Resizing Pictures Received

Q. Often I receive pictures that are so large that I can't view them. How can I resize them?

A. Did it come as an attachment or as an embedded files (right on the email itself)?
If as an attachment, download the file to your My Pictures folder. Then if you're using XP you can simply rightclick the picture file in your My Pictures folder, click on Resize and select SMALL, MEDIUM OR LARGE. A new file will be created with the same name but it will have (sm) (med) or (lg) added to the name of the file depending upon your choice of size. The original picture will not be changed.

If the pic was sent embedded into the email itself, rightclick the picture and select SAVE Picture As....give it a name and save it as a .jpg file. Then reduce the size using the XP Image Resizer.

You can download the free XP Image Resizer (XP Power Toys from www.microsoft.com). At Microsoft, type XP Power Toys in the search box. A list of downloadable power toys will be shown on the left side of the next screen.

When you download the XP Image Resizer, you will not see a blue line as in usual downloads and you don't do anything to install. Any time after it has been downloaded, and you rightclick a picture, you'll see ReSize on the drop down list.

VISTA Picture Resizing

IF you are running Vista, you cannot use the XP Power Toys, but you can download the free VSO Image Resizer at this site.
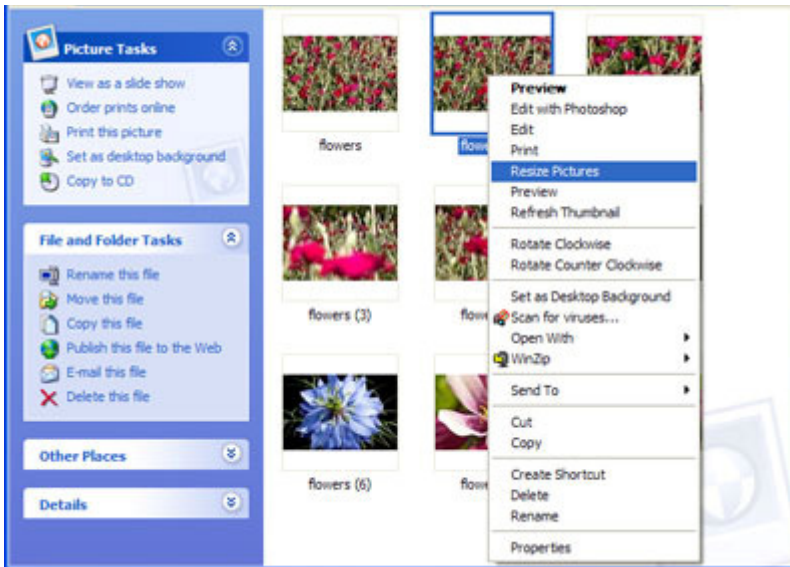 http://www.vso-software.fr/products/image_resizer/image_resizer.php It works just like the XP Image Resizer.

Image Resizer in Vista

Using the Image Resizer in Vista

You'll want to begin by making sure your pictures are well organized. Because your digital camera probably gives pictures an arbitrary and confusing name, such as dscn0809.jpg, be sure to rename your photos to something easily identifiable at a glance, such as flowers.jpg. Ordinarily, it's recommended that you make a backup of your original digital photo before resizing it. However, Image Resizer creates a duplicate file in the same folder as your original and resizes the duplicate; your original picture file is not altered in any way during the process.
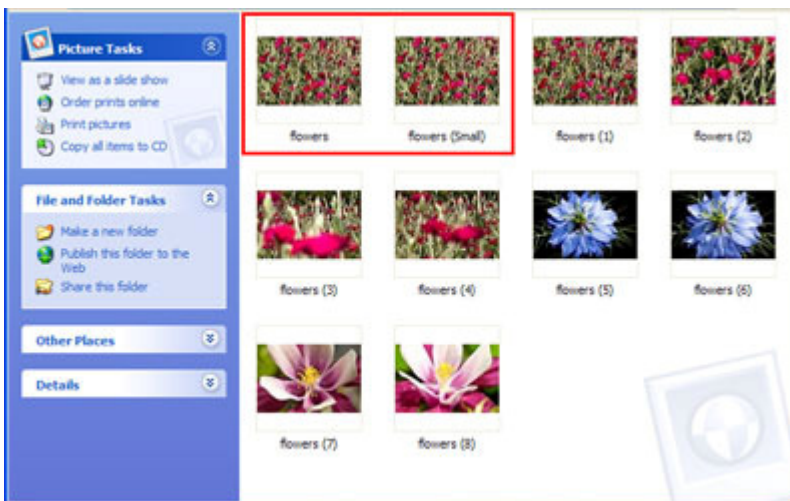
1.Open the folder that contains the pictures you want to resize. In **Thumbnail view**, right-click any picture you want to resize, and click **Resize Pictures**.

2. In the **Resize Pictures** dialog box, click the size you want your photo to be, and click **OK**. In general, **Small** is a good selection for most of your needs, such as e-mailing pictures or posting them to a Web site.

3. The original file, *flowers.jpg*, is still intact; and a new, resized file, named *flowers (Small).jpg*, has been added to the same folder.
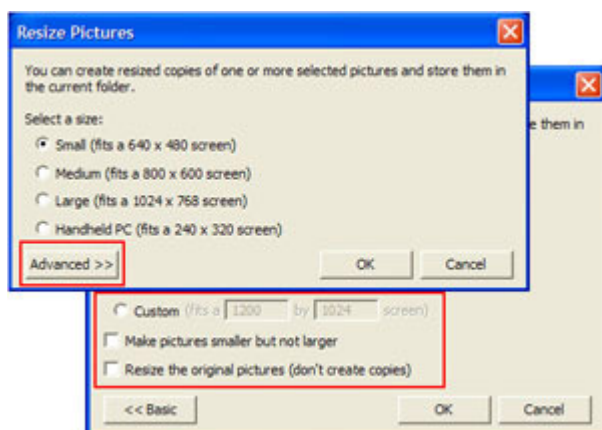

Resize multiple photos at once

To resize a sequence of photos at once, click the first photo in the sequence, hold down the SHIFT key, and click the last photo in the sequence. All the photos in between those that you clicked will be selected. Follow the steps outlined previously to resize the sequence of selected photos.

To resize nonsequential photos in a folder, click the first photo, and hold down the CTRL key while you click the other pictures you want to resize. Once you have your photos selected, follow the steps outlined previously to resize the selected photos.

Advanced features

Image Resizer includes some additional advanced features. Click the **Advanced** tab to show the following options:

•**Custom** lets you manually set the size you want for your photos.
•**Make pictures smaller but not larger** constrains resizing to only sizes smaller than the
 original photo.
•**Resize the original pictures (don't create copies)** permanently applies resizing to your
 original photo.

With this easy way to resize your pictures, you just might start sharing *all* your photos—rather than just a few—with your friends and family.

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