

Method 1

File/Save as

Look for dropdown menu for filetype, choose "tif" or "jpg" file format. Your original file will not be overwritten if you name it slightly different or specify a different file format than the original.

If you did some text on the pic, then you will have layers.

First, you need to rasterize the text layer. Go under Windows/Layers and you will get the layers palette to come up. See the layers and the text layer? Click on the text layer and then go up to the main menu under Layer/Rasterize/Type. Now your text will not change if the person you are sending it to doesn't have the same font you used.

Now you need to flatten the image before you do anything else, so make sure the text is where you want it. Then go to the little triangle beside Layers in the Layers Palette and click the fly open menu, chose "Flatten". Now you have only one layer to deal with and now you can now reduce the file size.

Go under Image/Image Size on the main menu.

Leave the height and width the same but check the Resample Image box. You can change the dimensions if you want to, just have the Constrain Proportions box ticked, that way the image won't get distorted.

Then change the resolution to 72 pixels/inch. 72 dpi is screen resolution, not fit for printing - only for viewing on the web.

Look at the top of the box and see the new size and the old size in brackets. That is the size difference. If the file size is still too big, you can reduce the dimensions of the image, as explained above.

Save the file where you know you can find it again.

Method 2

Again, save the file in a tif or jpg format, under File/Save As, in order to create a new file and save the old one.

Rasterize the type layer and flatten the image.

Now go under File/Jump to/Image Ready.

Image ready opens up and you have quite a few different options to reduce file size. Choose 4 up. This gives you 4 options to choose from.

Go to View/Show Optimized on the main menu.
Then View/Resize window to fit.

Now you have some options. The smaller the file size the more info and clarity you lose from the original. So you need to balance your needs. Note the stats at the bottom of each image and how long it will take to load.

The Optimize palette to the right lets you change options too.

Just click into the image you want to mess around with and when finished go to File/Save Optimized As (so you don't overwrite the original, unless you want to, then just Save Optimized.) Make sure you save it where you can find it, like on the desktop or into your working folder.

Quit Image ready or Jump back to Photoshop under File/Jump to.

If you have any questions, call me!!