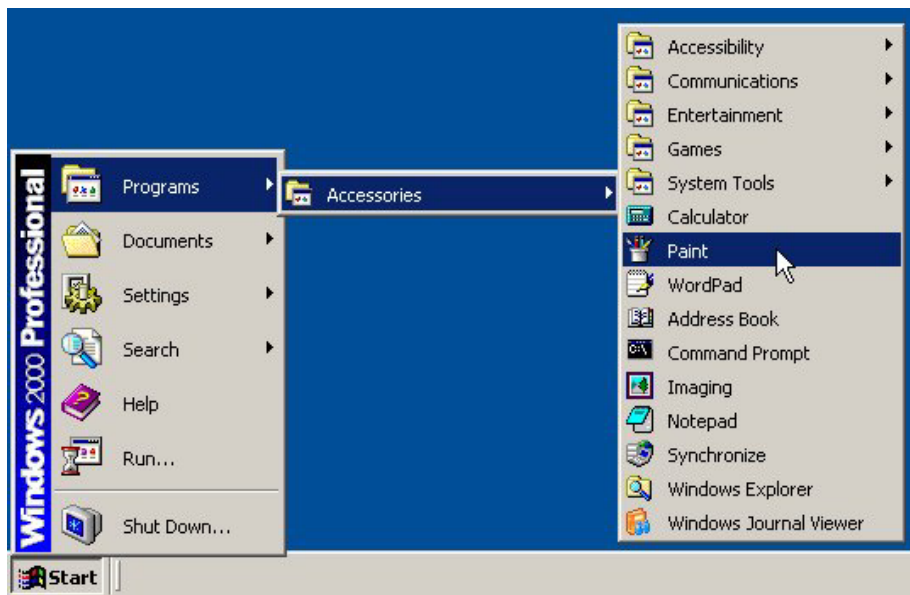


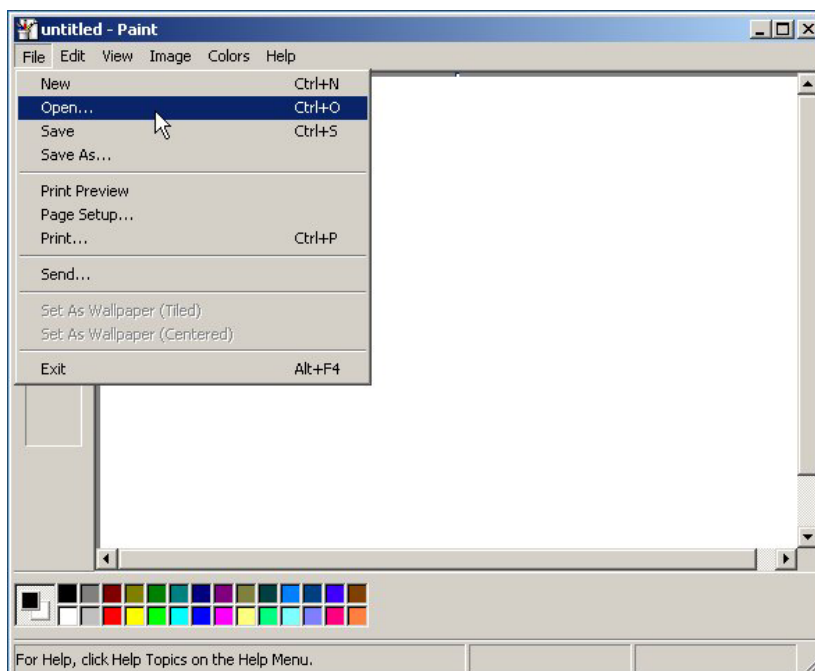
IMAGE RESIZING

Currently, the Image functionality resizes the image automatically so that it fits within the size constraints of 185px in width by 220px in height. However, in doing so, it does not optimize the image quality...this could be a problem if a large jpeg file is being resized. Here are some helpful tips if you would like to edit the image yourself prior to inserting it in the Administration Centre.

