

### Using MS Picture Manager Auto Resize Feature:

- 1) Start by Opening Microsoft Picture Manager.
- 2) Create a Shortcut on the Left Hand Side for easy access to your image folders.
- 3) Click on **Edit Picture** on the Main Tool Bar, a task pane will open on the right hand side. (See Figure 1.1)

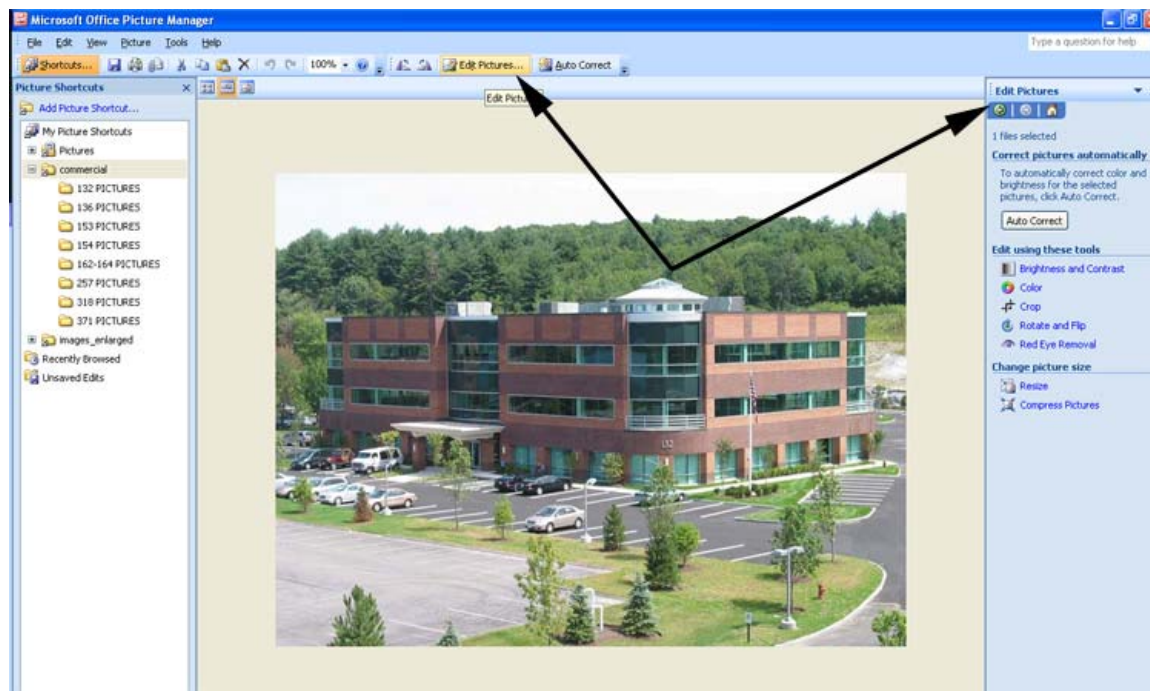


Figure 1.1

4) On the task pane click on **Resize** (See Figure 1.2)

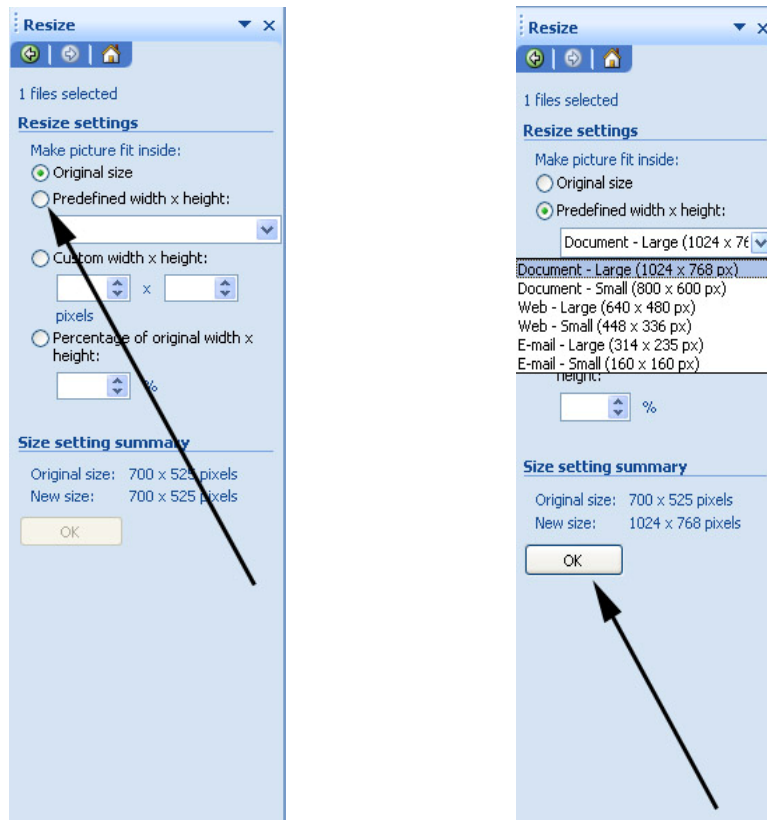


Figure 1.2

- 5) Once your resize task pane appears you have a few options.
  - a. Customize the image size.
  - b. Auto resize
    - i. Also know as *predefined width x height*, which have been automatically loaded for you. Use you Spec Sheet to determine the correct sizes for your website.
- 6) Click **Ok** to apply your changes.
- 7) Be sure to select **Save As** under the file menu so you can save your image with a new file name. It is always good practice to name your image without spaces and a notation such as ImageName\_sm for small, ImageName\_lg for large so you can remember which image has been resized.

