How to Crop and Resize Images in OSX Preview

Duplicate the photos to edit in a new folder to avoid overwriting the originals
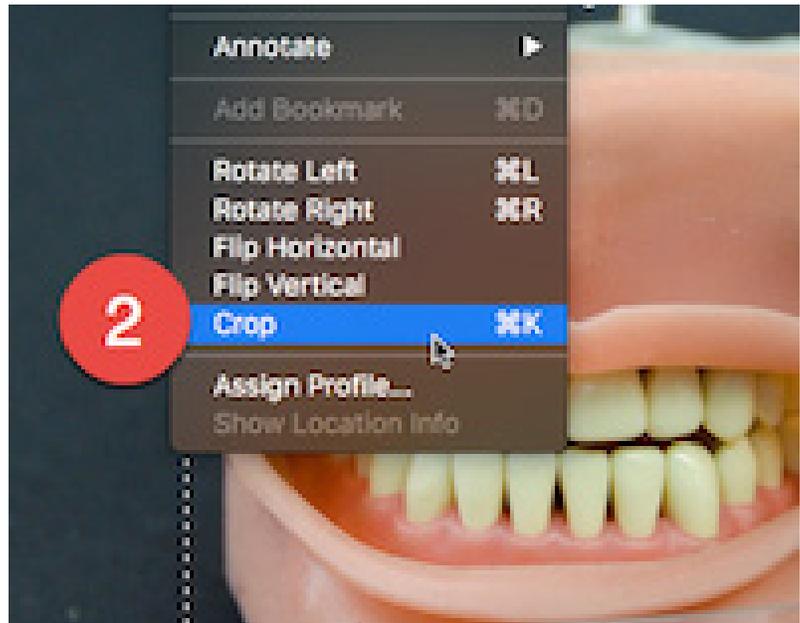
OPEN

- Right mouse click on image
- Choose *Open with Preview*

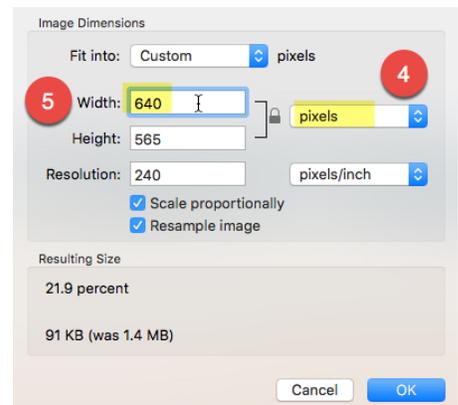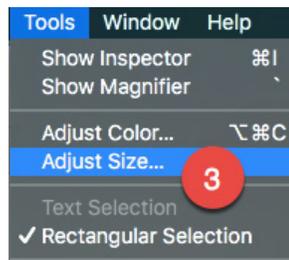Might open in Preview with double-click

CROP

1. Click and drag to select the element you want to keep in the picture. To draw a square, hold down the shift key while selecting
2. Choose *Tools* and *Crop*

RESIZE (Smaller Only - Never Resize to Make Bigger)

3. Choose *Tools* and *Adjust Size*
4. Switch to *Pixels*
5. Enter horizontal or vertical size (the other side will self adjust)
6. Save and name

If saving for the web, no capital letters, spaces, or characters other than a dash or numbers.
Saved images will overwrite the originals unless exported to a new location.

BATCH RESIZE (For images not needing cropping and that have the same original aspect ratio, e.g. 3x4)

1. Select all the images to open and then *Open with Preview*
2. Ctrl A to select all
3. Choose *Tools* and *Adjust Size*
4. Switch to *Pixels*
5. Enter horizontal or vertical size (the other side will self adjust)

Saved images will overwrite the originals unless exported to a new location.