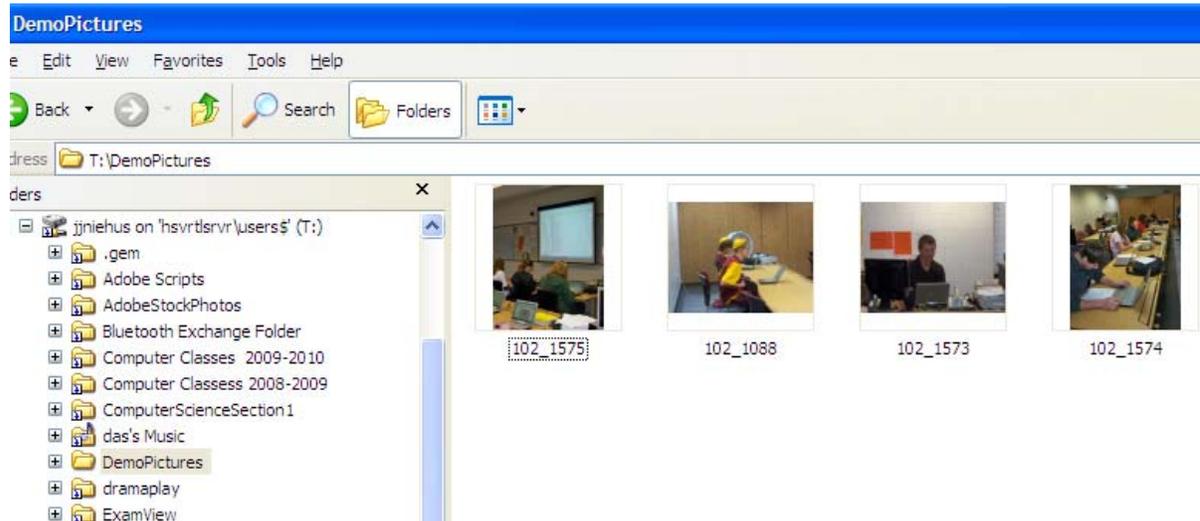
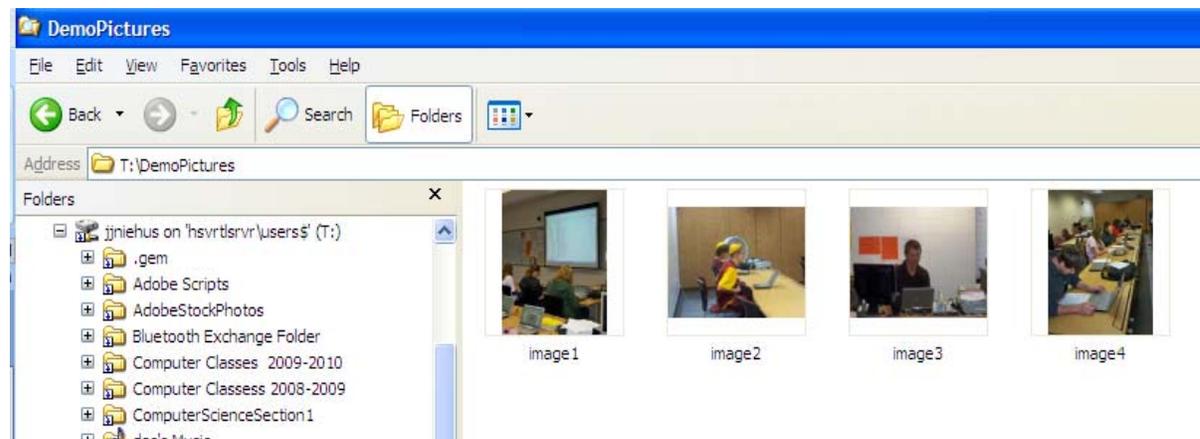


FAQ 1- How to resize images for SharePoint site

1. First locate your folder where your images are. For this example mine are in my T drive, the folder is called DemoPictures
2. If you go to the view menu, you will notice I have mine on thumbnails
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.