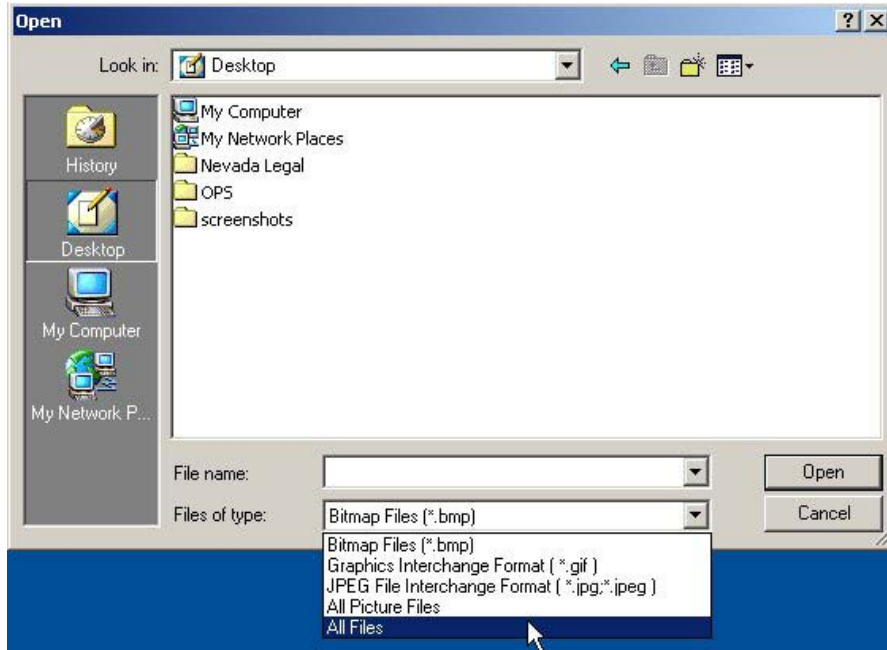
1- Open the software program 'Paint'. It comes with MS Windows. Normally, it can be found by clicking Start / Programs / Accessories / Paint



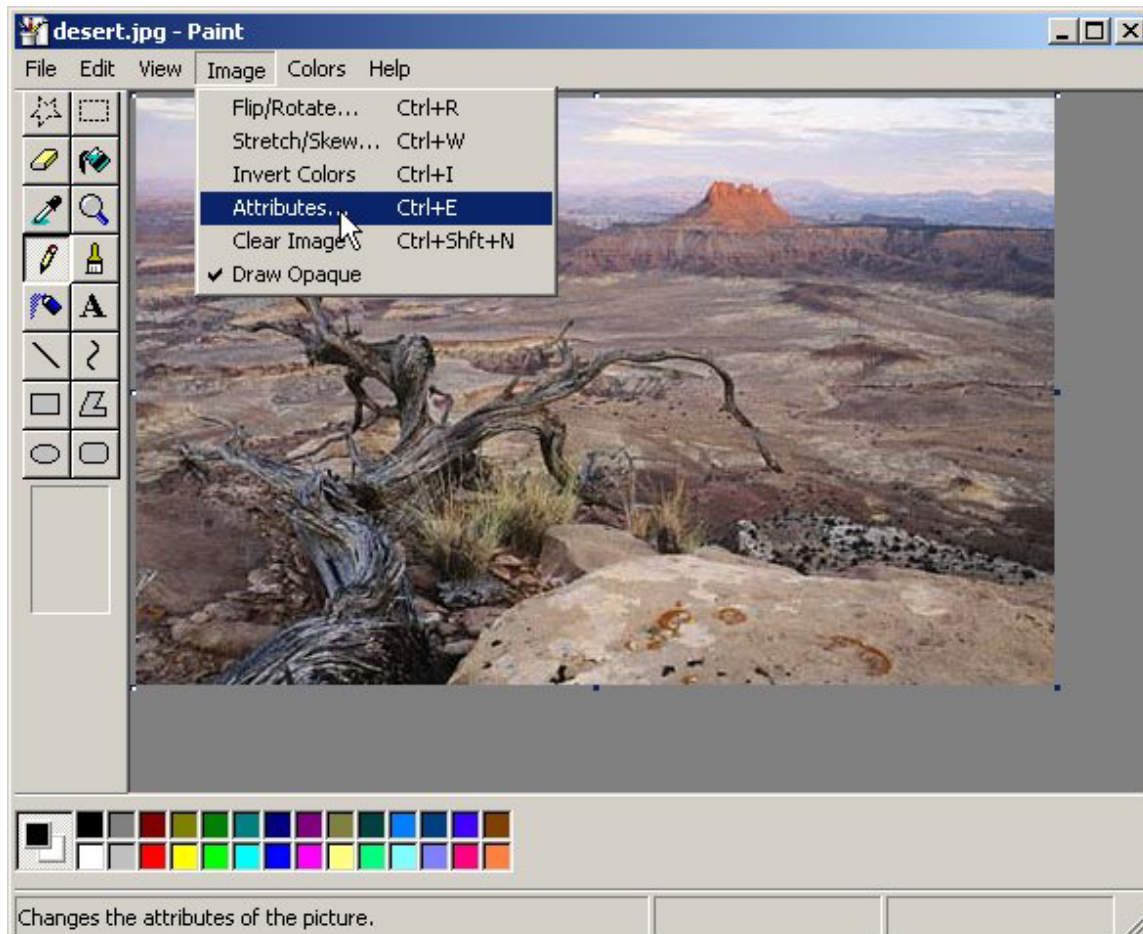
2a- Open the image file you wish to edit.



