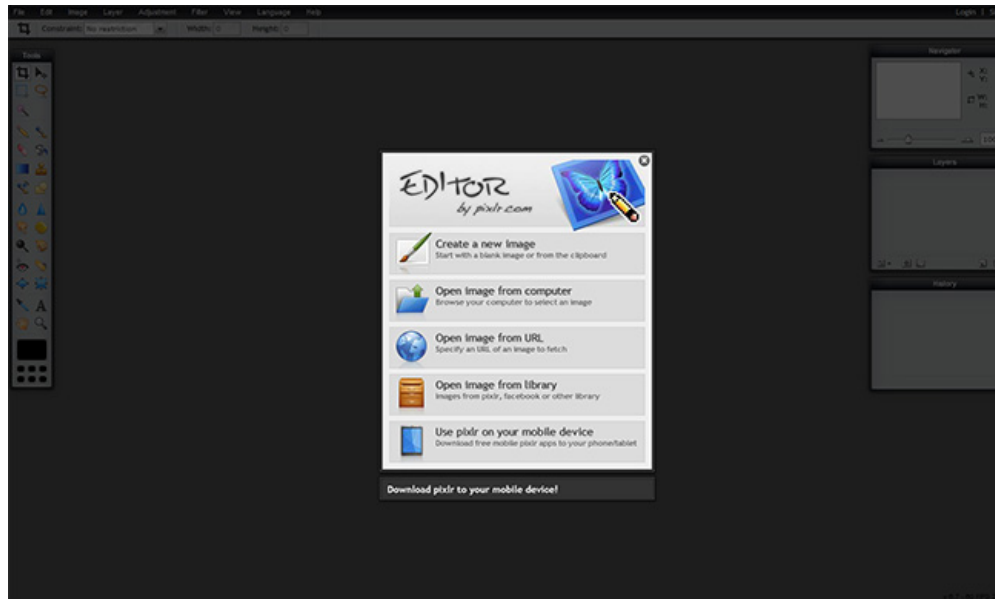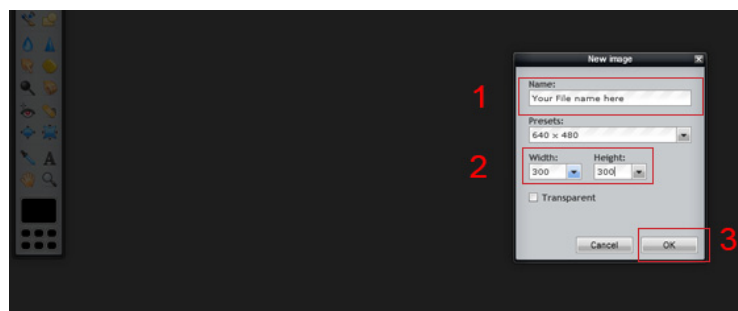# HOW TO RESIZE AN IMAGE USING PIXLR

Pixlr is a free online photo editor that allows you to perform basic photo editing including cropping and resizing.

In order to begin you will navigate to: http://apps.pixlr.com/editor/ using your browser. You will want to use the **latest version** of firefox, internet explorer, chrome or safari.

