

# Resize Images in Windows XP

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## How to Resize for the LPS Website Galleries

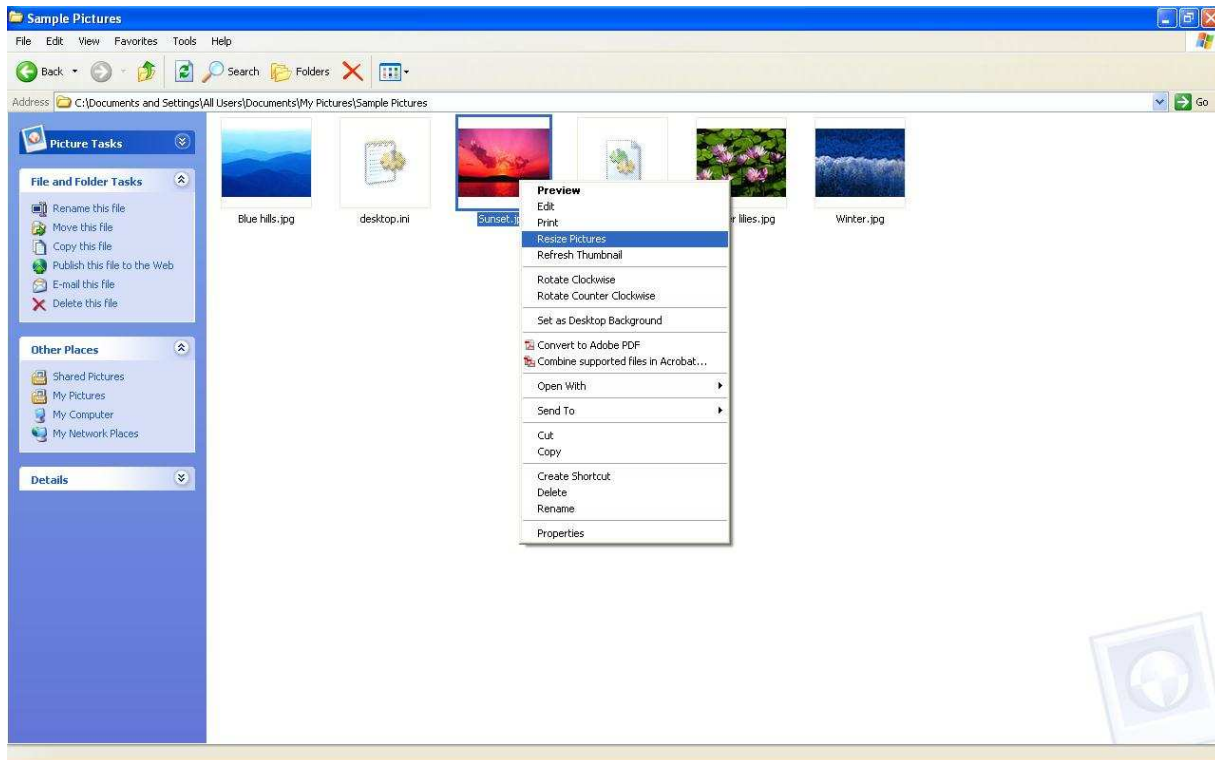
*David Arbour*

Windows XP does not have a built-in way to easily resize photographs, but fortunately Microsoft offers a free Power Toy called "Image Resizer" that will do the job. To download the tool, follow this link: <http://windows.microsoft.com/en-us/windows/xp-downloads#2TC=powertoys>

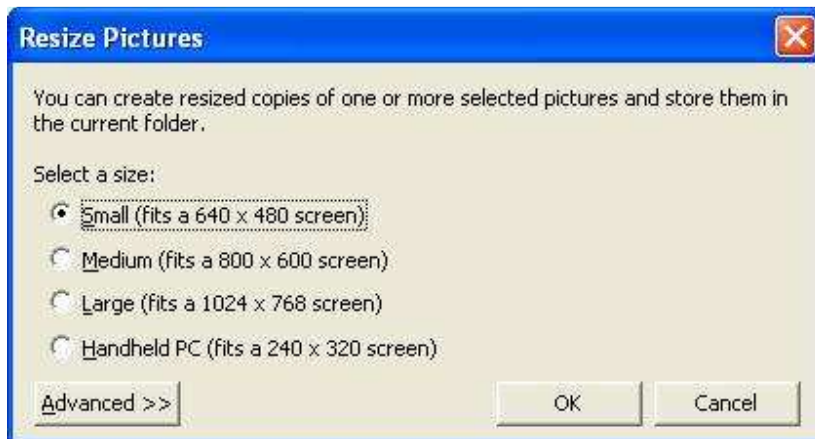
Select "Download" under "Image Resizer" and save the file to your computer. After the download completes, run the setup file. Follow the on-screen prompts to complete the installation.



