

How to reduce an image size for upload to the website

Images to be used on the Local Area Pages of the website should be between 240 pixels wide, it does not matter how high they are. Once uploaded, the website will resize them to fit the page.

Place your image onto your computer and resize it using an imaging application. In this example we are using Microsoft Paint. This is a free application available on all Windows PCs.

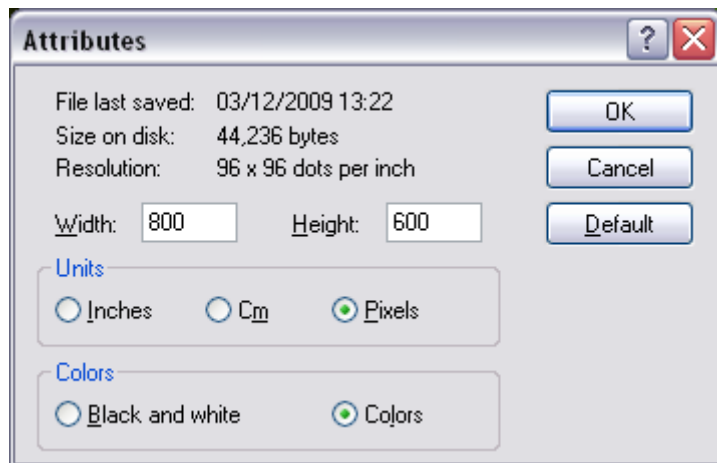
- Select 'Start > Programs > Accessories > Paint'

Now open your image

- Select 'File > Open' from the menu and browse your Computer to find the image

Check the current width of your image

- Select 'Image > Attributes' from the menu



Close Attributes.

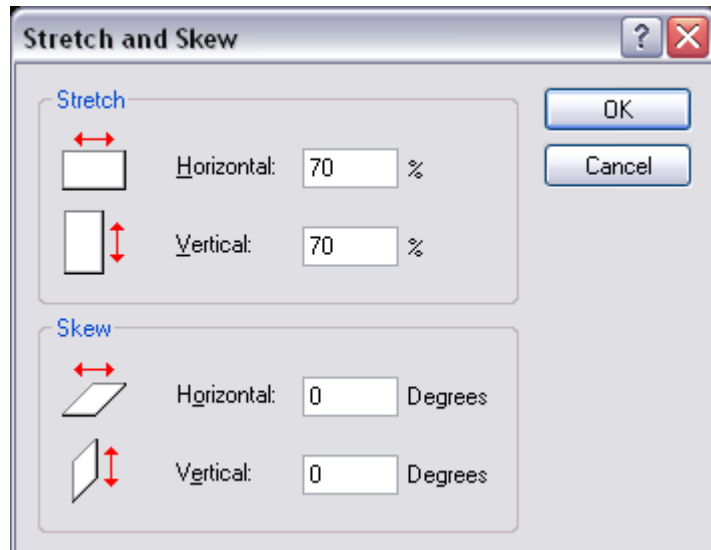
Now change the size of your image if it is not between 240 – 300 pixels wide.

- Select 'Image > Stretch and Skew' from the menu

Reduce the 'Horizontal' and 'Vertical' values from 100% to a percentage that reduces your image to 240 pixels (or as close to this number as you can make it). You can use the calculator on the Computer to work this out.

$800 \text{ minus } 70\% = 240 \text{ pixels}$

Change both the 'Vertical' and 'Horizontal' values to the same percentage.



- Now save your image as a new name using 'Save As'. Make sure there are no spaces in the filename and use the file format JPEG. It is now ready to upload to the site.