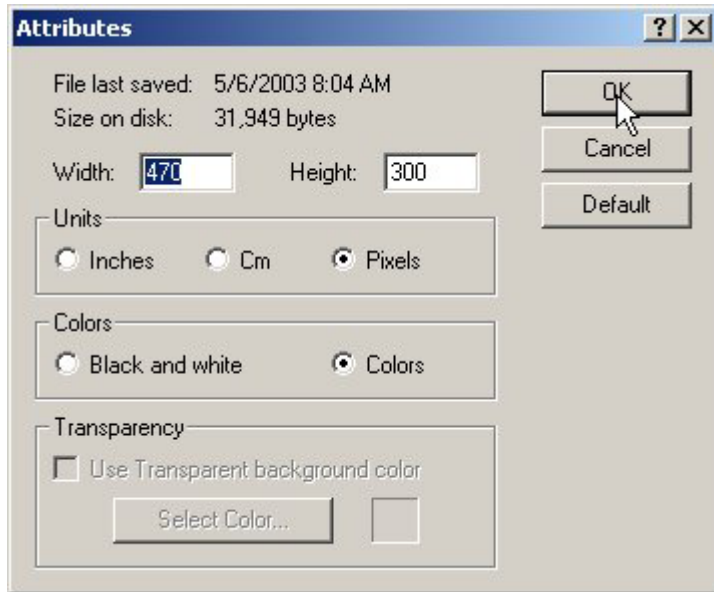
2b- Make sure to select 'All Files', so you can find the image.



3a- Off the main navigation bar, choose 'Image', then 'Attributes' to find out the image dimensions.



3b- The Attributes tell you the current image size in pixels so it gives you an idea as to how much the image needs to shrink to meet the maximum image size parameters of 185px in width by 220px in height.