When the page has loaded you will see a page that looks like the screen capture below.
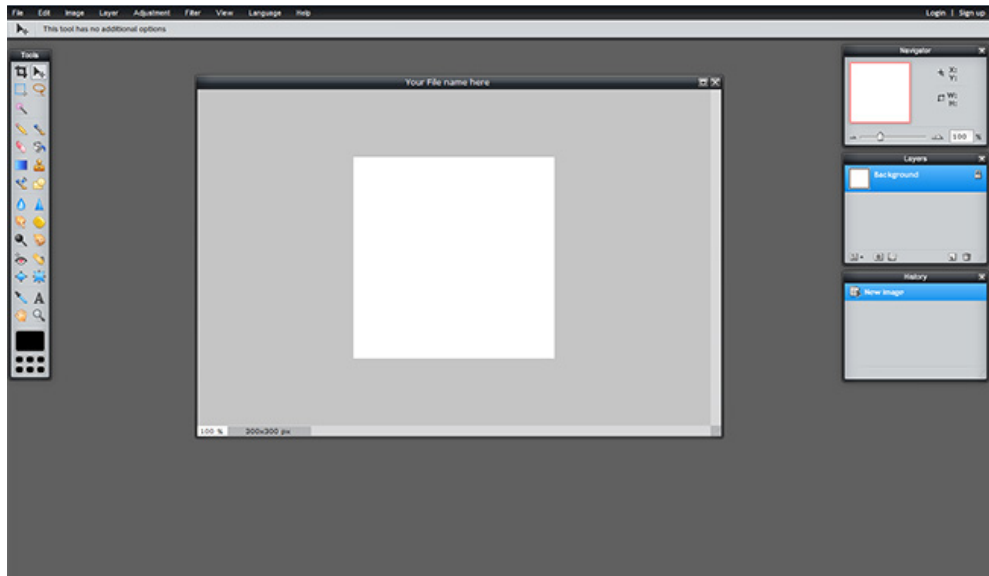


From this screen click on **Create a new image**, this will open a dialog box where you can enter in the dimensions of the photo, as well as a file name. For the events calendar we will want to set the dimensions to 300 x 300 pixels.
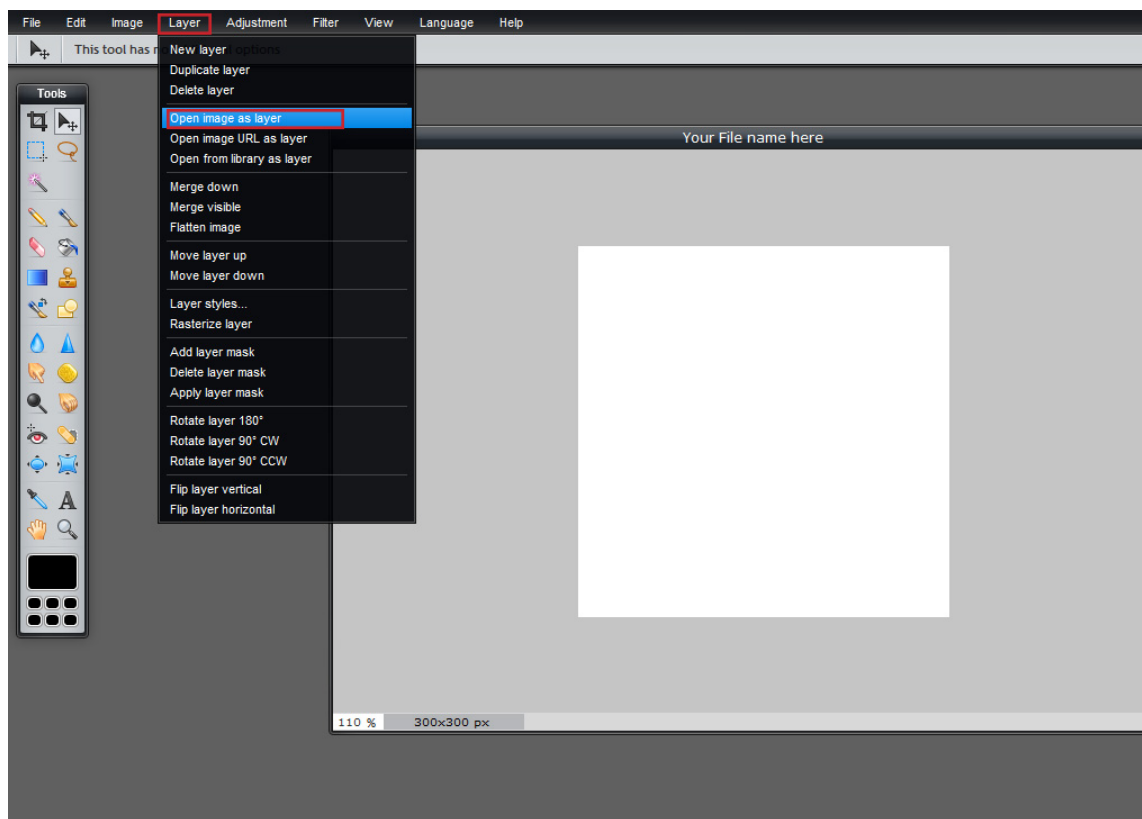


