

RESIZING IMAGES BEFORE UPLOADING TO THE RED

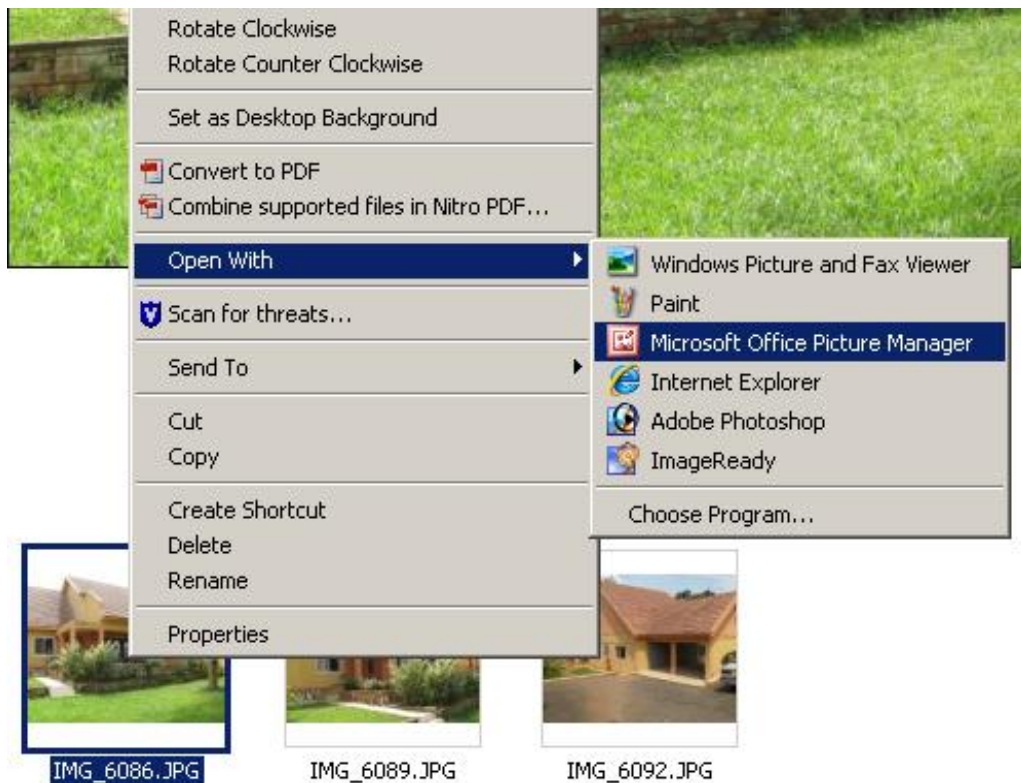
Most images taken by modern digital cameras are usually much bigger than what is required in the Real Estate Database (RED) and the internet in general. Hence such images that are very huge need to be resized before they are uploaded so that the upload process is faster and less cumbersome.

First of all; you need to check the dimensions/size of the images by putting your cursor over one of the images that you are about to upload as shown below.

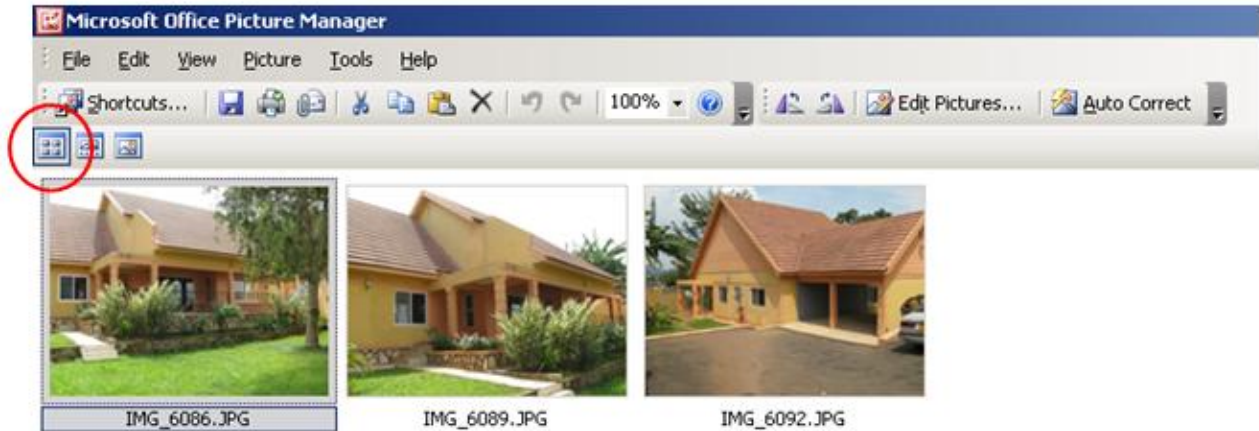


The image above is 3264 x 2448, yet the appropriate size for the web/RED is 640 X 480, hence the images in this folder need to be resized

To resize the images in a specific folder you will need to right click on one of the images in that folder then select: “Open with” then select: “Microsoft Office Picture Manager” as shown below.

