Pacific Islands Area – Toolkit Hints and Tips

12. Resizing Digital Photos for Toolkit files, E-mail or Storage

Digital images can be reduced in several sizes for storage in Toolkit, effectively attached to emails and to increase the amount of files to be stored on various systems.

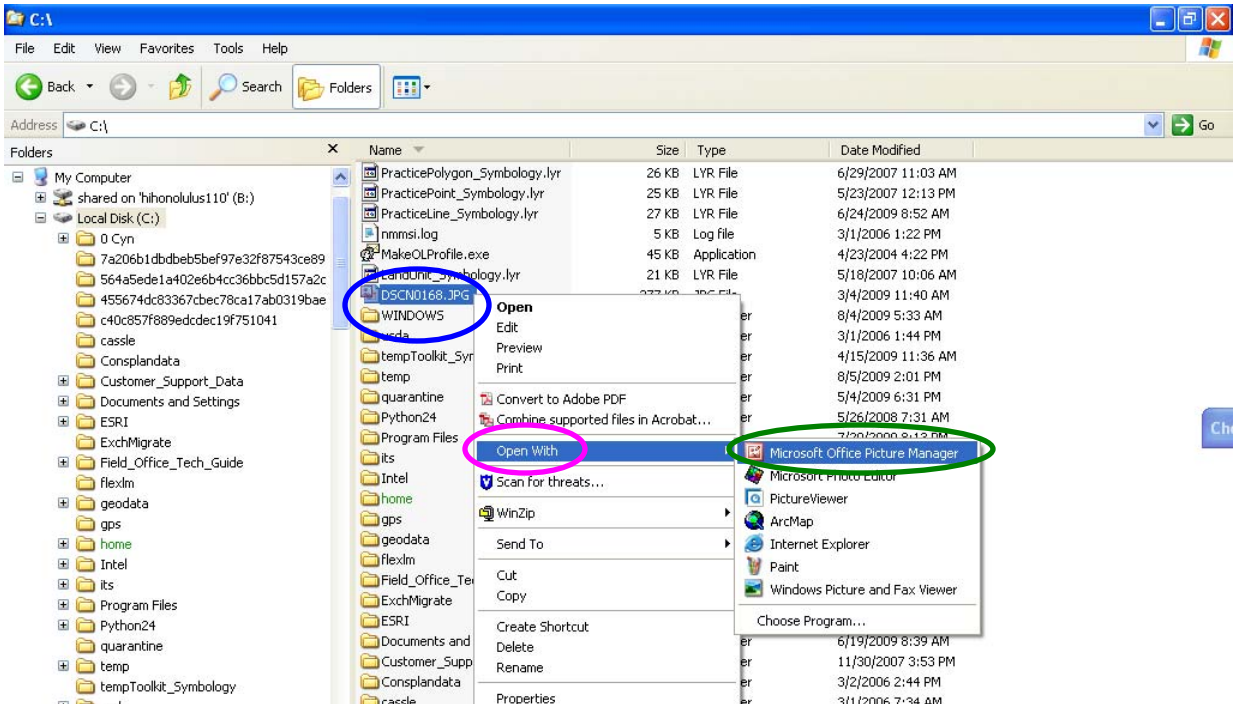
To reduce the time it takes to check Customer Service Toolkit files in or out of the National Conservation Planning Database (NCP) and to effectively capture details for documentation/certification purposes, it is recommended that digital photos be reduced to either large or small document sizes as well as to minimize the amount of photos filed within a Toolkit file.

The majority of photos should be stored on CDs or DVDs and stored with the file folder.

Included in this document are resizing documents for various formats:

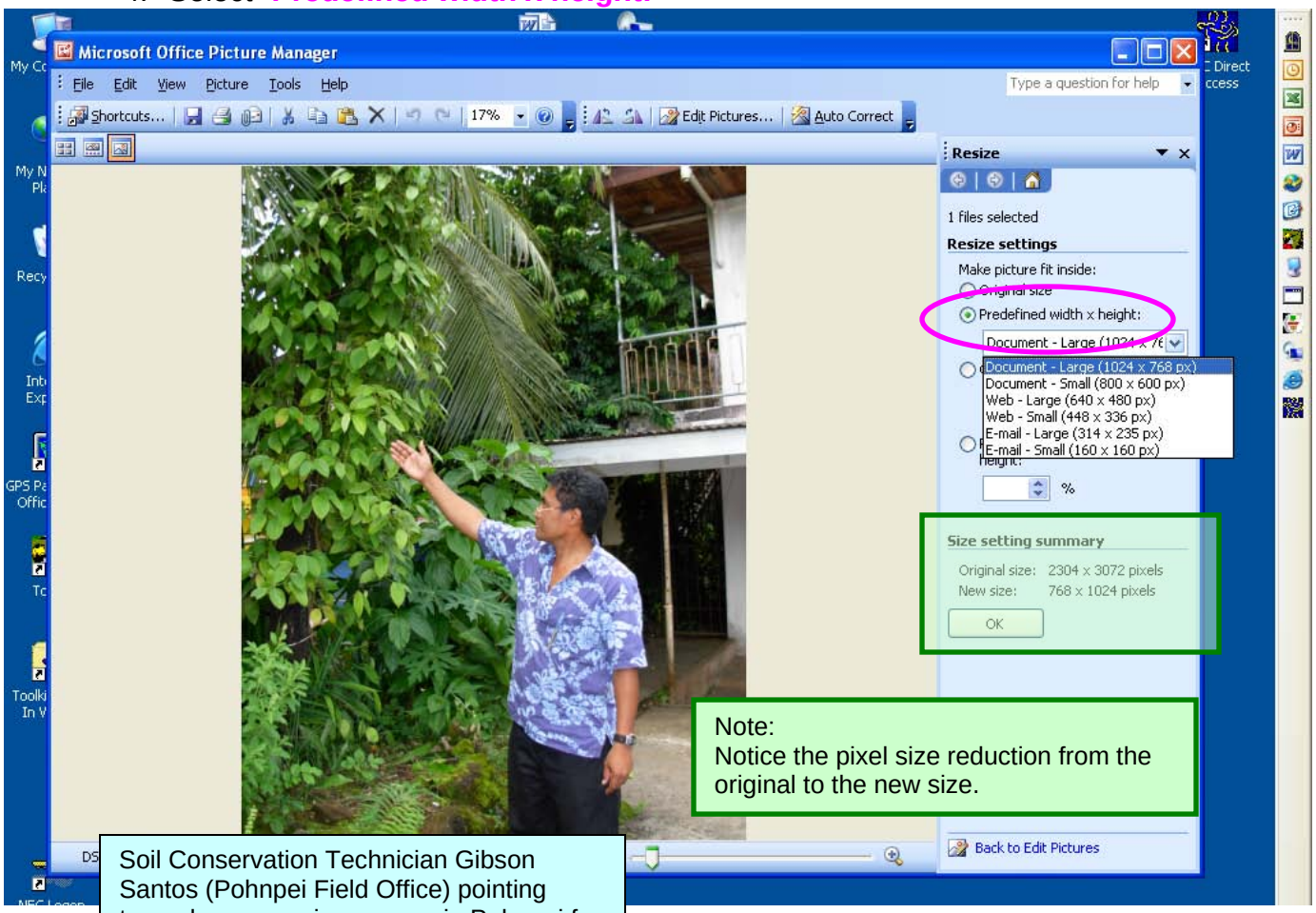
- Large document (1024 x 768 pixels)
- Small document (800 x 600 pixels)
- Web – Large (640 x 480 pixels)
- Web – Small (448 x 336 pixels)
- E-mail – Large (314 x 235 pixels)
- E-mail – Small (160 x 160 pixels)

1. Open the photo in Microsoft Office Picture Manager
    a. **Hover over the file to open**,
    b. Right click
    c. **Open With**
    d. **Microsoft Office Picture Manager**