1) Insert in the name of the image
2) Set the dimensions to **300x300**. Ignore the presets dropdown menu.
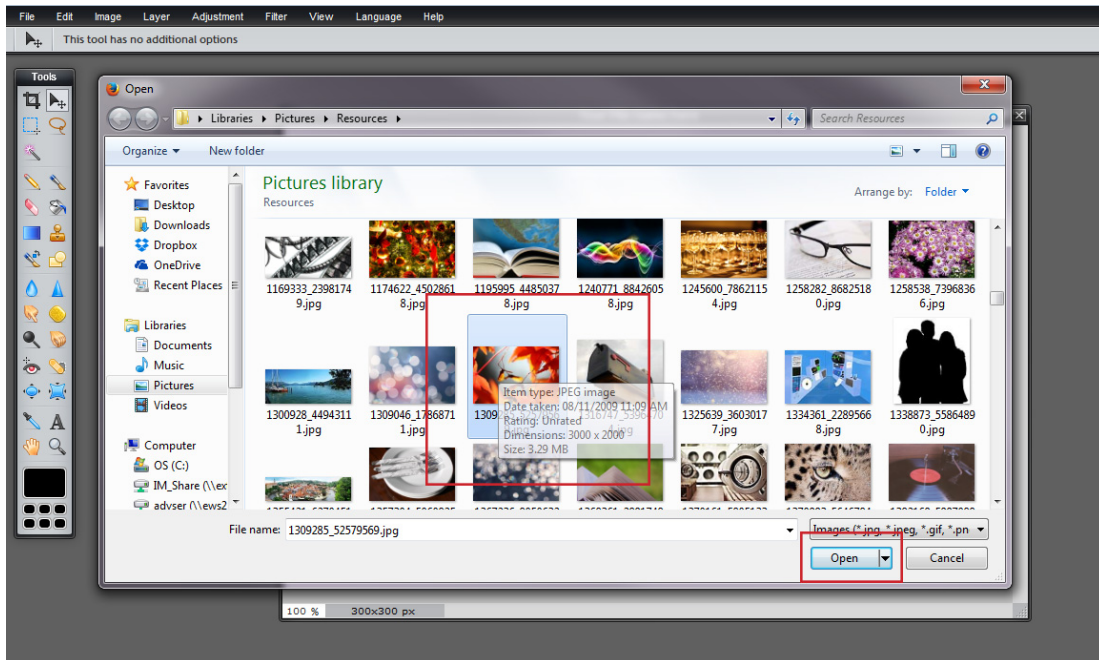3) Click **OK**

This will create your canvas where we will add in the image you would like to scale down.

