

RESIZING a picture

Resizing a picture involves a number of steps—

Locating the picture with your photo editing program

Finding the menu command to open the resize controls

Choosing the size, and saving the file as a new copy of the original

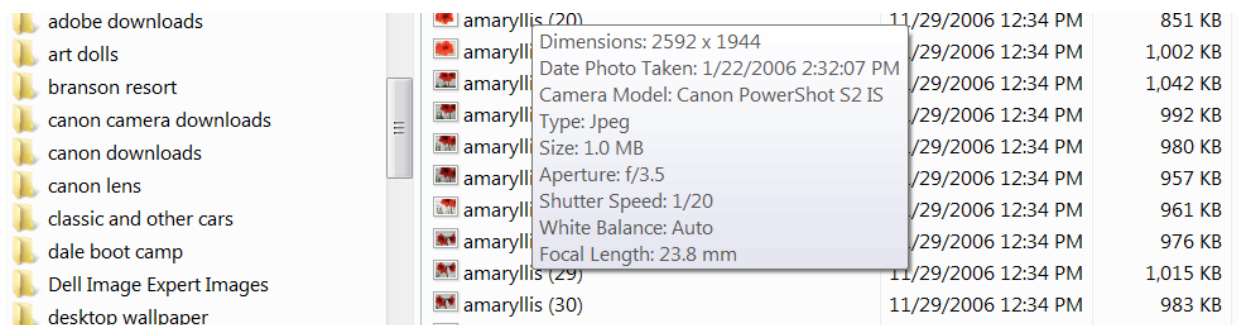
This step also includes naming the new copy with a new unique name

Another way to resize a picture is to **crop** it. This is actually just taking a part of the original picture, and saving that part as an entire new picture. Remember to use the **Save As** command for this type of work, just as you do for resizing.

Cropping involves opening a picture, selecting a portion of it with your mouse, then cutting, or removing it to save the portion only. It may also be seen as enlarging just a portion of a picture. Some programs refer to cropping, other to cutting. Either way the result is the same. Be careful to not destroy the original by saving the new crop in its place. If you use the Save command you will be copying over it. If you use the Save As command you are making a new file, with a new name.

The process

Before you create an email that you want to attach or insert pictures in do the work to resize the photos. Open Windows Explorer (right-click start button, choose Explore) and look at the pictures, in the **details view** to see their size. Anything in the over 1 million size should be resized. This will also keep the picture from being bigger than the PC screen. When you point at an original picture you should see this type of info about the picture.

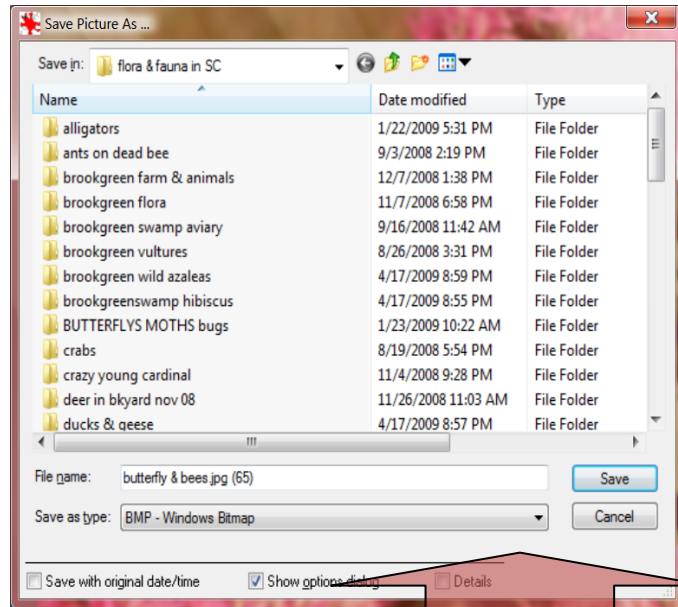
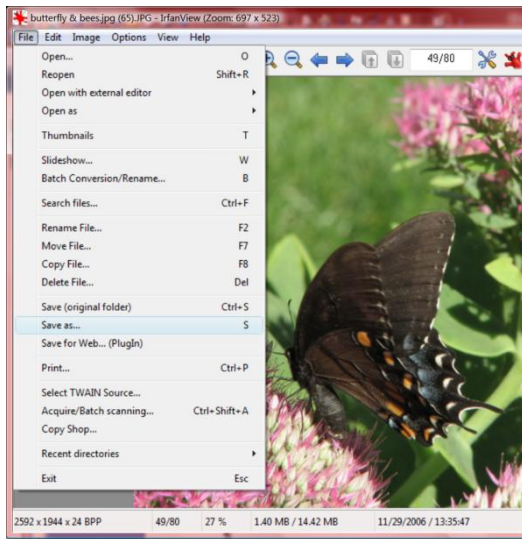


You may also see the size in the last column on the right above.

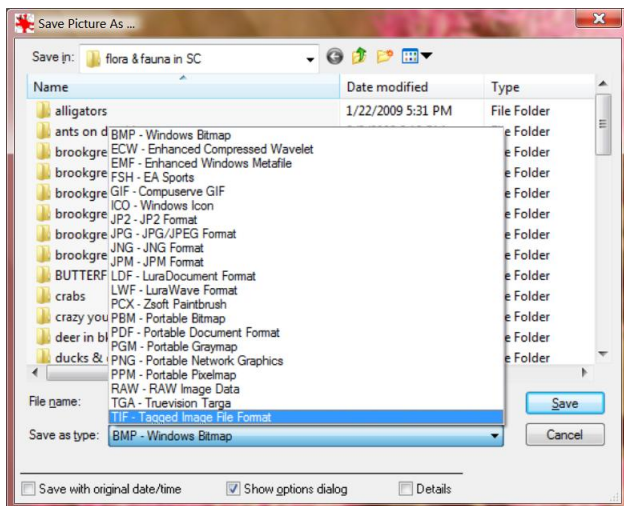
There are a number of types of files that pictures may be taken as or saved as. These include JPG, JPEG, BMP, TIFF, RAW, PSD and GIF. Sizes of files vary depending on what type of picture format is used.

The most commonly used is JPG. If you plan on doing a **lot** of editing to an individual picture save it as a TIFF file first. This will create a new file that is much larger than a jpg, but when editing it there will be no loss of quality, as there will be with editing a JPG/JPEG file. This is a concern only if doing at least 5 edits on the same JPG file. For much more information search for '*types of image files*' using google. I recommend at least a cursory reading of a couple of the top sites.

In Irfanview it looks like this: click File, then Save As...



Now click the Save as type: dropdown



and finally, choose TIF, or JPG, then click Save. Note where it is being saved in the top left box, labeled Save in: Change to the appropriate file folder as needed.

Now to open that saved file go to the File menu again, and click Open