2. Click on "**Picture**"
3. Select "**Resize**"

4. Select "**Predefined width x height:**"



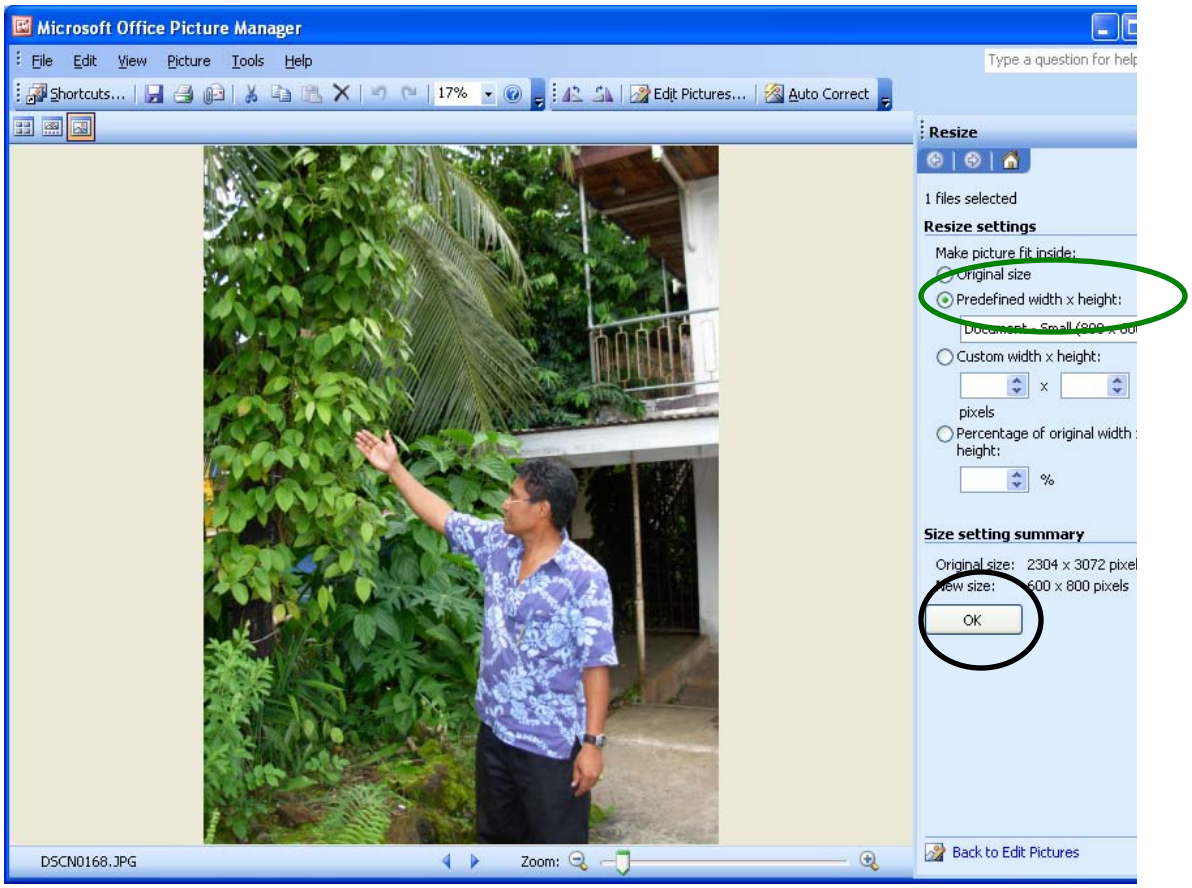
Note:
Notice the pixel size reduction from the original to the new size.

Soil Conservation Technician Gibson Santos (Pohnpei Field Office) pointing towards pepper vines grown in Pohnpei for its world class peppercorns.

5. **Select the size** depending on the purpose of what the file will be utilized for.