In the top bar navigate to **Layer**, click on **Layer** and then select **Open image as new layer**
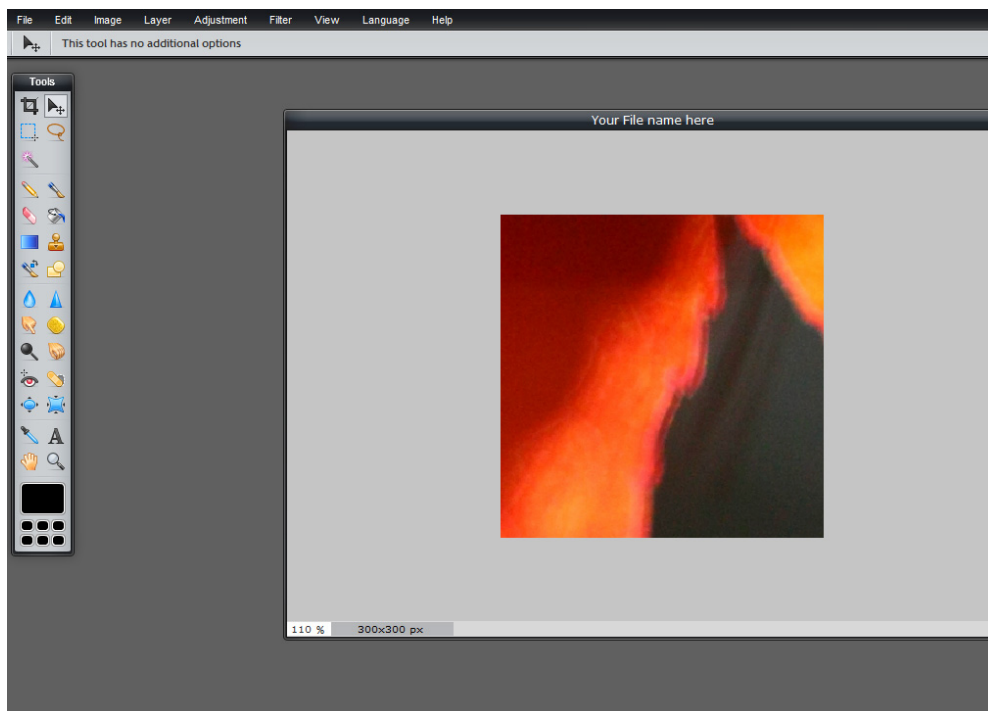


This will open a dialog box where you can navigate to the picture you want to scale down.
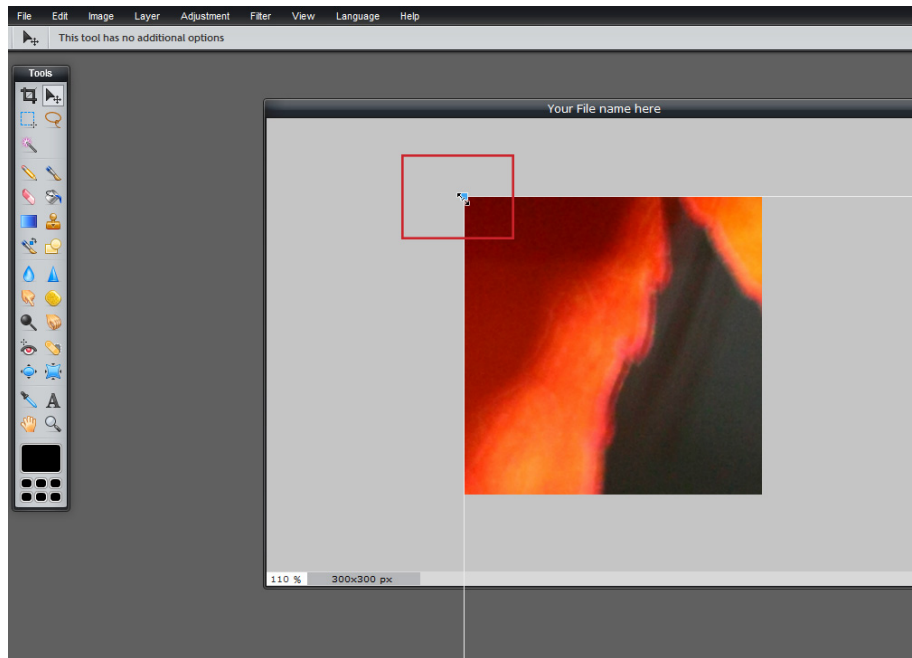
Select your large image file and click open.

