Determine an Image's File Size and Dimensions Before Uploading

Know an image's file size and dimensions before uploading it

When working with images, it's helpful to know the size so that you don't run into upload or display issues. Check the image dimensions and file size:

Images that don't match the image size guidelines (*2 MB or less) cause errors when you try to upload them. (scroll to the bottom for instructions on how to reduce the file size of the image)
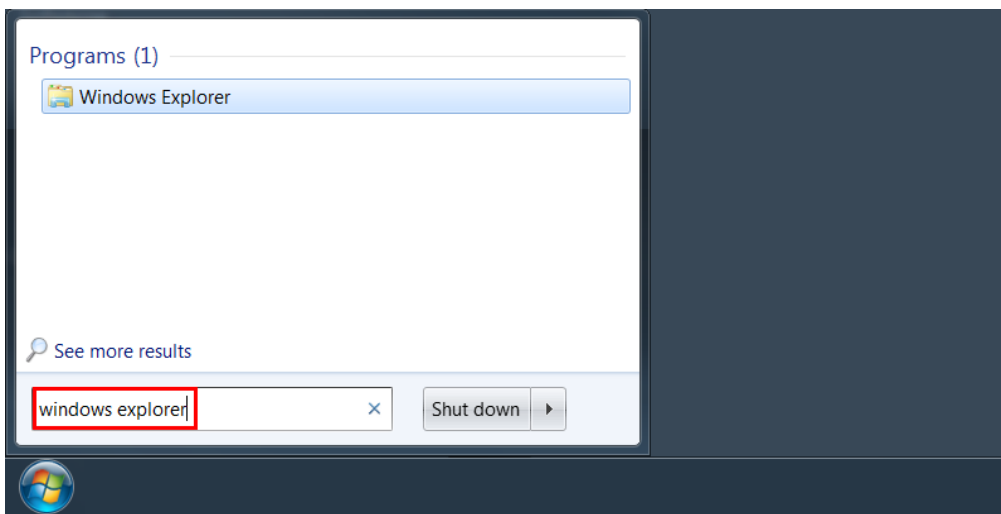
Windows PC (scroll down for Mac)

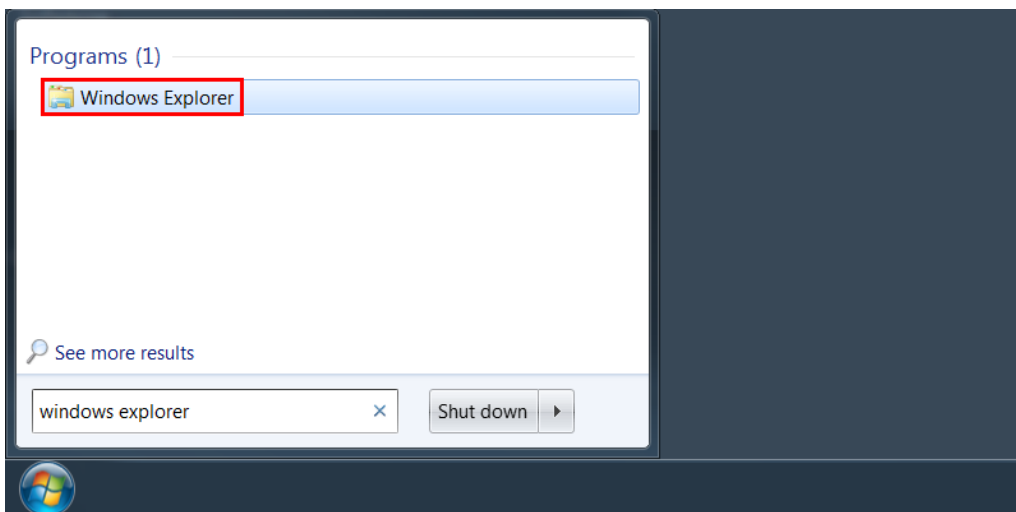Open the image in Windows Explorer to check dimensions and file size.

