

how to: resize your image

This is a step by step guide on how to get your pixel dimensions and resizing your image. We recommend resizing your image outside of newzapp as some email clients will recognise the original pixel size of your image.

Method:

Getting your pixel dimensions

1. Upload your image to the file library.
2. Insert the image into your email.
3. Click on your image so the white boxes appear.
4. Use these to resize your image to the size you want.
5. Right click and go to properties
6. Take the pixel dimensions from here.
7. Now go to your image managing software#

Using Microsoft Office Picture Manager

1. Open your image in Microsoft Office Picture Manager
2. Click on Edit image
3. Click on resize
4. Select the Custom width x height options
5. Use your pixel dimensions gathered earlier.
6. Save to a convenient location on your computer
7. Make sure you give your resized image a new file name

Using Paint Shop Pro 8

1. Open your image in Paint Shop Pro 8
2. Click on Image
3. Click on Resize
4. Use your pixel dimensions gathered earlier.
5. Save to a convenient location on your computer
6. Make sure you give your resized image a new file name

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If you don't have imaging managing software

1. Go to www.picnik.com
2. Click on Get Started Now!
3. Click on Upload a photo
4. Upload your image
5. Click on Resize
6. Use your pixel dimensions gathered earlier.
7. Click OK
8. Click on Save and Share
9. Click on Save Photo
10. Save to a convenient location on your computer
11. Make sure you give your resized image a new file name

Loading your resized image into newzapp

1. Go to your file Library
2. Click on Upload Image
3. Browse to the location of your new image
4. Click upload

If you need any more assistance, please do not hesitate to contact one of your customer service team on 0845 612 5544