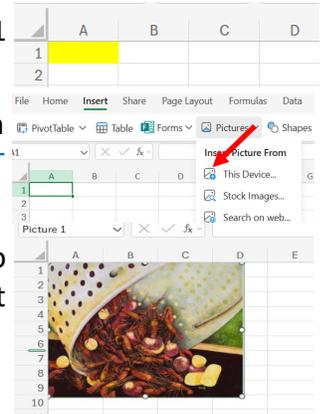# IN MY TOOLKIT...

Emily Efferson LWS

Resizing a photo to the exact size you want can be a tricky endeavor. You can use a resizing gadget or trial and error but I have found it to be so easy using the Microsoft Excel Program. Prior to resizing, make sure to crop and/or adjust the lighting on the photo so it is easier to see when tracing.

Open Excel, place the cursor in cell block A-1 (top far left cell block).

Across the top of the Excel program Click on INSERT, Click on PICTURES, Click on INSERT PICTURE "From this Device".
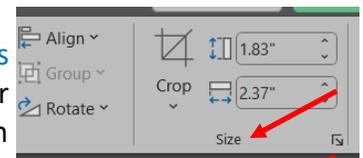
From your computer photos, find the photo you adjusted and double click on the photo, it will automatically insert into cell block A-1.
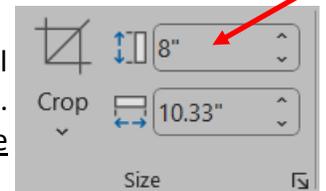
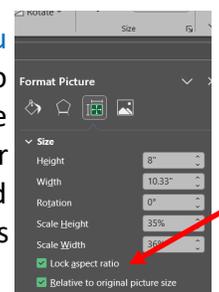Leaving Photo highlighted, look across the top of the Excel page, click on PICTURE FORMAT.

To the *far right*, look for the word SIZE. Above SIZE you will see measurements with drop-down menus. This is where you can resize *(increase/decrease)* your photo *(in inches) to* just about any size you want including standard sizes such as *11x14, 20x24,* or larger if your photo image size has enough pixels.

Once you adjust the size *(up or down)* in height or width, the other will automatically move since it is set to keep the ASPECT RATIO for the photo. Because the *aspect ratio* is set, you may never get the exact standard size measurements but you can get very close. Practice to see how the sizing works.

ASPECT RATIO ADJUSTMENT: To the right of the word SIZE, there is a drop-down menu with a tiny arrow on it. Click the arrow and uncheck the Lock Aspect Ratio if you want to manipulate the photo size a bit. You can *manually* change the height and/or width of the photo. This will allow you to get closer to the size you want, but it can also skew your photo if you manipulate the size too much. It's good to know how to use this tool and how to make it work for you, but be careful. Play around and see how you can make this work for you.

An Alternative Way to Resize instead of the Picture Format Tool is to place the cursor in the last cell block on the right-hand side at the bottom of photo. A tiny square appears, grab the tiny square with your cursor and drag the cell block to the size you want and release. Notice that you will see the photo SIZE change.

Prior to Printing, on PAGE LAYOUT: Set all 4 margins to ZERO to give you tiny ¼" margins and save paper when you print. ORIENTATION: Check which orientation, portrait or landscape, takes the least amount of paper for printing. Print Preview will also tell you how many pages. Save your design in Excel, or as a PDF. Trim the edges of the paper *(¼")* and tape the pages together.

Hope these instructions helps the next time you want to resize a photo.