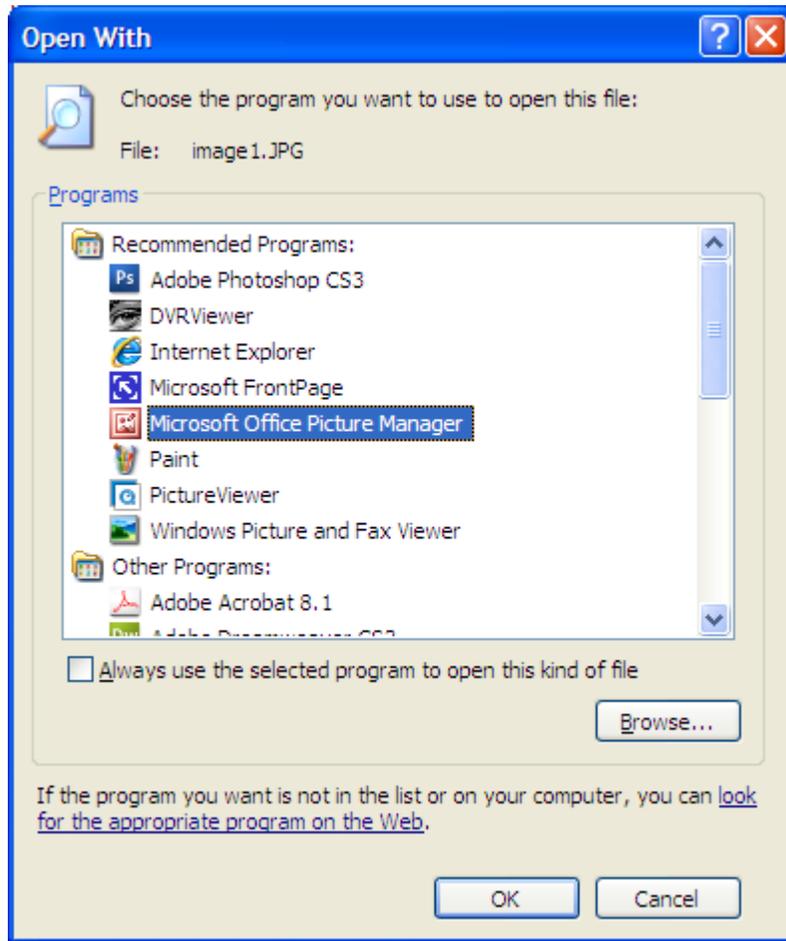


- 4.
5. Notice now I have them renamed.