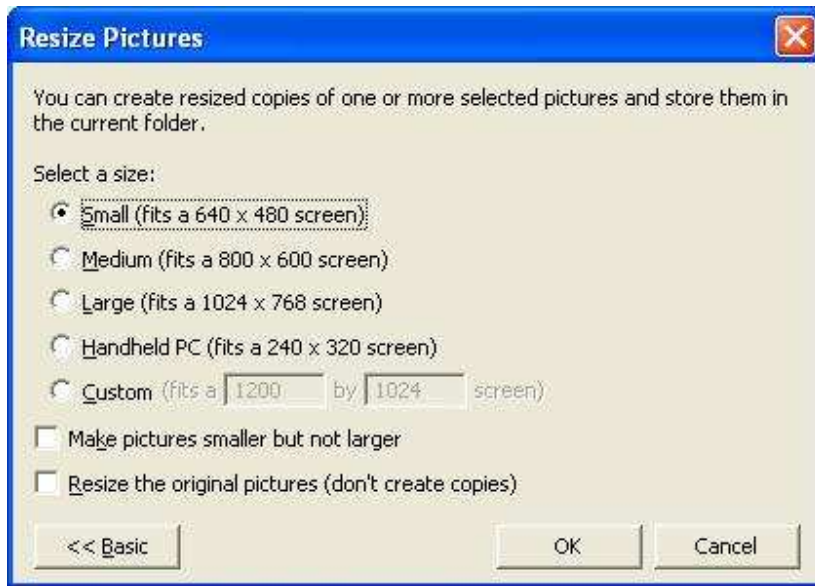
Once installed, the tool adds a context-menu item so that when you right-click on an image file, one of the options will be “Resize Pictures.”



Click on “Resize Pictures” to open the resizer application.



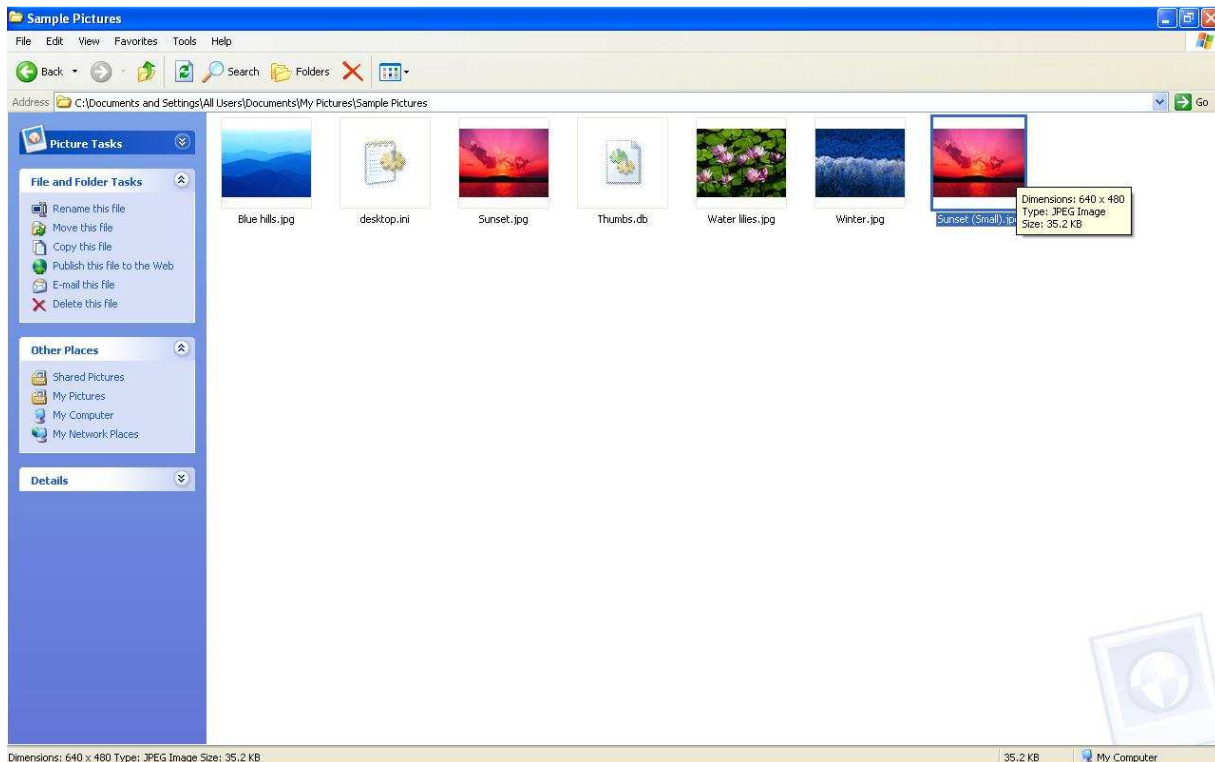
The Small option is closest to the size needed by the website galleries, so make sure that option is selected. Before continuing, click on the “Advanced” button.