This will add the large image to your 300x300 pixel canvas as a new layer.



We will now want to scale down the larger image to fit the dimensions of our canvas.
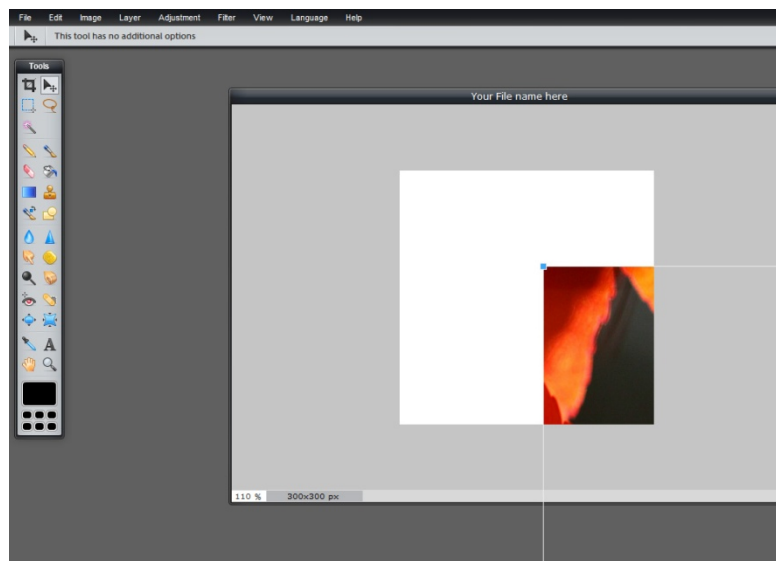
Click your image on the canvas. This will select the layer you just added, next on your keyboard press the **CTRL**+**T** buttons. You can also navigate to **Edit>>free transform** in the top menu.

This will open a bounding box around your larger image. We will use the small squares to scale down the image to fit the canvas.
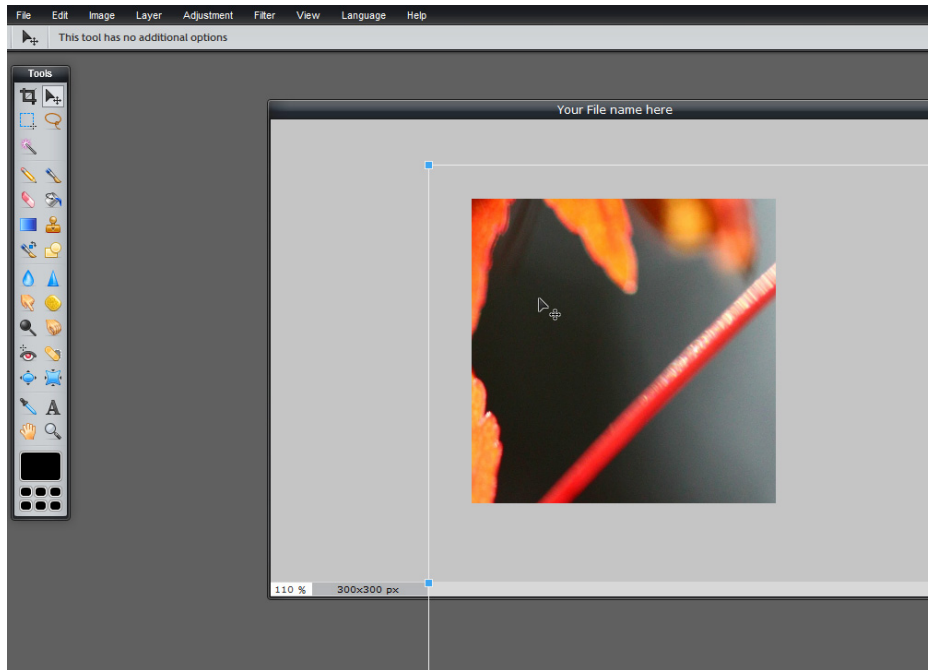


