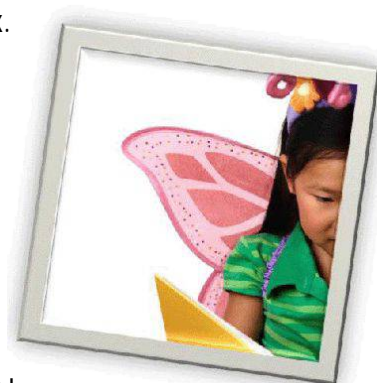


Moodle makes it easy to attach or insert photos in a forum post or other textbox. We can get into trouble, though, if we post a photo from a cell phone or digital camera without resizing it first. A photo that's more than 3,000 pixels wide in its "native" (original) size will completely blow out a Moodle text box—not a helpful thing to do! Also, photos tend to be space hogs, often taking up more than 1 MB each, and are slow to load and display online.



We recommend that photos be no wider than 500 or 600 pixels for insertion into Moodle. We also recommend that you resize photos before inserting them into a Word or PowerPoint file. This helps to keep the file size manageable, especially if you plan to post that file in Moodle. Fortunately, it's not hard to resize photos, even without special editing software. This document explains a few of the many ways you can resize images using some readily available tools. After you have reduced the size of your photo, see [Instructions for Inserting Images in Moodle](#).

## Resizing Photos on a PC

Windows 7, 8 and Vista come with a free screen capture program called the **Snipping Tool**. This allows you to save anything displayed on your screen as an image file. Resizing a photo is a 2-step process. First, adjust the photo so it appears in the desired size:

1. Double-click on the photo file name. The photo should automatically open in Windows Photo Viewer. (If it doesn't, right-click on the file and choose **Open with > Windows Photo Viewer**.)
2. Pause your mouse pointer on any corner of the Photo Viewer window until the pointer changes to a **double-headed arrow**, as shown in the image at right.
3. Drag the corner of the window in or out until the image is close to the size you'd like it to be in Moodle. (Although you can't set a specific size here, you can use your judgment to determine how the image would look in your Moodle course site.)



**Tip:** You can accomplish the same effect by inserting the photo into another program such as Microsoft Word or PowerPoint, then using the Zoom control to shrink the display until the image looks appropriately sized.

Once the photo is displayed in the desired size, capture and save the image:

1. On the Windows **Start** menu, click on **Snipping Tool**.  Snipping Tool  
**Tip:** If the Snipping Tool does not appear on the Start menu, type Snip in the Search box to find it.
2. When the Snipping tool is ready, the screen color fades and the mouse pointer changes to a crosshair. +
3. Drag the mouse to draw a box around the portion of the photo that you'd like to save.
4. Choose **File > Save As** from the Snipping Tool menu.
5. Enter a name for the new picture file and choose a folder in which to save it.
6. Make sure **Save as type** is set to **JPEG** and click on **Save**.

# Resizing Photos

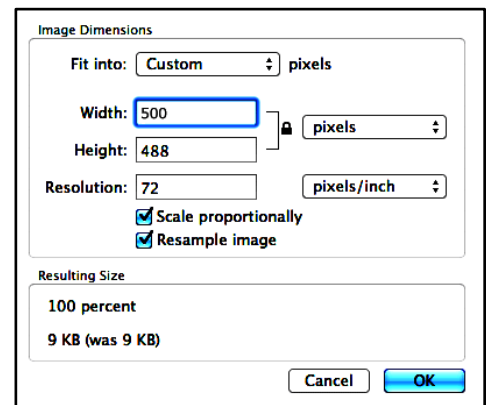
## Resizing Photos on a Mac

The Preview application allows you to resize and save photos directly.

1. Double-click on a photo file. It should open automatically in Preview. (If it doesn't, Ctrl+Click or right-click on the file and choose **Open With > Preview**.)
2. If you are using Preview version 6 or later, select **File > Duplicate** from the Preview menu to help prevent the likelihood of overwriting your original. (If you don't see the Duplicate option on the menu, you are using an earlier version of Preview and can safely skip this step.)
3. Select **Tools > Adjust Size...** from the Preview menu.
4. In the **Image Dimensions** screen (see right), select **pixels** for the **Width and Height measurement** and enter a Width of 500 pixels or less. The Height will adjust automatically.
5. Set the **Resolution** to 72, check both boxes directly below, then click on **OK** to save the changes.

**Note:** If the image now looks too small, you might not be viewing the image at 100% magnification. Select **View > Actual Size** from the Preview menu to see how large the image really is.

6. If desired, select **Tools > Adjust Color...** to make changes in brightness, tint, sharpness, etc.
7. Select **File > Save As...** or **File > Save** and choose a location and name for your resized image.

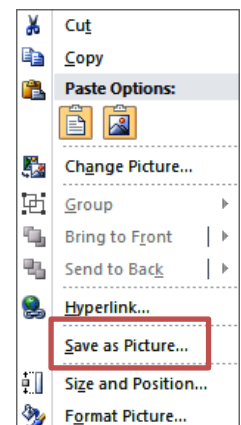


## Using PowerPoint to Resize Photos

Microsoft PowerPoint is available on all SOU computers. This program provides some easy ways to reduce the file size of a photo taken with your cell phone or digital camera.

