## FAQ 1- How to resize images for SharePoint site

- 1. First locate your folder where your images are. For this example mine are in my T drive, the folder is called DemoPictures
- If you go to the view menu, you will notice I have mine on thumbnails 2.
- 3. Then I am going to rename the images, to image1, image 2, image3, image4, etc. Notice below that I have not renamed them yet. To rename them right click on each image and click rename.



- 4.
- 5.



- 7. Next step is to create a folder inside my DemoPictures Folder. I am calling mine ResizedImages
- 8. Select image1, image2, image3, and image4. Hold down the shift key to select all of the images. Right Click and click copy.
- Then open your ResizedImages folder and right click paste (The reason we are doing steps 7-9 is just in case we want the higher resolution images for printing) Remember we want the lower quality images for our SharePoint site.
- 10. Next step is to resize the images for our SharePoint site. Make sure you are in your ResizedImages folder.
- 11.

6.

12. Right Click on image1 and do open with – Choose Microsoft Office Picture Manager (if you don't see Microsoft Office Picture Manger then click – Choose Program- You should Microsoft Office Picture Manager now. It will look like the figure below.

Open With	?	$\mathbf{\times}$
Choose the program you want to use to open this file:		
File: image1.JPG		
_Programs		
m Recommended Programs:	^	
Ps Adobe Photoshop CS3		
DVRViewer	=	
🥖 Internet Explorer	=	
Microsoft FrontPage		
Microsoft Office Picture Manager		
🦉 Paint		
PictureViewer		
Windows Picture and Fax Viewer		
m Other Programs:		
🝌 Adobe Acrobat 8. 1		
Always use the selected program to open this kind of file		
<u>B</u> rowse.	)	
If the program you want is not in the list or on your computer, you can <u>look</u> for the appropriate program on the Web.		
OK Cance		

- 13.
- 14. Your image1 now displays on your screen



16. Click on Thumbnail View as I have in the figure above. Once you have done that is should look like the figure below.



17.

- 18. Then select all four of the images by holding your shift key down.
- 19. Then click edit pictures.
- 20. Click on Resize



22. Choose Predefined width x height: Do the Drop down like the figure below. Choose Web Small (448 x 336). Then click ok.



23.

- 24. Then click on File Save
- 25. You are finished with resizing pictures.