In order to keep the image's **aspect ratio**, hold down the **shift** key while dragging the bounding box's squares to make sure the image does not get distorted.
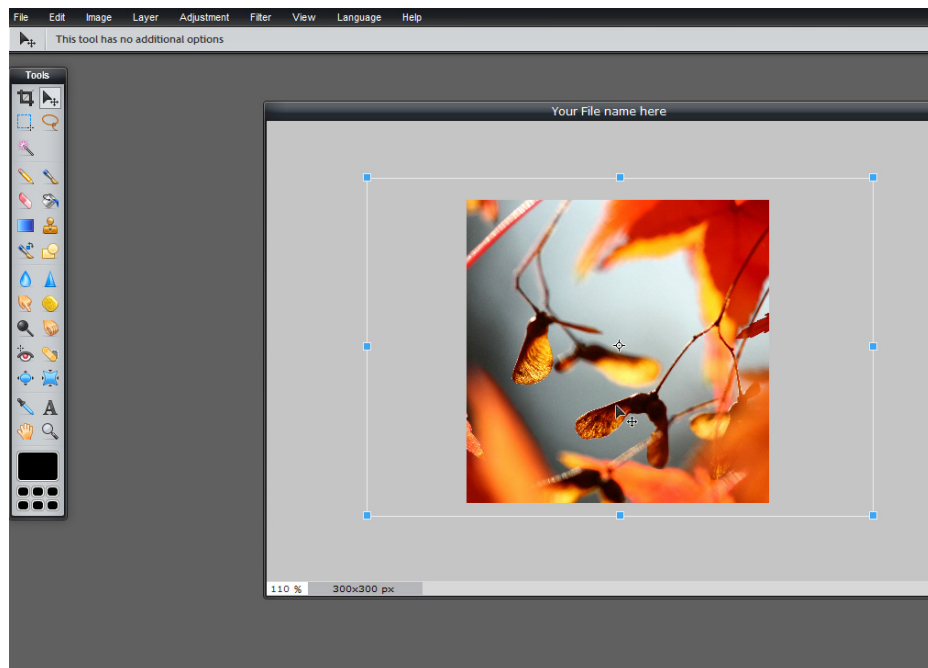
Drag the top left square **while holding down shift** towards the middle of the canvas. Your larger image will begin to shrink in size.



You can move the image back to the center of your canvas by hovering over the image; the cursor will change to a move tool. Drag the image back to the center.
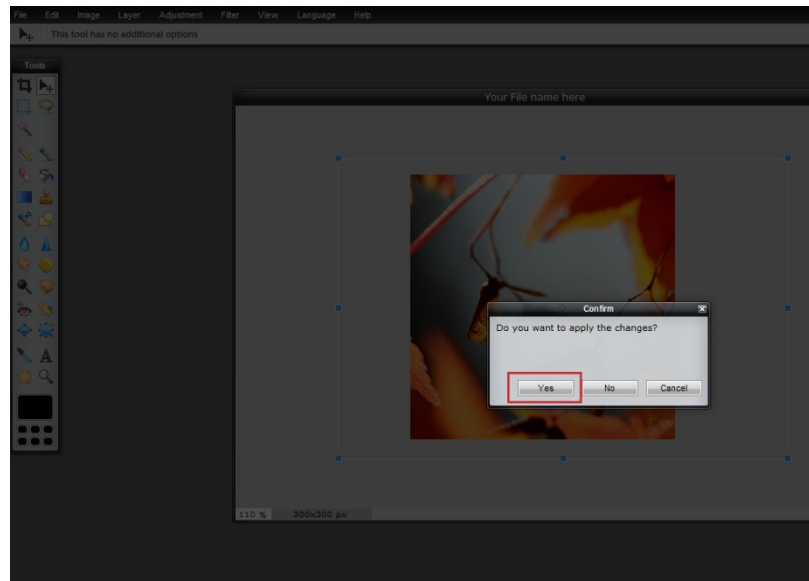
Continue scaling the image in this manner until the large image fits within the dimensions of your canvas.
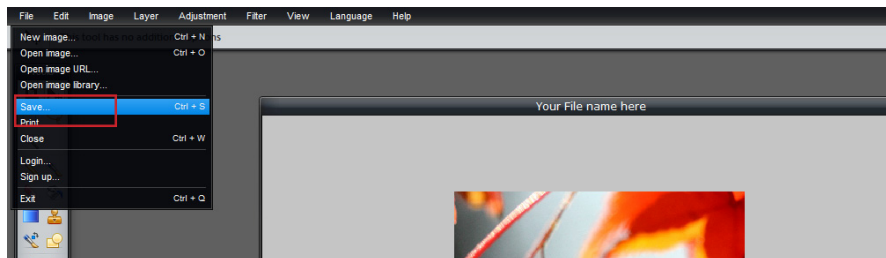