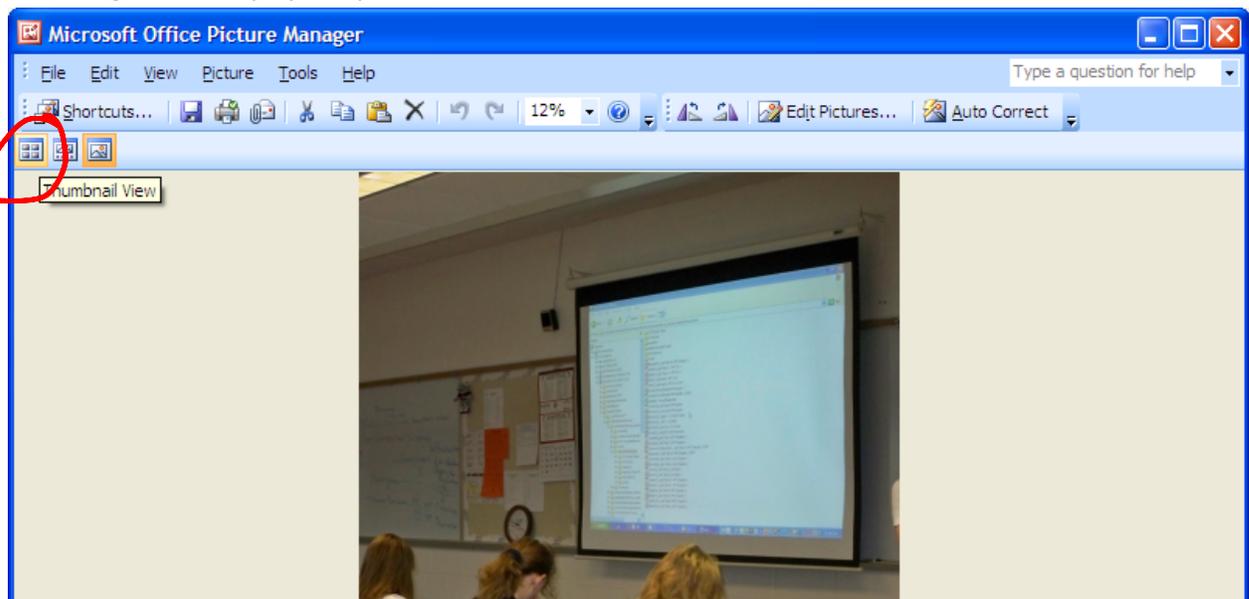


- 6.
7. Next step is to create a folder inside my DemoPictures Folder. I am calling mine **ResizedImages**
8. Select image1, image2, image3, and image4. Hold down the shift key to select all of the images. **Right Click** and click **copy**.
9. Then open your ResizedImages folder and **right click – 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.

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.