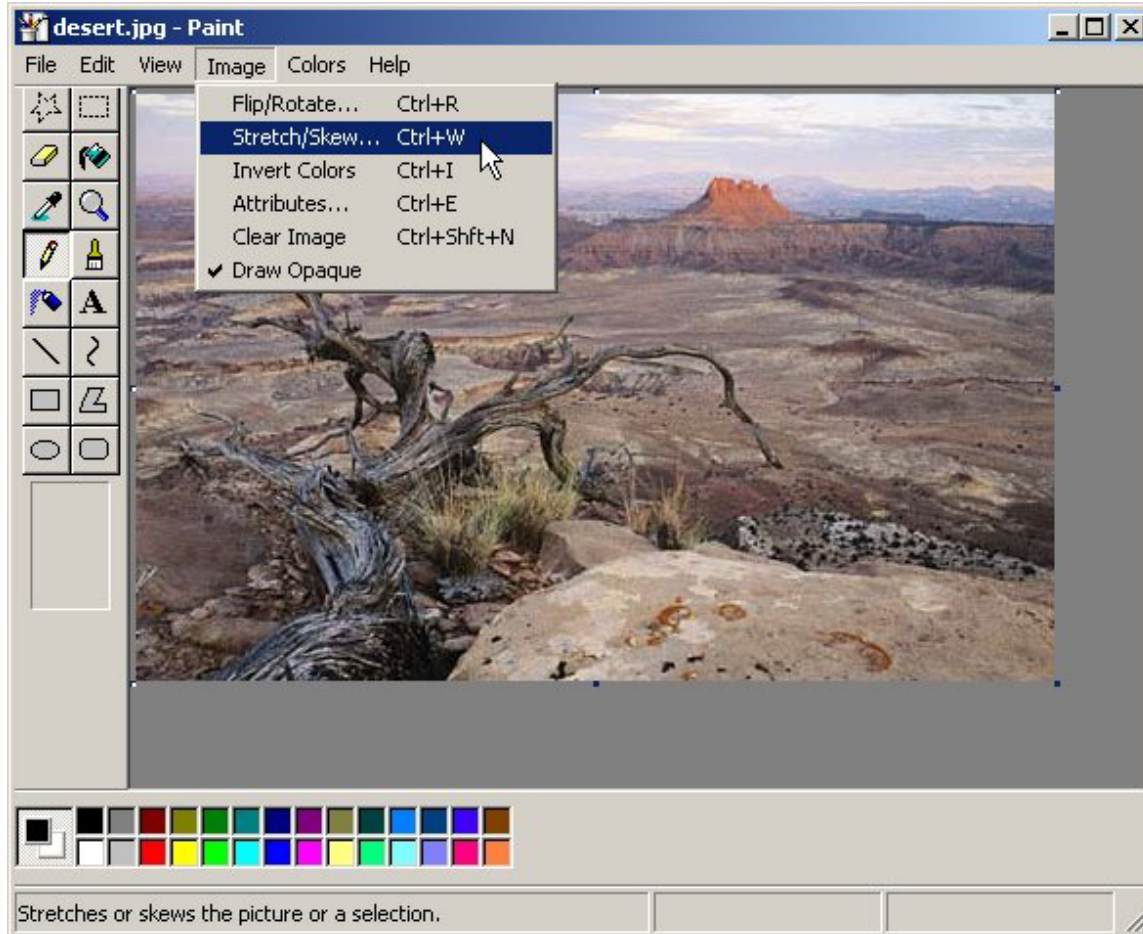


There are two ways of reducing the size of an image:

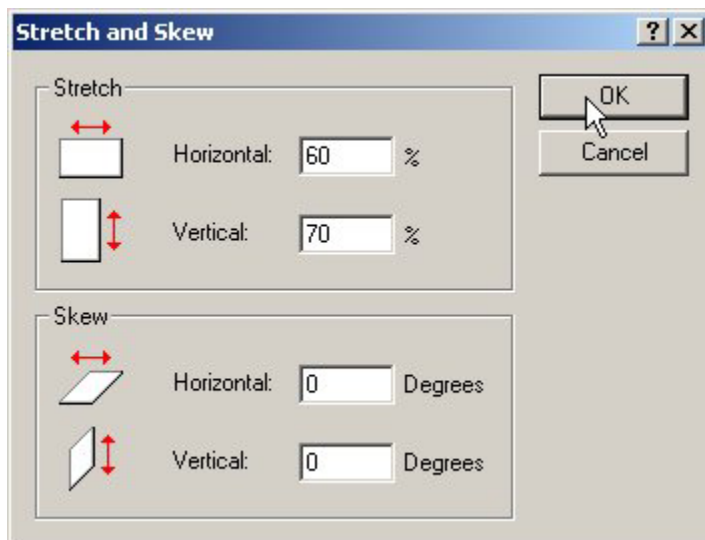
- A) Resizing the image, which may degrade the image if the width to height ratio isn't respected
- B) Cropping the image, which chops part of the image off.

In order to create the best possible results we want to minimize image degradation and image cropping.

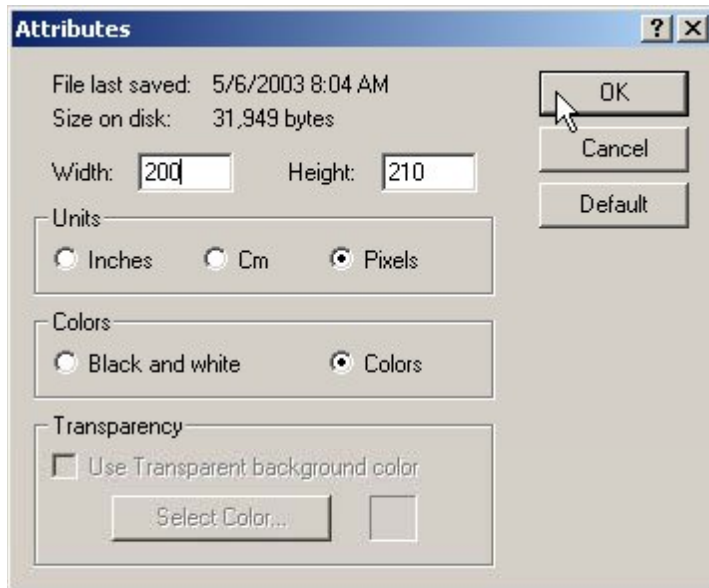
4a- Off the main navigation bar, choose 'Image', then 'Stretch/Skew'.



