Using the Photo Resizing Software:

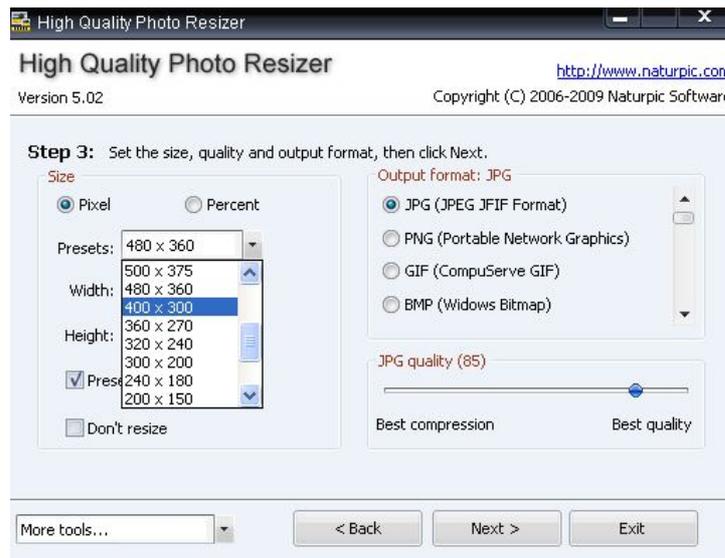1. Double Click on the icon below (that is now on your desktop)

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

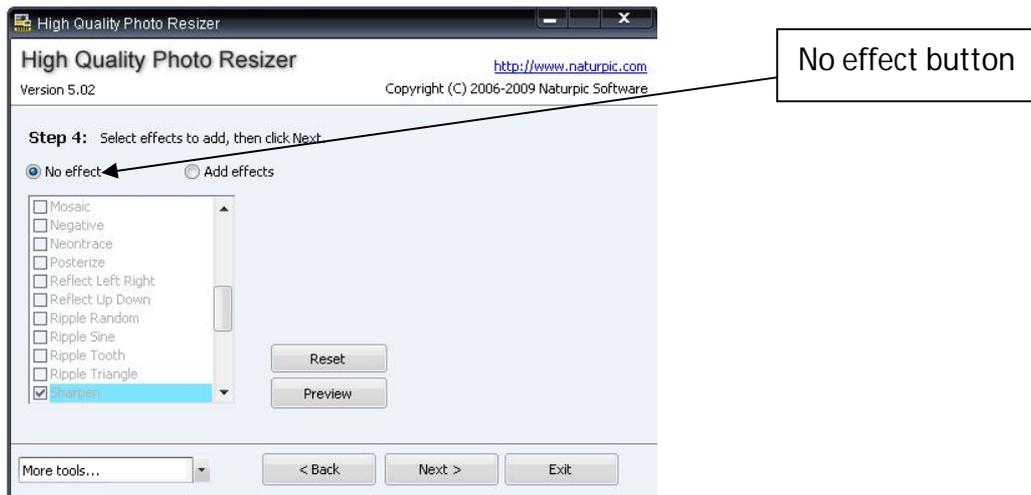6. Click **OK**

7. Click **Next**

This will take you to the following window:

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

9. Click **Next**

This will take you to the following window:

