

## Using the Photo Resizing Software:

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

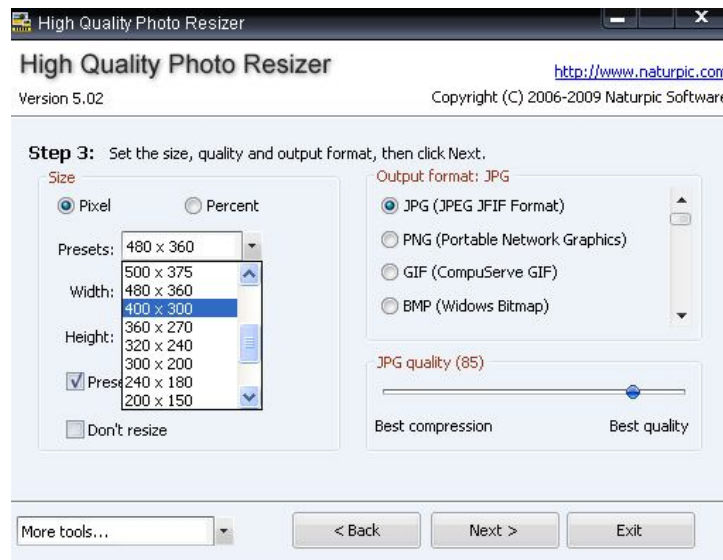


This will open up the following window:



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:



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.