

## Resizing Images to use in a Webpage

When creating a webpage it is important to resize any images you wish to use before placing them on your site. Otherwise the file size is often very large and will create a slow download for that page. There are two programs preinstalled on your Gateway that you can use, Picasa or Microsoft Office Picture Manager.

Please note that you can easily and legally use clipart from Microsoft Office or a graphic CD you have purchased, but it is not legal to copy and use images from other webpages unless you have permission.

### Microsoft Office Picture Manager

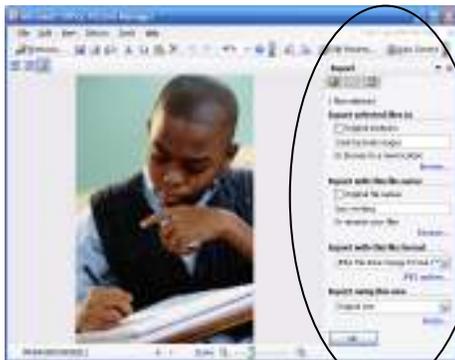
1. For Office Clip Art, locate the image you want in the Clip Art task pane. **Click once** on the image and hold the mouse down. Then drag and drop the file onto your desktop or inside a folder previously created.



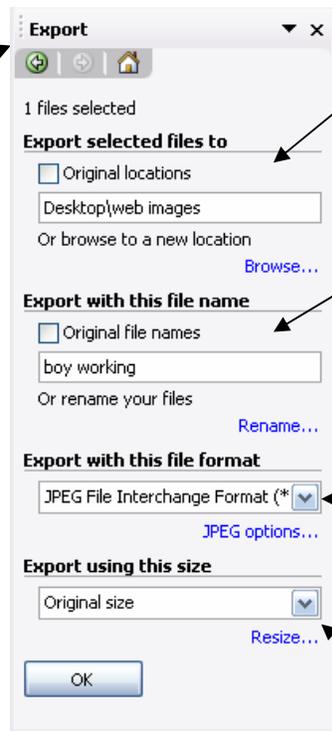
The files will have long file names and may have different icons depending on the type of file.



2. For any image, right click on the image icon and select **Open With > Microsoft Office Picture Manager**.



3. The Microsoft Office Picture Manager window will open displaying your image. Select **File > Export** and the Export task pane will appear on the right side.



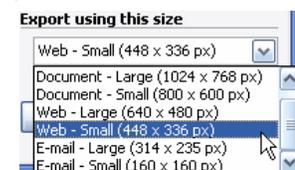
4. Under **Export selected files to** uncheck Original locations and click **Browse** to select where you wish to save the file. Note: you may wish to create a new folder to store your web images in one place.

5. Under **Export with this file name** uncheck Original filenames and rename your image. **IMPORTANT:** Never name the file with a student's name as this can be seen when downloaded or when you mouse over the image.

6. Under **Export with this file format** click the drop-down menu and select JPEG for photographs and GIF if it is clip art.



7. Under **Export using this size** click the drop-down menu and select Web-Small. Click **OK** and the image will appear in the place you designated in step 4.

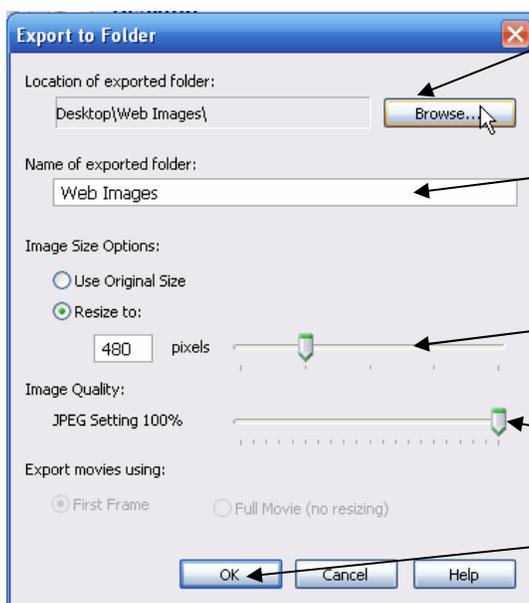


## Picasa

Picasa is a free program from Google that allows you to edit photos. It also provides an Export feature that will resize your images for the web or email.



1. Picasa will allow you to resize an individual image, or do a group at one time. Drag and drop the images into the Picture Tray or click on **Hold** if you drag down each image individually so they will stay in the tray. You should see a green target icon on the images. When you have all the images in the tray that you wish to resize, click on the **Export** button.



2. Under **Location of exported folders:** click on **Browse** and select the location where you wish to save the images.
3. Under **Name of exported folder:** type the name you wish to have for your folder. Picasa will automatically create a new folder each time you Export.
4. Under **Image Size Options:** click on **Resize to:** and use the slider bar to select 480.
5. Under **Image Quality:** Keep the slider bar at 100%.
6. Click **OK**.

8. Inside this folder are the resized images that you can now use in your webpage.

7. A notification window will appear from the side of the screen while Picasa is exporting the images. When that window vanishes, the files are complete. The folder will appear where you designated in step 2.

