

## Managing images

For faster page downloads and good file management, you can resize, compress, and rename images before inserting them into pages in Contribute. There are a few free/cheap tools that do this if you don't already have an image management software program.

With **Microsoft Office Picture Manager** (comes with newer versions of MS Office – go to Start > Programs > Microsoft Office > Microsoft Office Tools > Microsoft Picture Manager):

1. Open the original image (right click and Open With...).
2. Click Edit Pictures.
3. Use the Crop or Resize picture to get the image the right size.
4. When you're done, click Edit Pictures again, and choose Compress Pictures from the bottom right.
5. Choose the Compress for Web Pages option.
6. Choose File -> Save As... Give the file a meaningful name, and put it somewhere easy to find when you're in Contribute (like a folder on the desktop).
7. Insert it in Contribute as usual.

With **resizr**, <http://resizr.lord-lance.com/> (only works with jpg files)

1. Browse to your original image
2. Choose the width (it will keep the image proportions) and rotation if desired.
3. Click the Resizr button. Wait.
4. Right click and save the image. Give the file a meaningful name, and put it somewhere easy to find when you're in Contribute (like a folder on the desktop).
5. Insert it in Contribute as usual.

With **phixr**, <http://www.phixr.com/>

1. Browse to your original image
2. Use the editing tools to crop, resize, adjust color, etc. Play!
3. Right click and save the image. Give the file a meaningful name, and put it somewhere easy to find when you're in Contribute (like a folder on the desktop).
4. Insert it in Contribute as usual.

With **Flickr**, <http://flickr.com> (assumes you have a Flickr account already – signups are free)

1. Upload an image.
2. Go to the individual image's page and click All Sizes (just above the image).
3. Choose the size you want and right click and save the image. Give the file a meaningful name, and put it somewhere easy to find when you're in Contribute (like a folder on the desktop).
4. Insert it in Contribute as usual.