No effect button

10. Select **No Effect**

11. Click **Next**

12. 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.
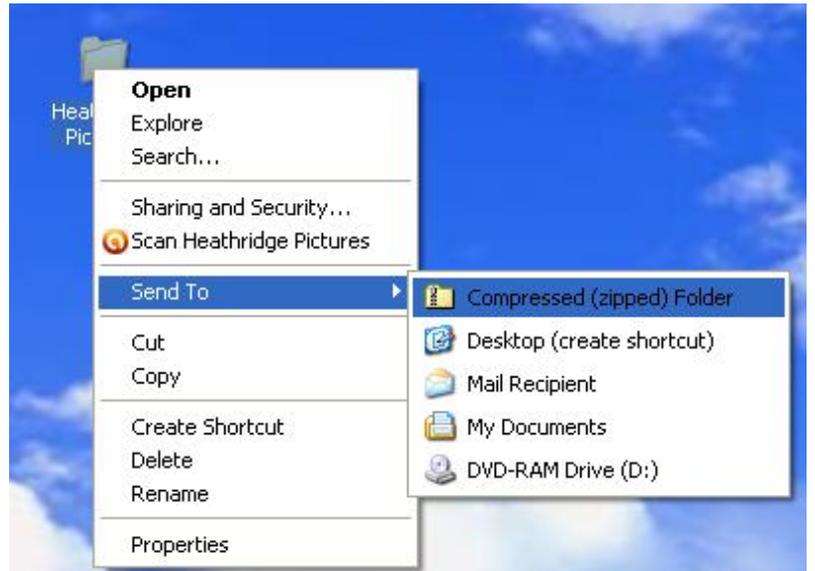
Uploading Multiple Images

You can upload multiple images by:

1. Creating a zipped folder of images

2. Uploading the zipped folder using File Manager

Creating a zipped folder of images

1. Place all of the images that you wish to upload (eg: your images from your Faction Carnival) into a folder.

2. Right click on this folder

3. Select **Send To**

4. Select **Compressed (zipped) Folder**

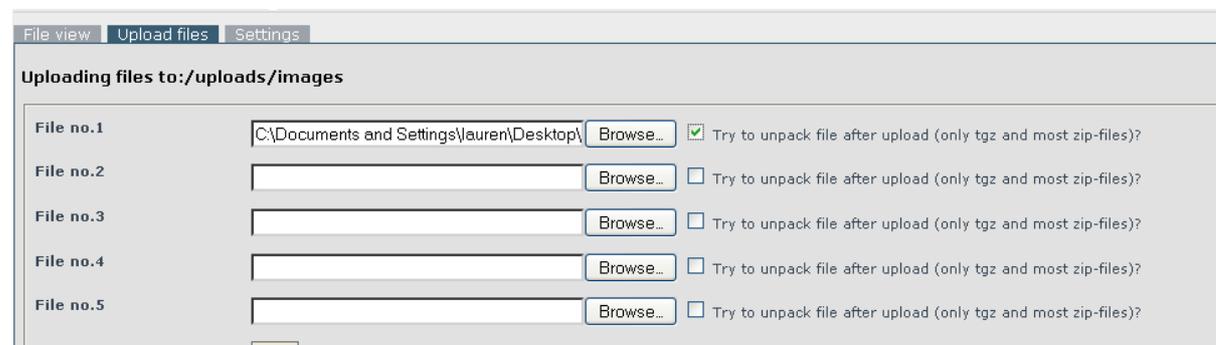This will create a zipped folder that looks like the following:

Uploading the zipped folder using File Manager

In your website's administration panel:

1. Click **Content**

2. Click **File Manager**

3. Select the <u>Images</u> **folder**
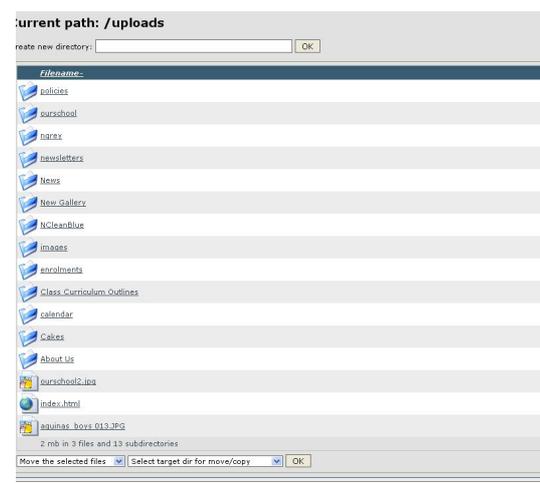
4. Select **Upload File**

This will take you to the screen below:

5. **Browse** for the zipped file

6. **Tick** the box labeled 'Try to unpack file after upload'

7. Click **OK**

This will take you back to the screen on the right:

The images can now be found in the Image Manager
and can be inserted into a Content page OR
a Photo Album for your Gallery section.

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