4b- Choose the Stretch option and adjust the horizontal and vertical percentages – the adjustments should be as close to equal as possible.



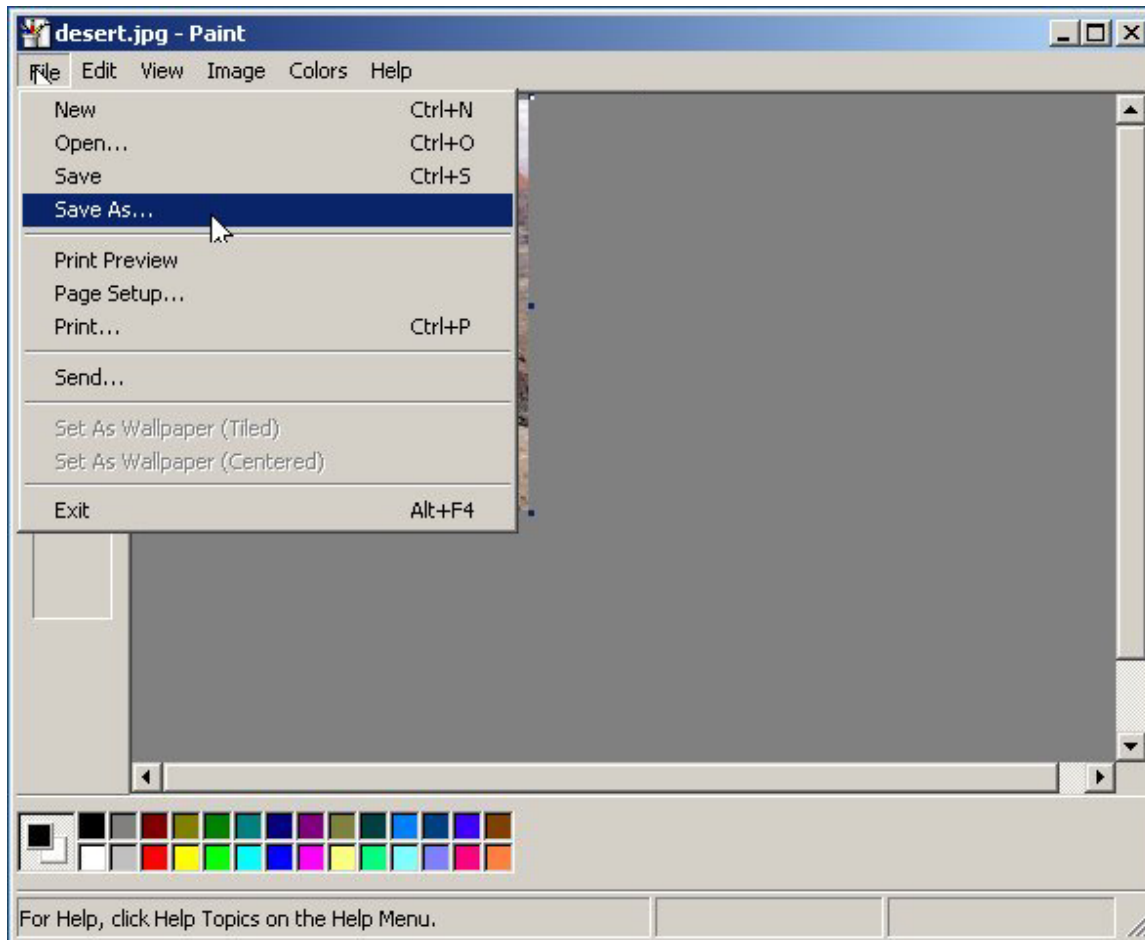
5- Once the Stretch and Skew changes have been made, return to the Attributes where you will see the new size of the image.



6- You can crop an image anytime by moving the cursor to any one of the corners – the arrow must turn black as noted below.



7- Save the File to the directory of choice



SUMMARY

Original 470 x 300 Image



Resized 185 x 138 Image



Cropped Image