> 1- Click the Windows **Start** button on your taskbar.

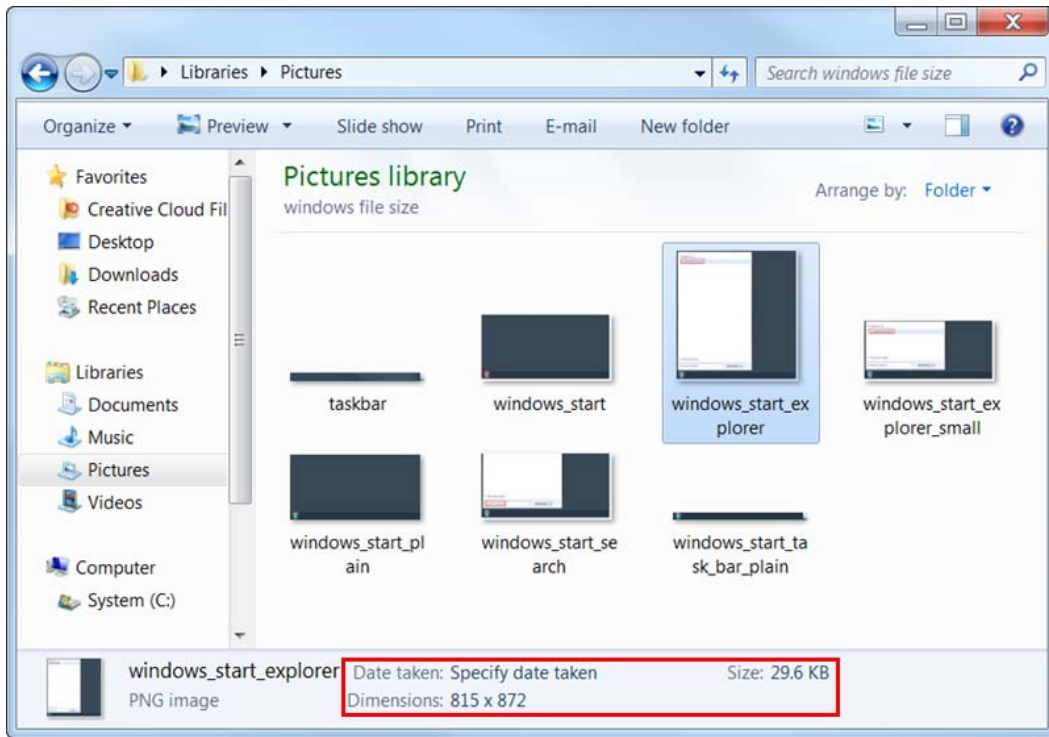> 2 - Type Windows Explorer into the search bar

> 3- Open Windows Explorer

4- Find the image you want to check.

5- Select your image. The dimensions and file size appear at the bottom of the window.
   Note: If the image's dimensions and file size don't display at the bottom of your Windows Explorer window, then your window is too small. Expand Windows Explorer to make them appear.
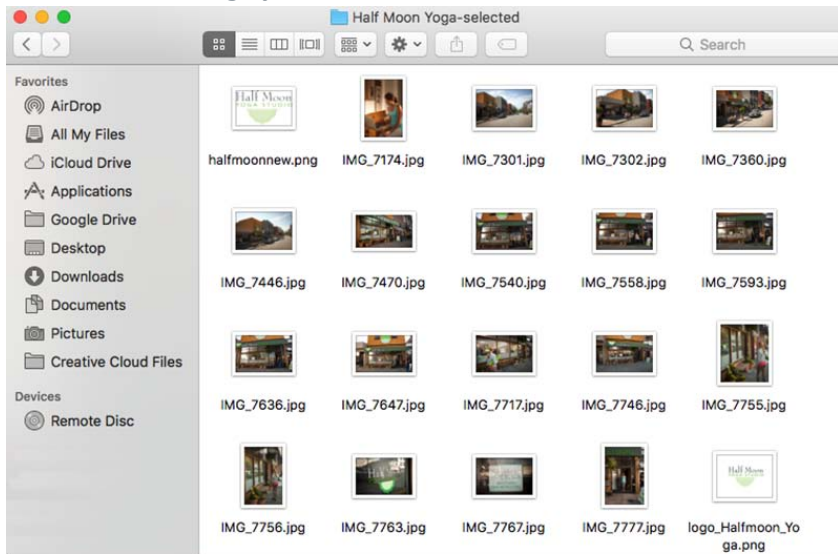

