

# 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

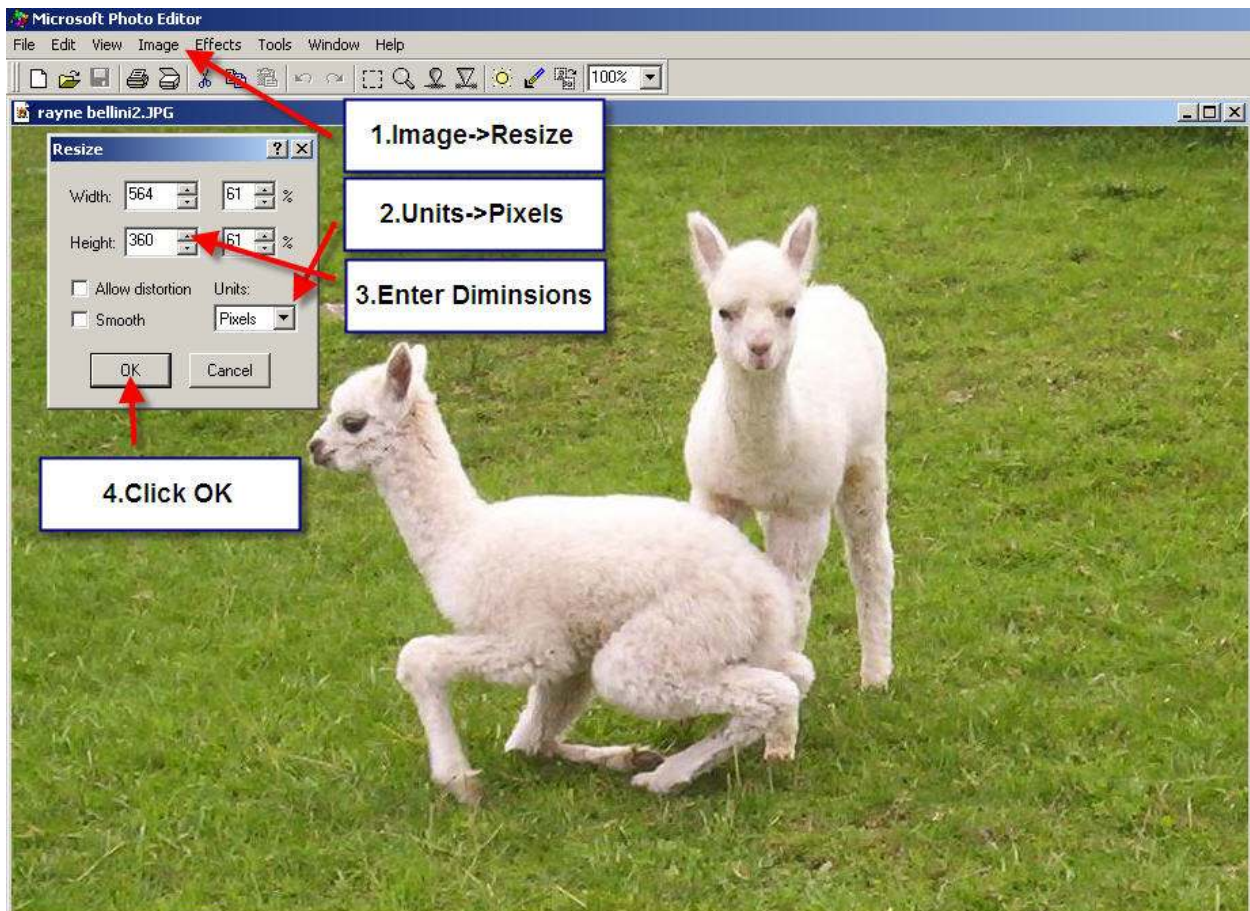
1. Start button ->Microsoft Office Tools -> Microsoft Photo Editor

2. Go to File, Open and then select the file name of the image that you wish to open, click Open.

Notes:

## 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 or squished to fit your dimensions. Example you may distort a 564w x 360h image into a 480w x 360h. Or you can decide to crop the image so the subject doesn't get distorted.

## Crop an Image – Photo Gallery Size is 480w x 360h or 360w or 480h

1. On the menu bar, click on Image->crop
2. Enter Crop margins – 480 x 360
3. Click OK
4. File->Save as – fileName01.jpg - no spaces in file names for the web