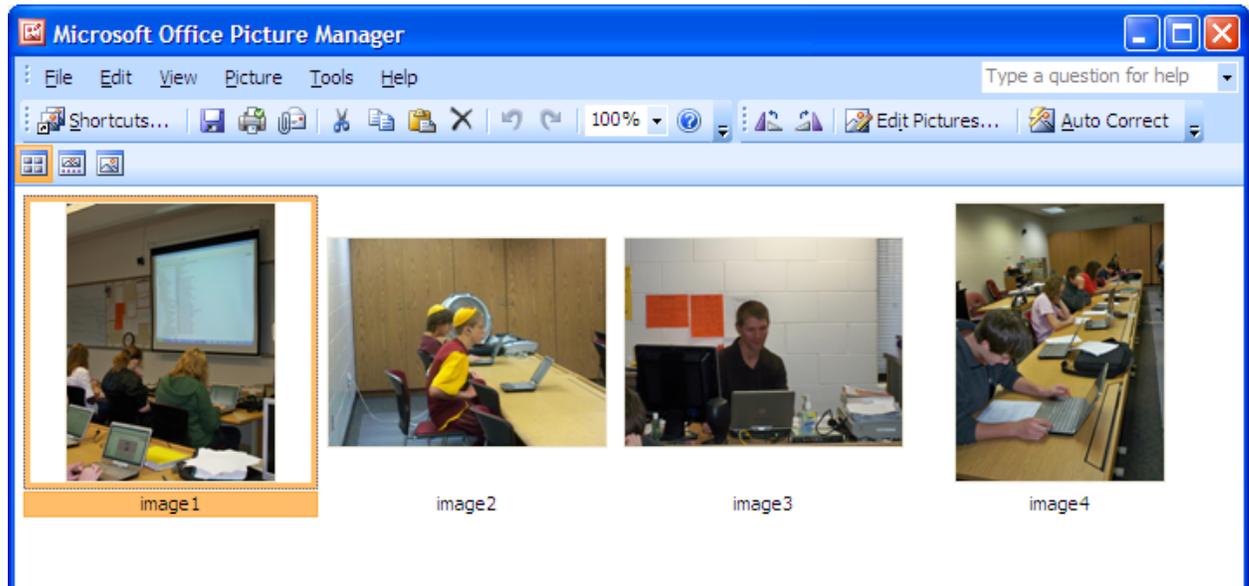


13.
14. Your image1 now displays on your screen

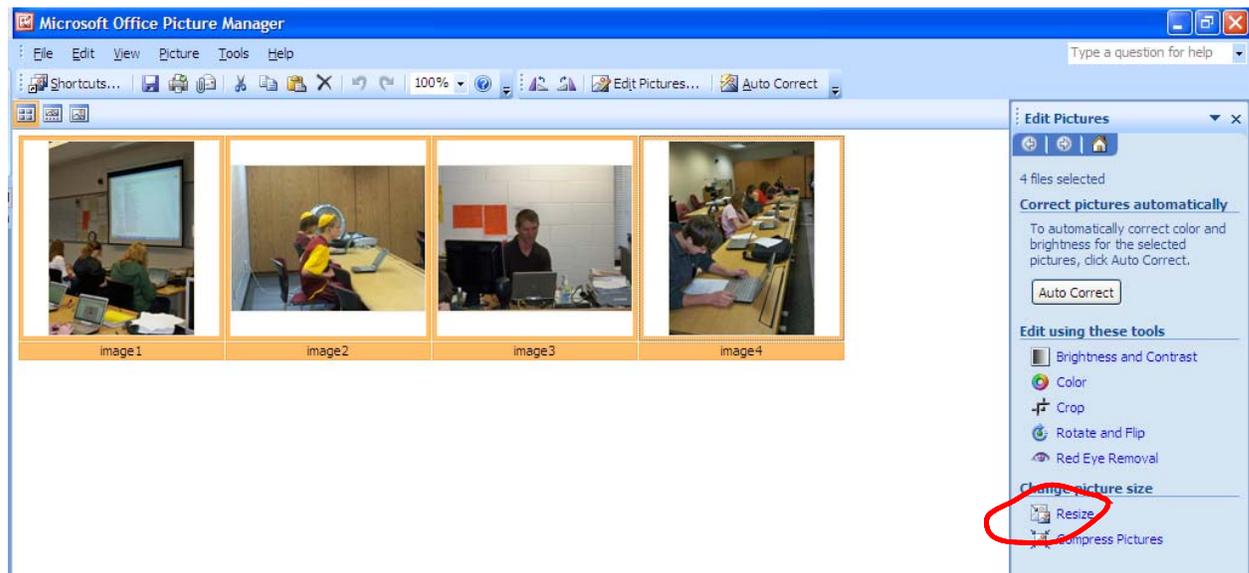


- 15.

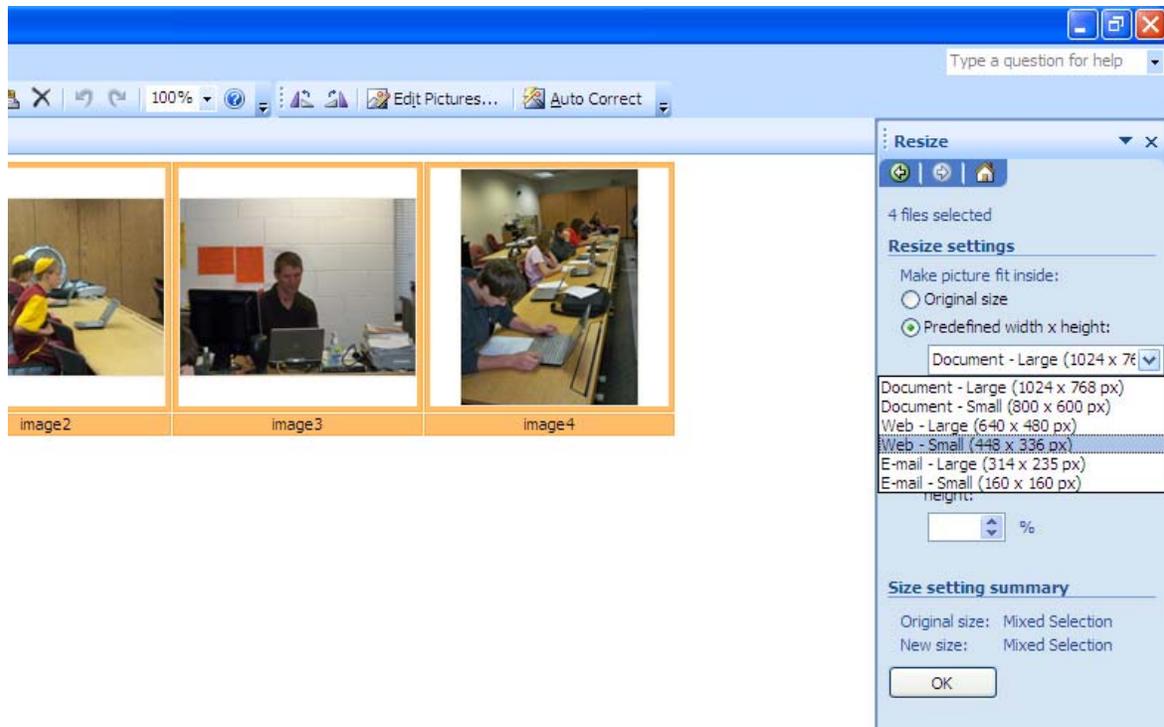
16. Click on Thumbnail View as I have in the figure above. Once you have done that it should look like the figure below.



17.
18. Then select all four of the images by holding your shift key down.
19. Then click edit pictures.
20. Click on Resize



21.
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.