Mac

Control+click on an image to see an image's properties.

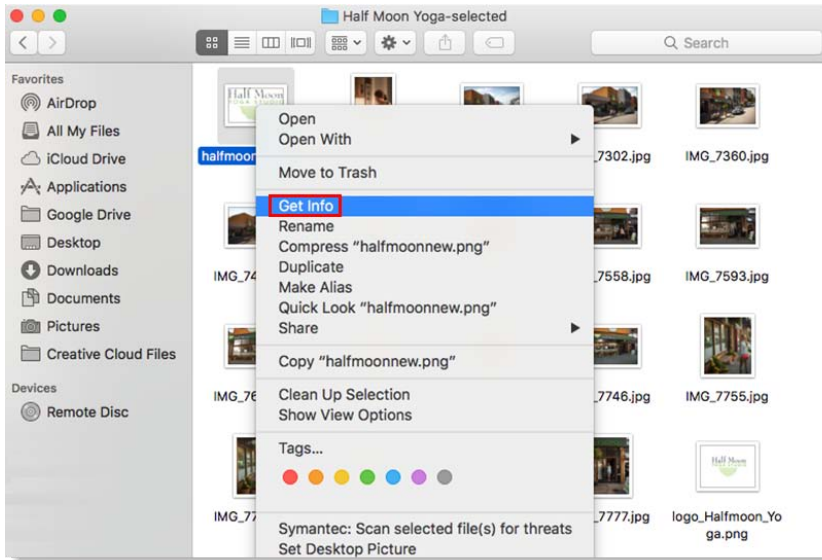1- Click **Finder** on your Dock.
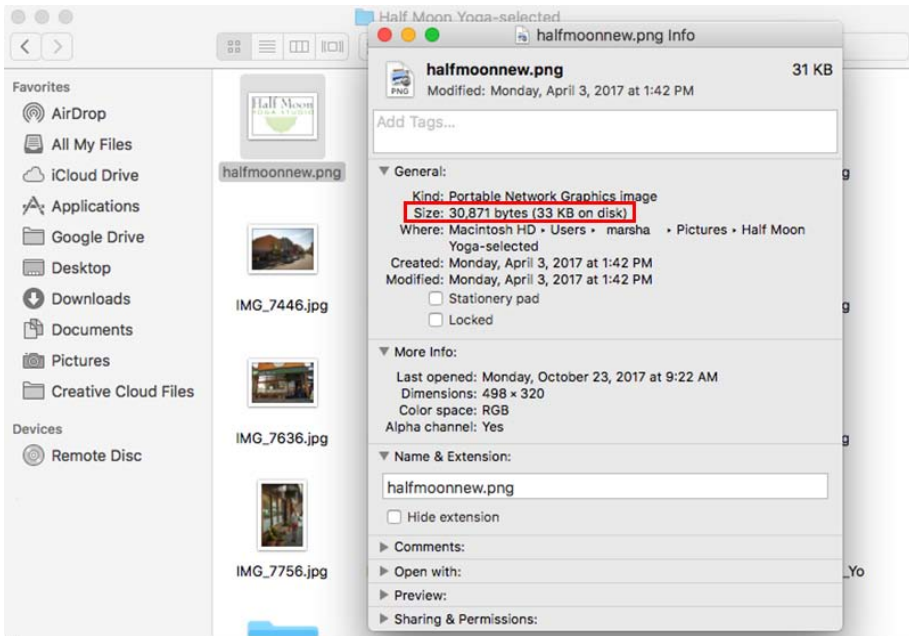

2- Find the image you want to check.

