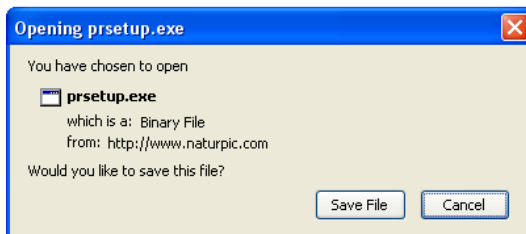


## Help Sheet on Image Sizing Software

### Downloading Software:

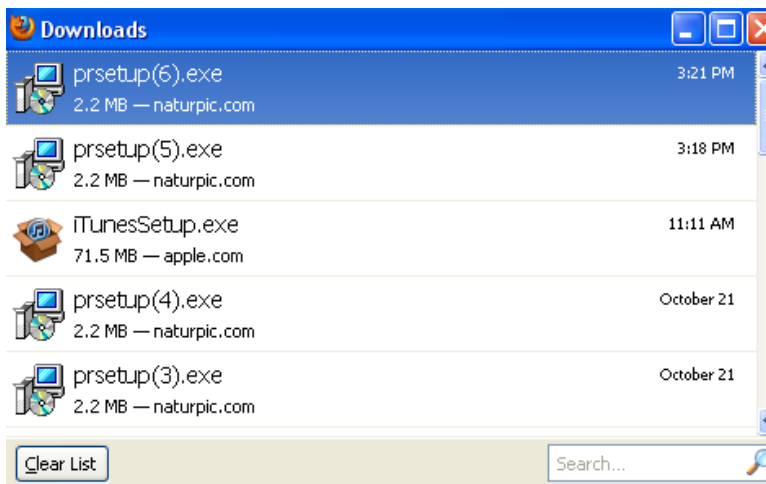
1. Go to: <http://myschoolweb.net.au/index.php/msw-downloads>
2. Click on: **Photo Resizing Program**

This will open up the window below:



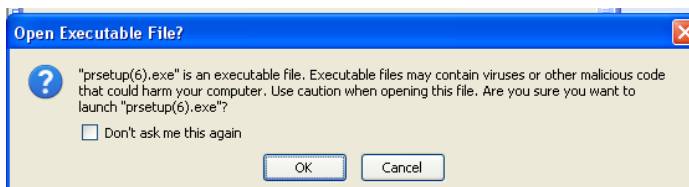
3. Click **Save File**

This will download the software and open following window:



4. Double click on **prsetup(6).exe**

This will open up the following window:



5. Click **Ok**

This will open up the following window:



6. Click **Run**

This will open up the following window:



7. Click **Next**

8. Keep Clicking **Next (3 times)**

9. Click **Install**

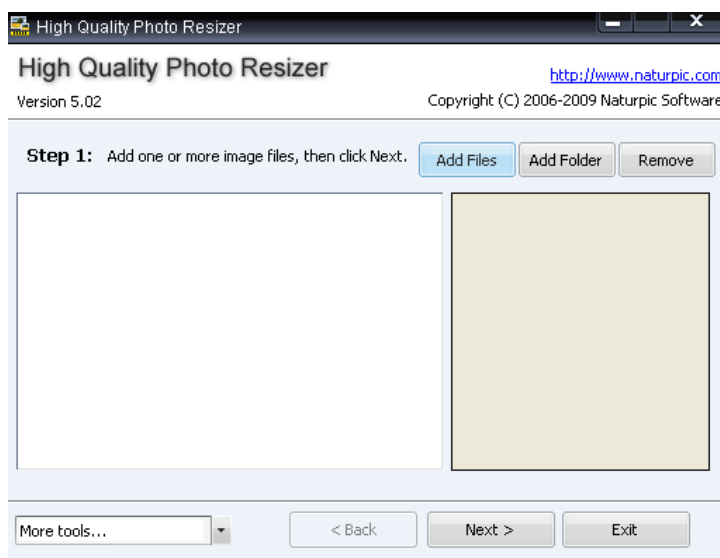
10. Click **Finish**

## Using the Photo Resizing Software:

1. Double Click on the icon below (that is now on your desktop)

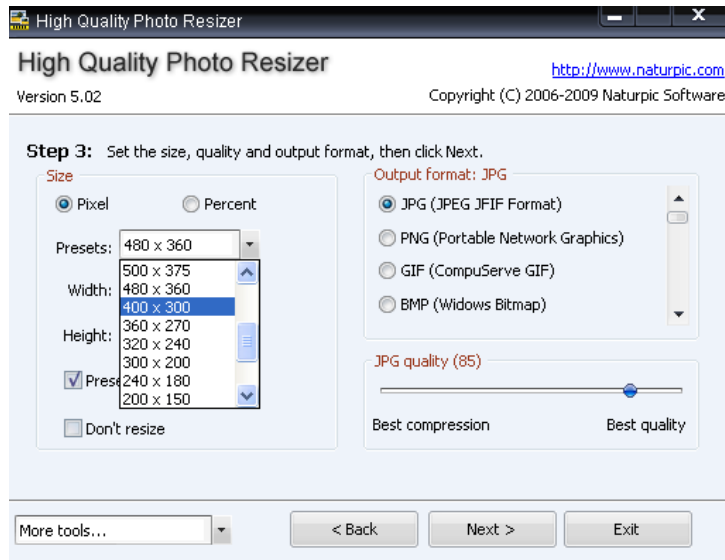


This will open up the following window:



2. Click **Add files** OR **Add folder** and search for your photos on your local computer
3. Click **Open**
4. Click **Next**
5. Click **Browse** and either
  - a. Search for the folder you want your resized images to be sent to OR
  - b. Create a new folder for your resized images
6. Click **OK**

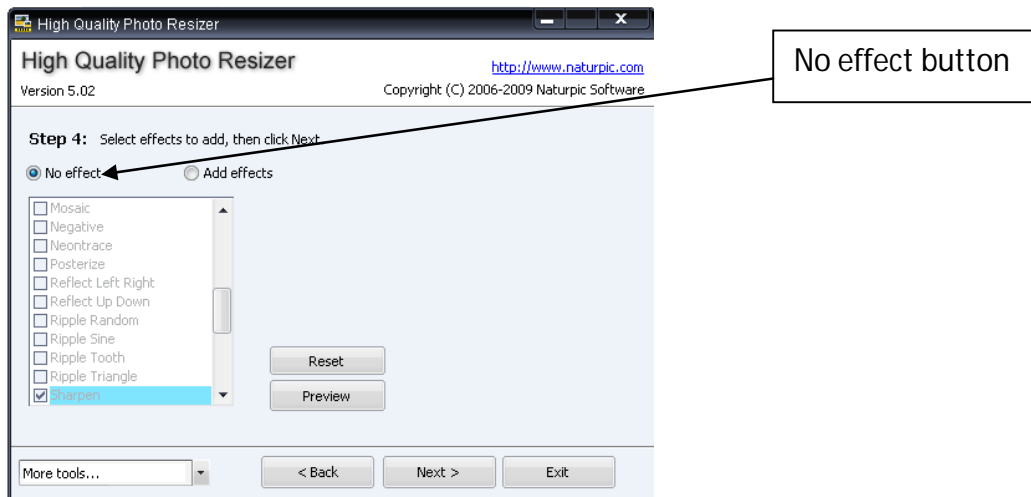
This will take you to the following window:



7. Select your **Pixel Preset** (recommend either 400x300 OR 480x360)

8. Click **Next**

This will take you to the following window:



9. Select **No Effect**

10. Click **Next**

11. Click **Start**

This will start the resizing process.

Pictures will be resized and then saved into the folder selected in step 5.

You can now use the resized pictures in your newsletter/documents OR upload them onto your school website to use in the photo gallery or on content pages.