

Resizing and Cropping an Image in Microsoft Photo Editor

Microsoft Photo Editor is a program included with Office. You can find out if it is installed on your computer by going to the Start button ->Microsoft Office Tools -> Microsoft Photo Editor.

This is a step by step guide to resizing and cropping images for the web site. If you do not have Microsoft Photo Editor you can use these as guide lines and refer to the help section of your program.

These are the image specifications for the Hills of Headwaters web site:

Welcome Page

1 Large photo or graphic 614w x 179h to span from the left - Max 100K

2 Small photos: 160x x 82h - to go in the right side of your page - Max 50K

Logo: 180w x 82h - to go on your member page - hidden from the public - Max 50K

Dimensions in pixels - JPG or GIF format

What's New - Headlines

Image - Dimensions in pixels: 120w x 150h - 72ppi - JPG or GIF format - 50k limit

Products Page

Image - Dimensions in pixels: 120w x 130 h - 72ppi - JPG or GIF format - 50k limit

Photo Galleries

Icon - Dimensions in pixels: 45w x 45h - 72ppi - JPG or GIF format

Images - Dimensions in pixels: 360w x 480h or 480w x 360h - JPG or GIF format

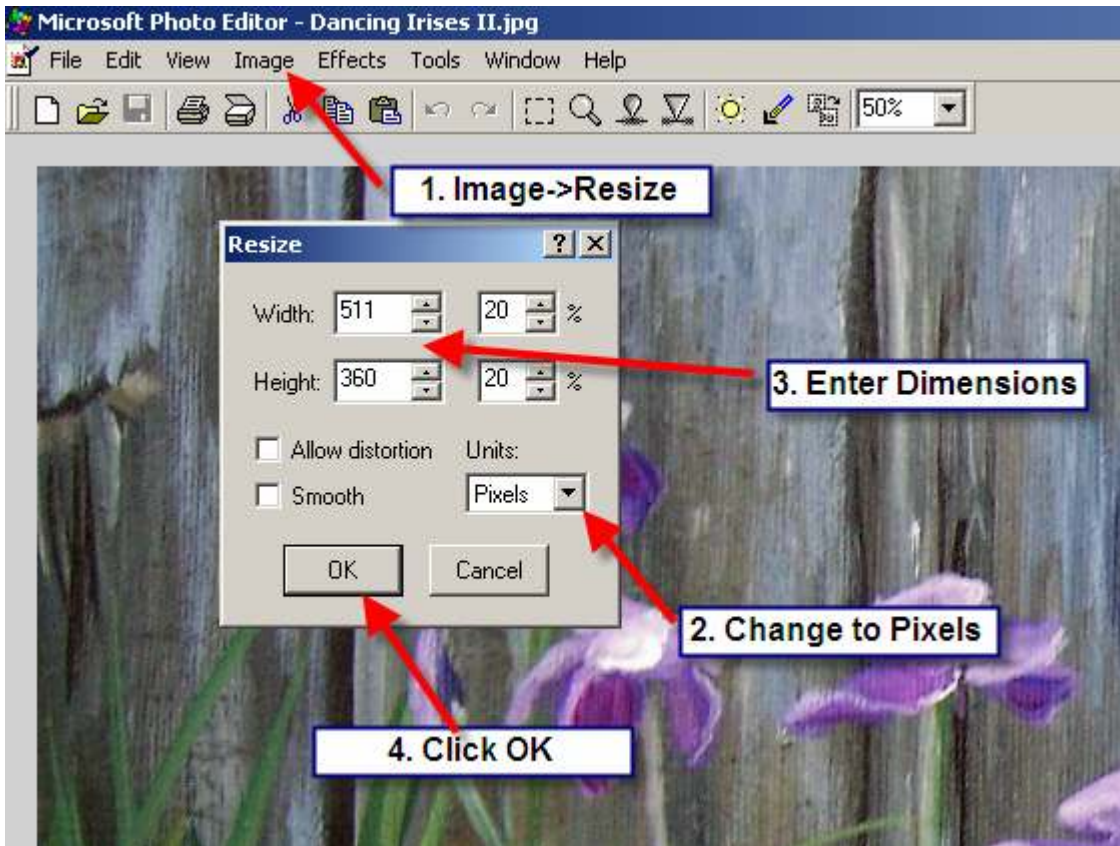
1. Start button ->Microsoft Office Tools -> Microsoft Photo Editor
2. Go to **File, Open** and then select the file name of the image that you wish to open, click **Open**.

Resize an Image

1. On the menu, click on Image then Resize
2. Change the Units to pixels
3. Change the Width and Height to fit the required dimensions.
4. Click OK

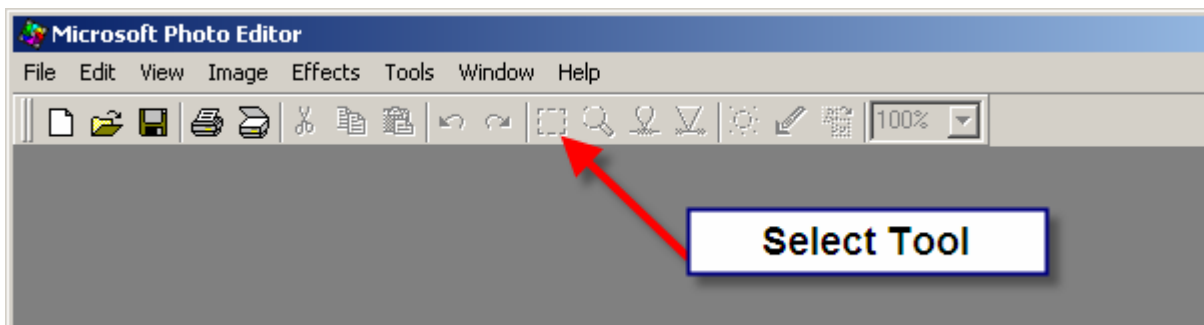
You can also use percentages to resize the image. It's much better to start with a large image and make it smaller. If you take a small image and make it larger it will become distorted and blurry. If you click the allow distortion box that will allow the image to be stretched to fit your dimensions.

Example you may distort a 511w x 360h image into a 480w x 360h image



Crop an Image

1. On the menu bar, click on the Select Tool
2. Click and drag to draw a rectangle around the image you want to keep.
3. Look in the bottom bar to see the dimension
4. Right click and click -> Crop
4. Save your file - no spaces in file names for the web.



You should always open a new browser window and preview your work:

- refresh your browser to get the most current files - button with two arrows
- check for accuracy and formatting
- spelling and grammar
- test your links to make sure they work