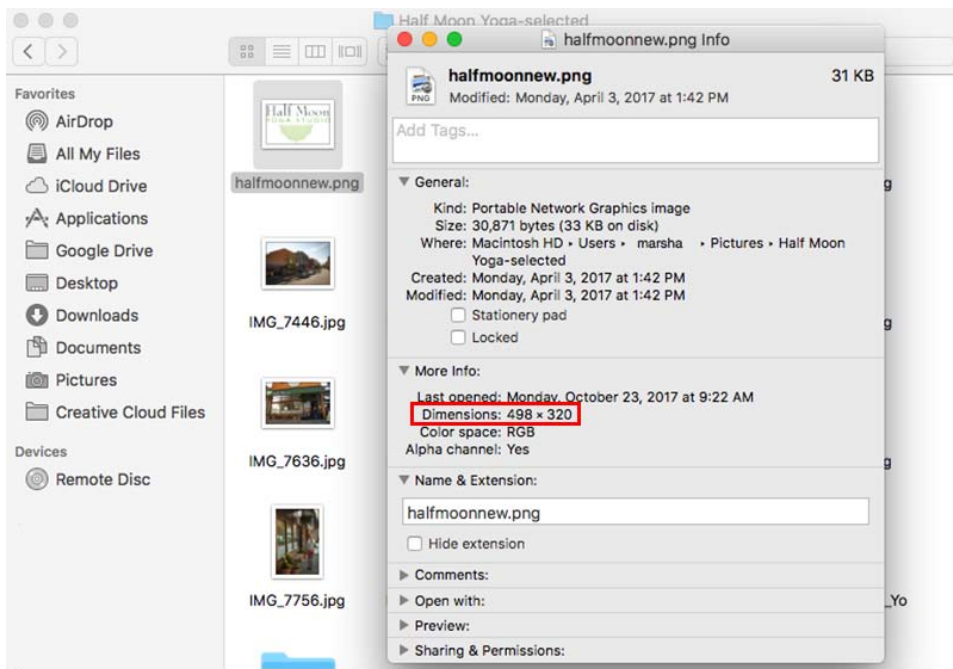3- **Control**+click (**ctrl**+click) your image. A menu appears.

4- Click **Get Info**. A window appears

5- Expand the **General:** section to see your image's file size.

6- Expand the **More Info:** section to see your image's dimensions.

How To Reduce File Size

If your image is over 2 MB in size, you will need to make it smaller (in file size). You may try this free online tool to compress your image: https://www.wecompress.com/en/

How To Reduce File Dimensions

If your file size is still too big, you will need to reduce the dimensions as well. High megapixel cameras create very large file sizes (we do not need an image that is 40" wide).

If your image is too large, use image editing software to resize or crop the image before you upload it. If you do not have an image editing software, you can use this free online version: https://pixlr.com/editor/

Instructions for Pixlr:

1. Click the **Open image from computer** button. Navigate to the image you want to resize and click **Open**.

2. From the top menu click **Image** and then from the dropdown menu click **Image size.** In the Image size box enter a number that is proportionately smaller based on file size into the width field. Make sure the **Constrain proportions** checkbox is checked or you will skew the ratio of the image. Click **Ok** to resize the image.

3. From the top menu click **File** and then from the drop down menu click **Save image.** Enter the name for your image in the **Name field**. From the Format drop down select **JPEG**. Set the Quality slide bar to 80. Click **OK** and save it to your computer.

*Note: 2 MB = 2000 KB