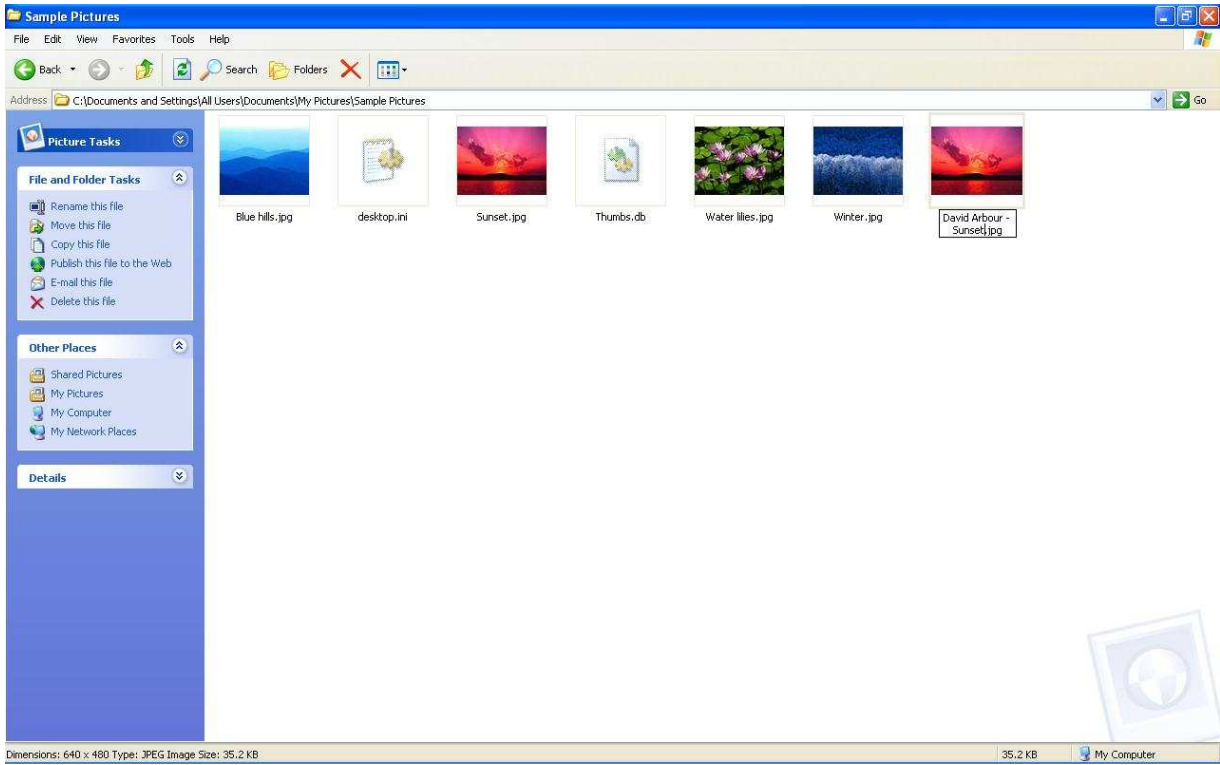
You probably want to leave the “Resize the original pictures (don’t create copies) box UNCHECKED. If this box is checked, the resized image will overwrite your original, full-size image – something you probably don’t want to do.

Once you’re satisfied with your selections, click the OK button.

The folder containing your original image will now also contain the resized image – in our case, because we used the “Small” option, it has the same name as the original image with “(Small)” appended to the file name.



At this point you should name the file using the pattern “Your Name – Image title.jpg”



You now have an image that is properly sized and named for the LPS Website Galleries!