### Resizing a Photo Using PowerPoint 2010 (PC)

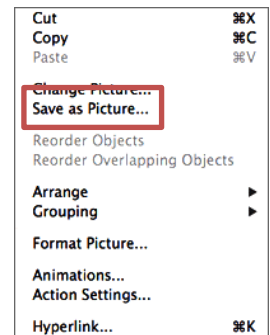
1. Start a new blank PowerPoint file. Click on **Insert > Picture**, and browse for your photo. Double-click on the image to insert it.
2. To resize the photo, drag one of its corner handles. To perform other formatting functions (such as cropping, rotating or enhancing contrast, use the tools in the **Picture Tools > Format** tab. This tab appears automatically when a picture is inserted. If it doesn't, click on the picture to display the formatting tools.
3. Carefully right-click on the photo and make sure that the **Picture Format** shortcut menu (shown at right) appears. Note that even the slightest movement on the mouse will cause a Move or Copy menu to appear instead. If that happens, cancel and try again, making sure you keep the mouse steady.
4. Choose **Save as Picture...** from the menu.
5. Enter a file name and choose a folder location.
6. From the Save as type drop-down menu, select **JPEG File Interchange Format**.
7. Click on **Save**.



# Resizing Photos

## Resizing a Photo Using PowerPoint 2011 (Mac)

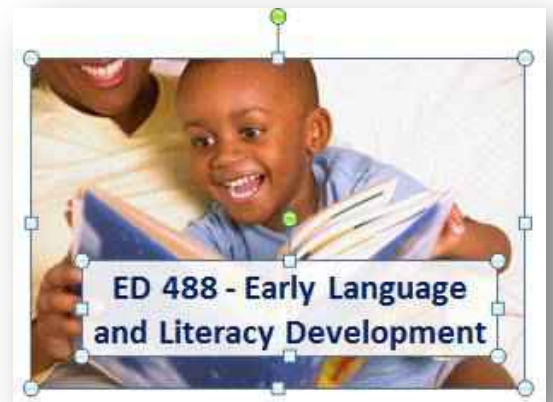
1. Start a new blank PowerPoint file. Click on **Insert > Photo > Picture from File** and browse for the desired photo. Double-click on the image to insert it.
2. To resize the photo, drag one of its corner handles. To perform other formatting functions (such as cropping, rotating or enhancing contrast, use the tools in the **Format Picture** tab. This tab appears automatically when a picture is inserted. If it doesn't, click on the picture to display the formatting tools.
3. Ctrl + click on the photo and select **Save as Picture...** from the shortcut menu.
4. Enter a file name and choose a folder location.
5. From the **Format** drop-down menu, select **JPEG**.
6. If the "Hide extension" box is displayed, make sure it is **not** checked.
7. Click on **Save**.



## Save Text and Images

If you wish, you can combine text with your image before you save the picture. Use the steps described above, but include the following steps before you go to Step 3.

1. Insert a text box and enter your text. Format the text box as desired and position it with your image.
2. Holding down the Shift key, click on the photo and then on the text box. Handles should appear around both objects, as shown on the illustration at right.
3. In the Arrange section of the **Picture Tools Format** tab, click on **Group > Group** to join the text box and the image.
4. Follow steps 3-7 above to save your new image.



## Resize Multiple Photos

If you have several pictures to resize, you can save multiple photos as JPEG files at one time using PowerPoint on a Mac or PC. Although the files produced with this method won't be as small as files produced with any of the methods described above, they will still be much smaller than an original photo taken with a cell phone or digital camera. Images can be further resized when posted in Moodle or inserted into a document.

1. Insert a photo on the first slide. If the photo does not take up the entire slide, drag on any corner to expand the image. Make sure there are no blank areas on the slide.
2. Create a new page for each additional photo by clicking on the drop-down arrow next to **New Slide** (on the **Home** tab) and select **Blank**.
3. Repeat Steps 1 and 2 until all the photos have been added (one per slide).
4. Choose **File > Save As** from the menu.
5. Select **JPEG** for **Save as type** (PC) or **Format** (Mac).
6. Enter a name and select a folder location for the set of pictures.
7. **PC only:** When the next prompt appears, click on **Every Slide**.

PowerPoint will save a folder containing an individual JPEG file for each slide you created. Files will be named Slide 1, Slide 2, etc., but feel free to give them more descriptive names.

# Resizing Photos

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## Free Web-based Editing Tool

If you would like to have more photo editing capabilities than what is available in the programs described above, consider **Pixlr Express**, a free, easy-to-use web-based program. To use this program:

1. Go to <http://pixlr.com>.
2. Click on **Pixlr EXPRESS**. (Note that there is also a version for mobile devices.)
3. Click on **Browse**, then find and open your photo.



4. Click on **Adjustment** and then on **Resize**.
5. Enter a Width of **500** pixels or less. The Height will adjust automatically (as long as you don't disable Keep proportions).
6. Click on **Apply**.

**Note 1:** At first the image may appear very small. However, this is likely because you are not viewing the image at 100% magnification. Click on either of the **Zoom** icons or drag the **slider** near the top right corner of the Pixlr screen to view the image at 100%.

**Note 2:** Feel free to use any of the other tools such as Crop, Rotate or Sharpen to improve your image.

7. Click on **Save** at the top left corner of the screen and follow the prompts to save the resized photo.

**Caution!** If you wish to keep the original photo, be sure to enter a different name or folder location for your resized image.

You can also watch this [video tutorial](#) for instructions on cropping and resizing images with Pixlr Express.