

How to Re-size a Picture to Upload to your Relay Page

When trying to upload an image to your Relay Page you have to make sure that the image is “small” enough to be accepted...so how do you know if it is?

- On your computer, locate the picture you want to upload
- Right-click and select **Properties** - You can now see the size of your file. If it is larger than 200 KB you will need to resize the file.
- To re-size your picture open the program **PAINT** (usually located under the **Start** menu → **All Programs** → **Accessories**)
- Once the Paint program is open, select **File** → **Open** then locate and open your picture. Don't be alarmed if you can't see your picture or can only see a portion of it...because it is a large file you are only seeing the portion that fits on your screen.
- It may take a little trial and error to get your image to the correct size. Select **Image** → **Stretch/Skew** (can also be called **Resize/Skew**)
- A typical digital camera picture is around or below 800 KB, so if we Stretch (or Resize) the image by changing Horizontal and Vertical %'s both to 40 and then click OK, your image should now be resized.
- Now you will want to save your changes. Select **File** → **Save As**
- Make sure that Save as type: has JPEG selected as this is the type of file that will be accepted by the Relay For Life Web Site.
- It is also recommended that you save this new image with a different name so that you don't change the quality of your original image.
- To double check that your image is “small” enough select **Image** → **Attributes**. If your size on disk is less than 200,000 bytes (200 KB) you are all set. If it is not go back and resize it again.
- You should now be ready to upload your picture onto the Relay For Life website.