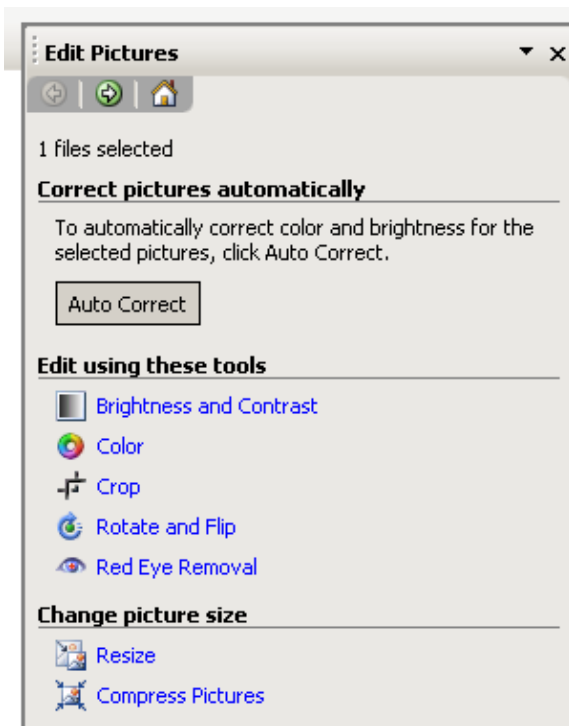


When Microsoft Office Picture Manager opens up; select the “Thumbnail view” tab (shown in the red circle) so that you can view all the images in that folder as shown below.

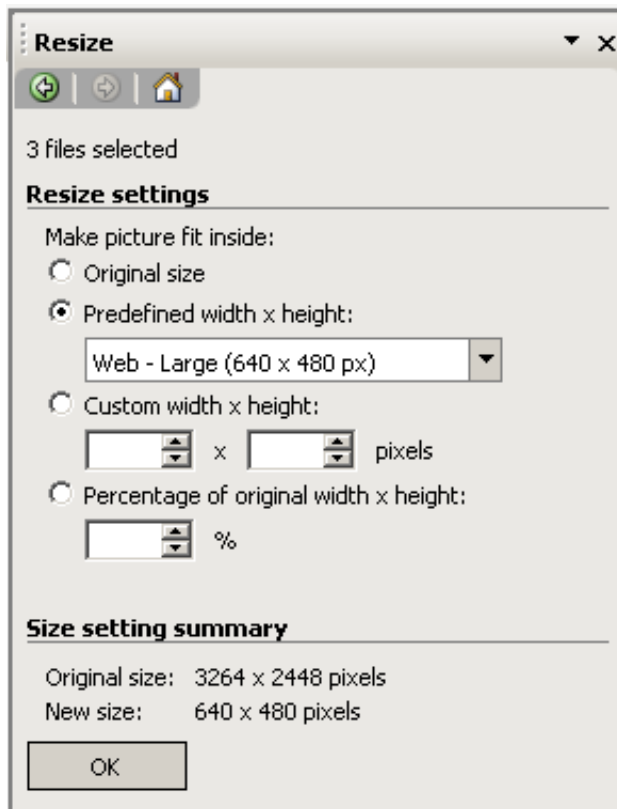


Press down the “control key” on your keyboard and then use your mouse to select all the images that you would like to resize.

Then Click the “Edit pictures” tab and a new column/panel will open up on the left (as shown below); then click “Resize”

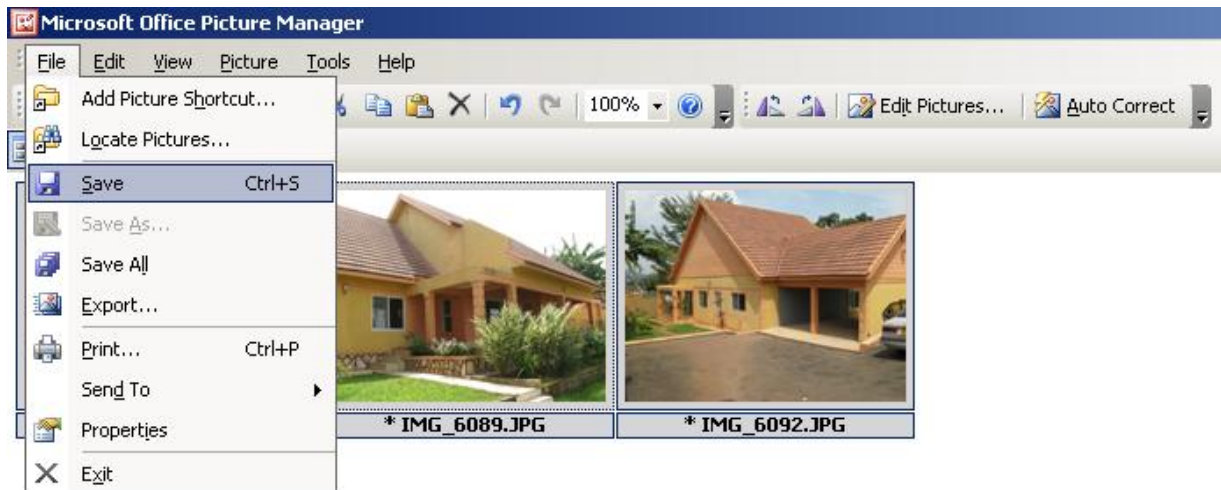


When you click resize a new panel will open up as shown below, in the new panel; under “Predefined width x height” select “web - large (640 x 480)” and then click “Ok”



When the “ok” button is clicked; all the selected images will be resized and each of the resized images will have a star against its name.

Click the “Save” tab; or select “Save” on the file menu (as shown below)



All the resized images will be saved and thus they are ready to be uploaded into the RED.

You will need to use the same process for all other images in the folders that you need to upload.