Once you have your image scaled down and fitting within your smaller 300x300 canvas you can then save it to your computer.

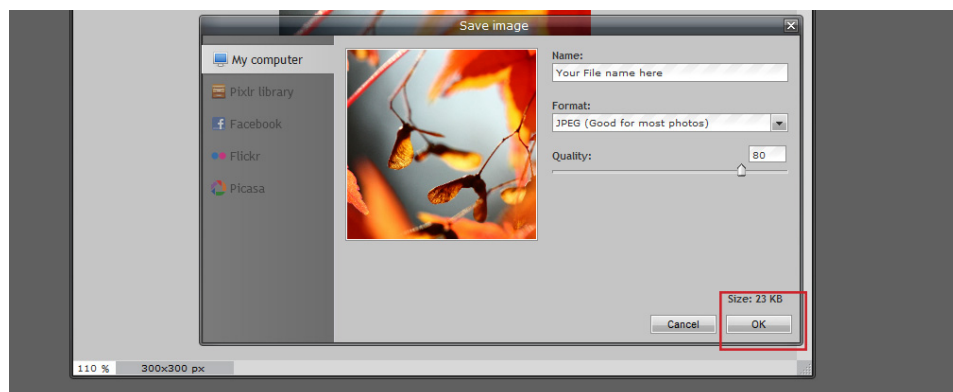To do this, navigate to **File** in the top menu. Click **File.**

Pixlr will ask you if you want to apply the changes. Select **Yes**. This will remove the bounding box and the image can now be saved.
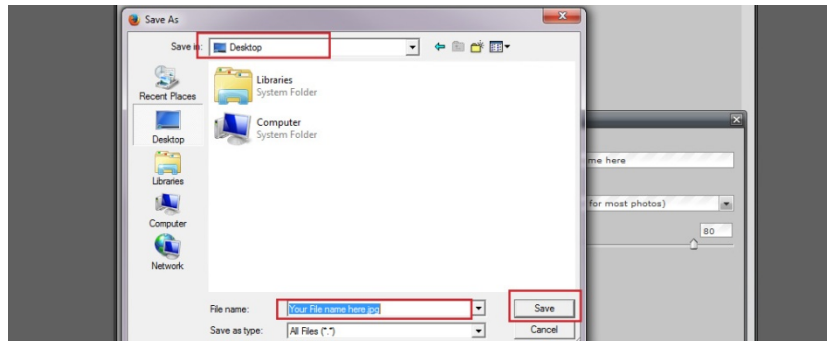


Click on **File** again. Then select **Save.**



This will open a dialog box. Leave the name, format, and quality as default.



Click the **OK** button. This will open a dialog box where you can select on your computer where you want to save the image. In this case I will save to my desktop.

You have successfully resized an image. You can now upload this image to the calendar website.