

## Resizing a picture or a graphic

- 1) on your computer, locate the image file you would like to resize; right-click the file icon and select **“Open With”** and then **“Microsoft Office Picture Manager”**
- 2) once the program opens, click at **“Picture”** in the top menu; then click at **“Compress pictures”**
- 3) a new tab will open on the right side of the screen; from four available choices, click **“Web Pages”** and click **“OK”**, save it, and upload it to CMS
- 4) If the image is already on CMS, go to the content where the image or graphic is, click on the image and then the tree icon to open the Add/Edit Image window
- 5) in that window, click the **“Appearance”** tab and enter the desired width or height into one of the **“Dimensions”** fields (make sure the checkbox next to **“constrain proportions”** is checked to prevent distortions); additionally, you can also select the alignment of the image within your page from the **“Alignment”** drop down menu, select left, right, or center; once you are done with changes, click at **“Update”**
- 6) if you are not satisfied with the updated look, repeat steps 4 and 5 again, otherwise click **“Save/Publish”**