

## Edublogs Tips

### Resizing Photos

Depending on your digital camera's settings you may find that your photos are very large, in both file size and dimension. You can look at the size and dimension of a photo by hovering the mouse over the file. A dimension of 640x480 is sufficient for inserting into a blog, so anything larger than this is taking up valuable space on your blog and may also cause viewers with slower internet connections to wait a long time while the photo displays. Therefore it is recommended that you resize your photos before uploading them to your blog.

Resizing photos can be done easily in Microsoft Office Picture Manager by using these tools :

1. **Locate** or **Add** your photos to the viewing area
2. Select **Edit Pictures**
3. Select **Resize**
  - Select "Predefined width x height"
  - Select "Web – Large (640 x 480)"
  - Press OK
4. Press the **Save** button