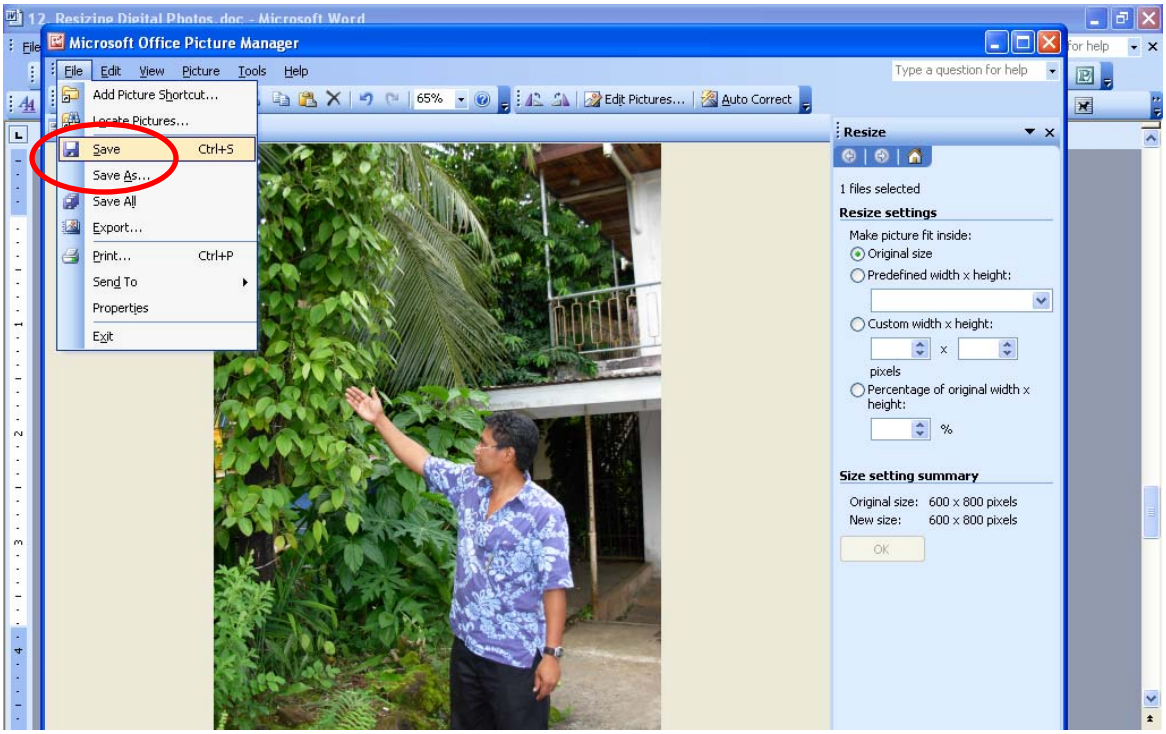
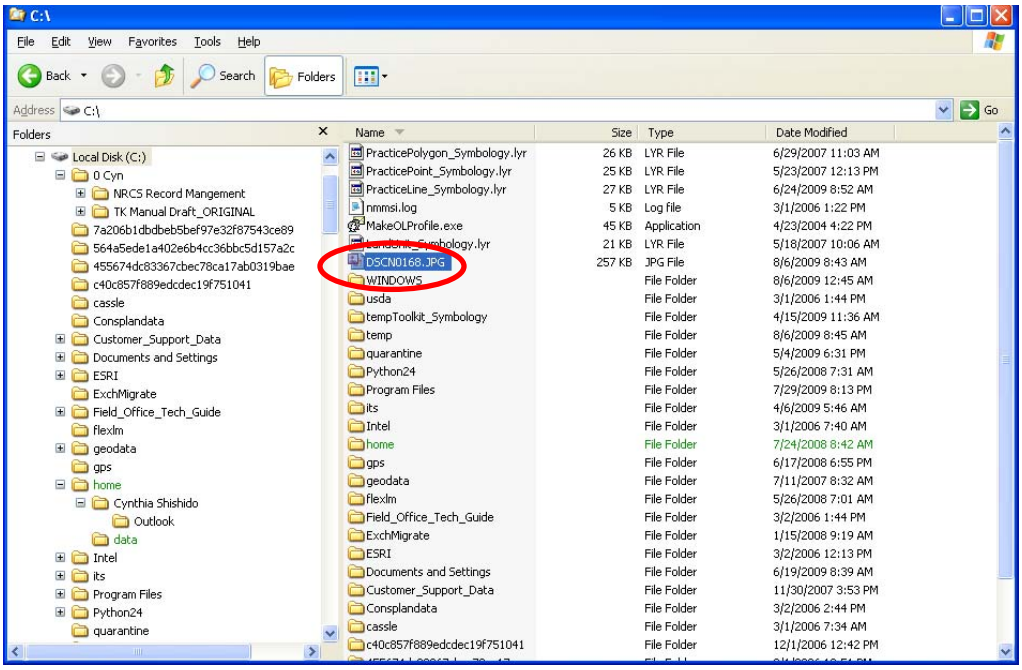
For documentation purposes in Toolkit, Large or Small document should be sufficient.

- **Large document (1024 x 768 pixels)**
- **Small document (800 x 600 pixels)**
- Web – Large (640 x 480 pixels)
- Web – Small (448 x 336 pixels)
- E-mail – Large (314 x 235 pixels)
- E-mail – Small (160 x 160 pixels)



6. Select "**OK**"

7. **Save** the file.



8. Your file is now reduced and ready for storage in Toolkit or on a DVD or to be emailed.