Resize and Convert Images for the Web
When an image arrives via email, it will need to be saved to the computer before it can be placed in a website or an HTML-based newsletter.

Check the image to make sure it is a .jpg or .gif image. If it is a .bmp or other format, it will have to be converted to .jpg or .gif, which is what we'll do with this file in the following steps.

We will also resize this image to work on the web or in a newsletter, since it is far too big at this point.
Right-click the attachment and choose Save As…

This photo is too large to upload. Also, it is a .jpg, and it may not display properly on the web. It will need to be converted to .gif for the web.
Navigate to My Documents > My Pictures and create a new folder called **bmp files**.

We want to save this .bmp file in the **bmp files** folder so that we won't mix it up with .jpg and .gif files that can be used on the web.

Make sure you're in the **bmp files** folder, and click **Save**.
Open Windows Explorer (or My Documents on your desktop).

Navigate to your bmp files folder, and right-click on the image you placed there in the previous steps.

Point your mouse over Open With > and click Microsoft Office Picture Manager.

Opens the document with Microsoft Office Picture Manager.
Click File > Export...
At the moment, the file is located in the **bmp files** folder. We want to put the converted file elsewhere, so click **Browse...**
Create a new folder in **My Documents > My Pictures** and give it a descriptive name. In this case, I've created a folder called DL Newsletter, because I plan to put images for my newsletter in this folder.

Make sure you're in your chosen folder, then click **Open**.
If your file has a non-descriptive number for a name, you may change the name here.
Click the arrow to access the drop-down menu, and then choose either JPEG or GIF.

How should you decide which to use? Generally, JPEG (.jpg) is better for photos and GIF (.gif) is better for clipart.
Click the arrow to access a dropdown menu, and choose a size for the project you're using the image for.

In most cases, Web-Small is good for a webpage, and Email-Large or Email-Small is good for an e-newsletter.
Check one more time to make sure all your settings are correct, then click OK.
That's it. Your edited image is in its new location, and the original image is still in the original location, in case you ever need a bigger copy of it.

You can close this program now.
If you require further assistance, please complete a Request for Technical Support:

Faculty Support | Student Support