 Resizing Your Pictures Using Picasa

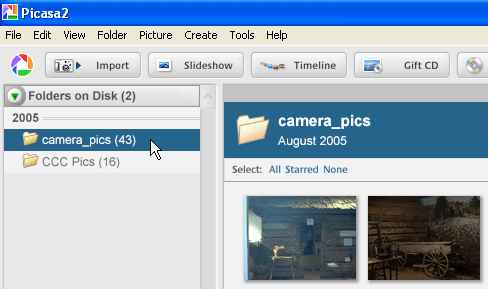
Sometimes you may want to email a picture but it may be too large. Cameras on optimal settings will produce photos of over 3MB.

Reducing size can reduce picture quality, but not necessarily significantly.

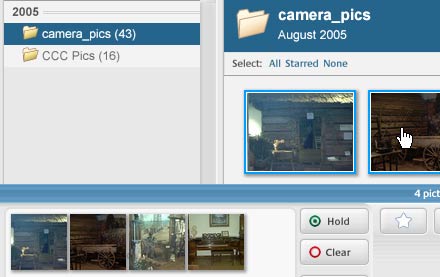
You can resize the picture to a size of your choice:

**Resizing Your Pictures**

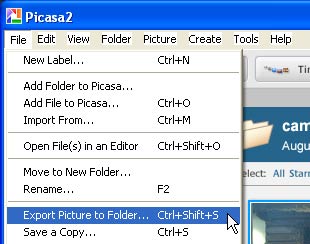
1. Open Picasa and select the folder that contains the pictures to be resized.

  
Selecting the folder with the picture to be resized in Picasa.

1. Select the picture (or pictures) that you are going to resize. The pictures you selected should also be shown in the picture tray at the bottom left corner of the screen.

  
The picture tray, at the bottom-left corner shows four pictures selected.

1. Click on the File menu and then click on **Export Picture to Folder**

  
Exporting pictures to a folder using Picasa.

1. In the Export to Folder Window, adjust the settings as follows:
   1. **Location of exported folder**. Click on "Browse..." and select your website's folder. If your website has a folder for images, you should select such folder instead.
   2. **Name of exported folder.** Type a name that will help you identify the group of pictures you will resize (picasa will create a folder with that name)
   3. **Image Size options.** This feature allows you to specify the width of the resized pictures. The height will be adjusted proportionally. We recommend the width to be 640 pixels or less. If you are making thumbnails, they should be 150 pixels or less.
   4. **Image Quality.** Lower quality will result in images that load faster. If you are not sure about this feature, just leave the default setting as it is.

