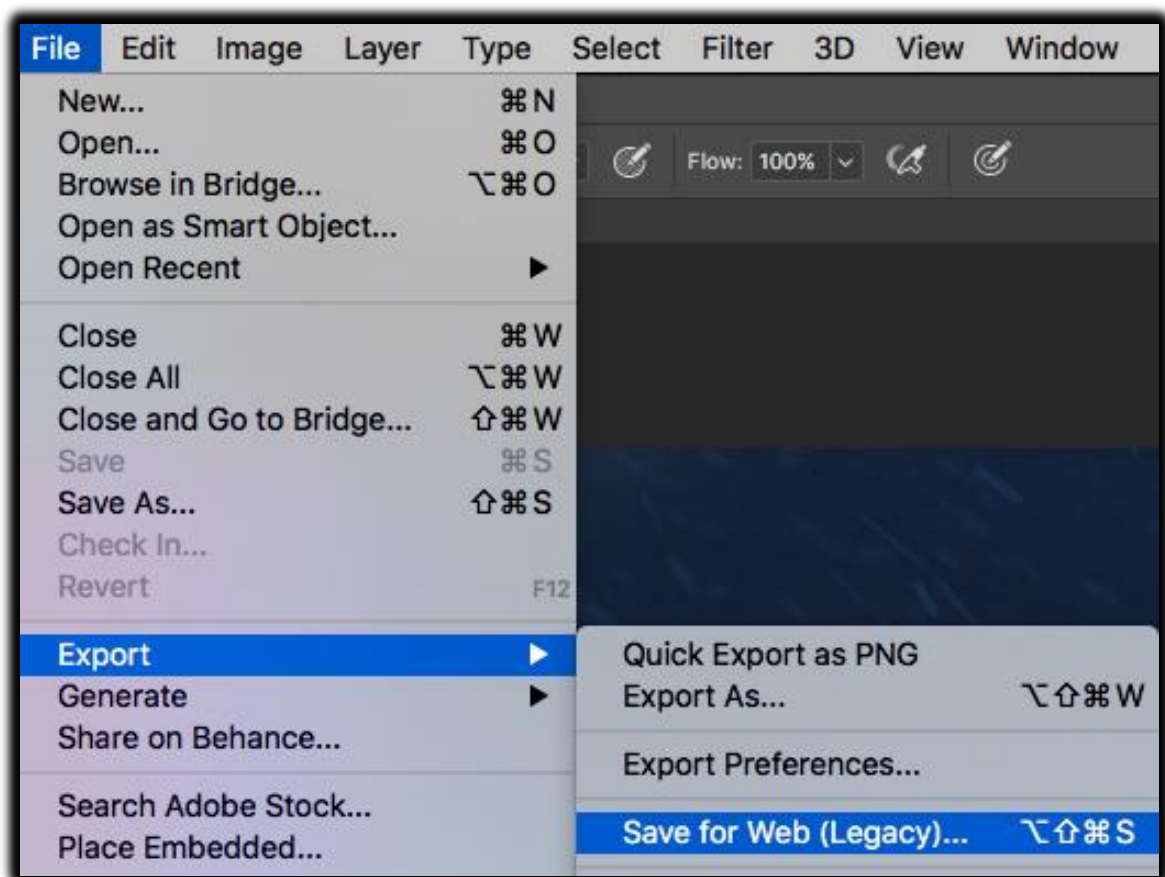


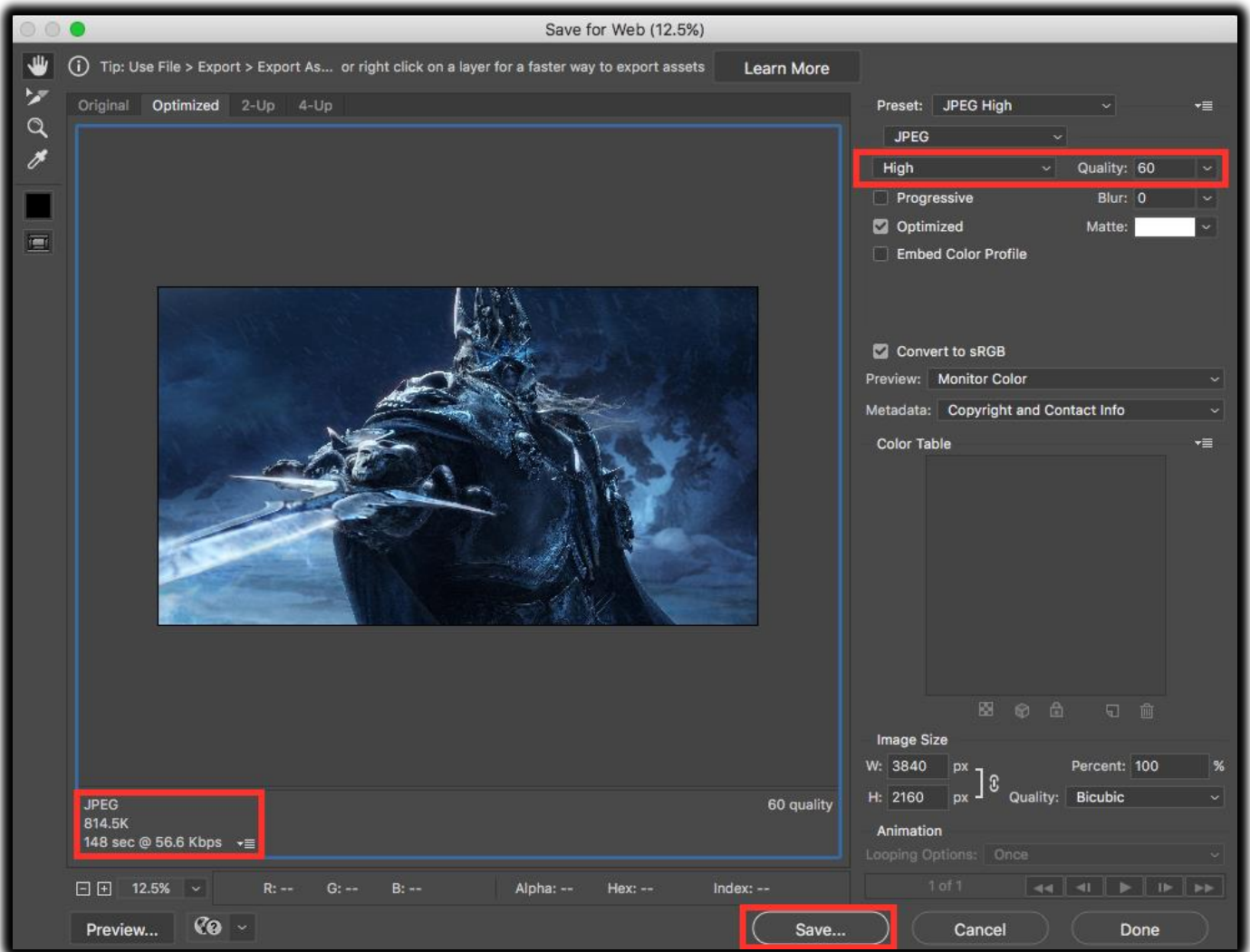
How to Reduce Image File Sizes for the Web in Photoshop

Use this technique on **all images** that are going to be posted on our website to reduce their file size without noticeable quality loss. Reducing image size speeds up the load time of our web pages, saves server resources, and is especially useful for mobile users accessing the site from phones or slow internet connections. Following these steps helps ensure a faster and smoother website experience for everyone.

- **Open the image** that needs to be reduced **in Photoshop**
- Go to **File > Export > Save for Web (Legacy)**



- In the window that pops up:
 - You can adjust the Quality setting to less than 60 if needed (it is 60 by default)
 - The section at the bottom-left of the image shows what the new file size would be at that specific quality



- When the image is at a desirable quality level and file size, **click Save at the bottom and save the image as a .jpg**
- **Test the image** to ensure that the quality is sufficient before pushing it to our website

NOTE: Using this basic technique reduced the size of the image from 1.9MB to 814.5KB. There may be cases where the quality loss is too great to justify using the image, or where this technique should not be used. If you are ever in doubt, contact a member of IT for assistance, or use your best judgement. Above all else, **do not post images or documents with frivolously large file sizes to our website!**