

A guide to reducing photo size with the use of Picnik

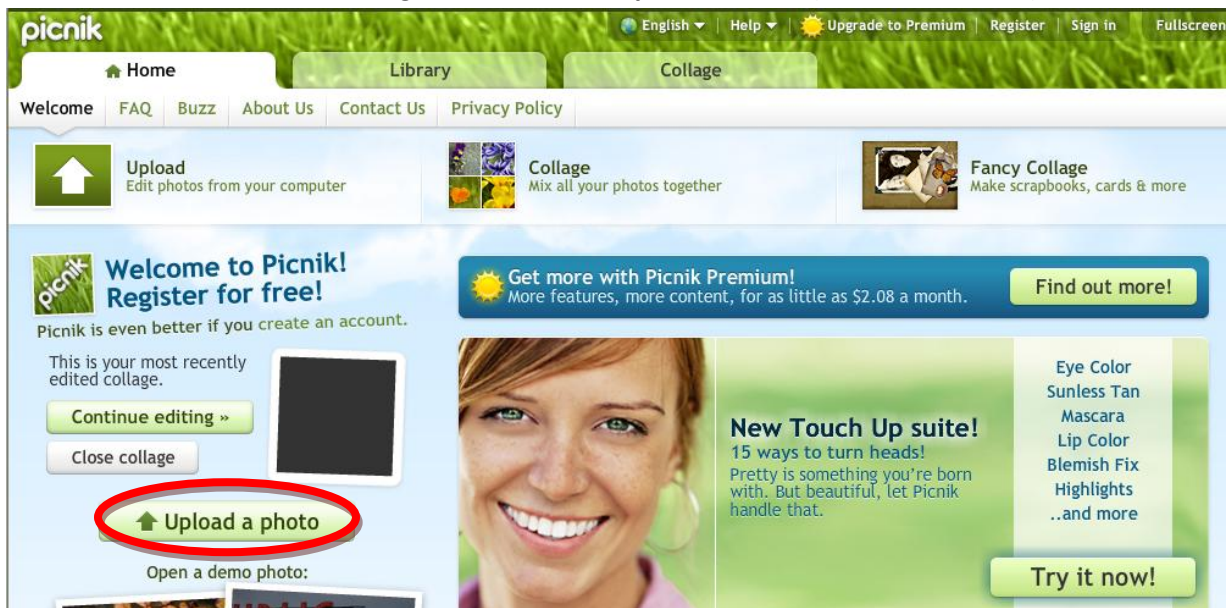
For many people, resizing photographs is a substantial challenge and Kintera's optimal image size requirements (a required 300px width) are not the most common in today's age of high-res digital cameras.

The use of software is rather limited in creative departments in many organizations and quite expensive for home use. As an alternative, the free use of Picnik (www.picnik.com) – a web-based application that allows anyone to edit a photograph they upload – is a very helpful tool.

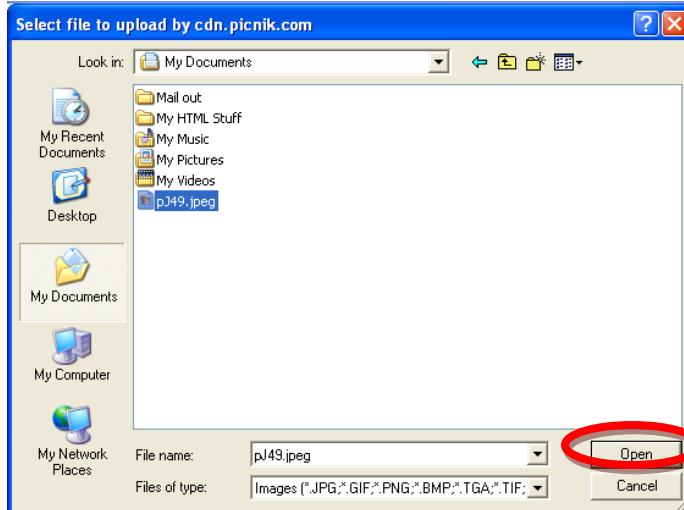
1. Go to <http://www.picnik.com> – click on the **Get Started Now!** Button once you arrive. Note: If you find that you are not seeing this – you may need to get the Adobe Flash plugin for your web browser. Go to <http://www.adobe.com/products/flashplayer/> to download it.



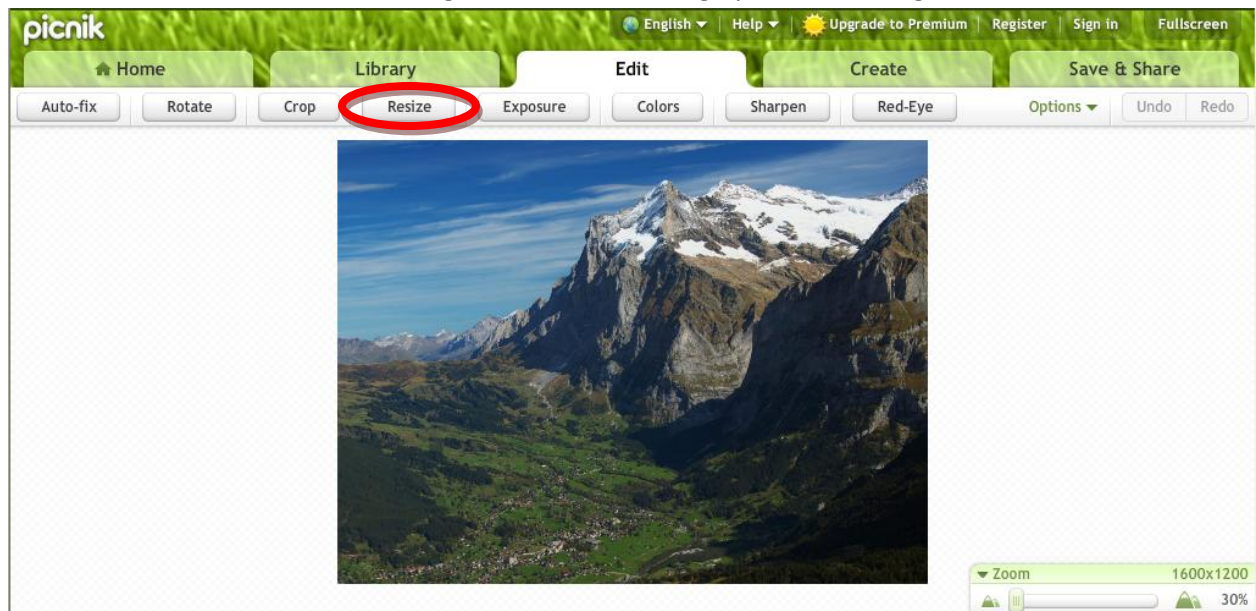
2. You will arrive at the following screen: click on **Upload a Photo** (screenshot below).



- The following window will pop up asking you to select your image. Find the image you want to resize, click on it to highlight it – then click **Open**.

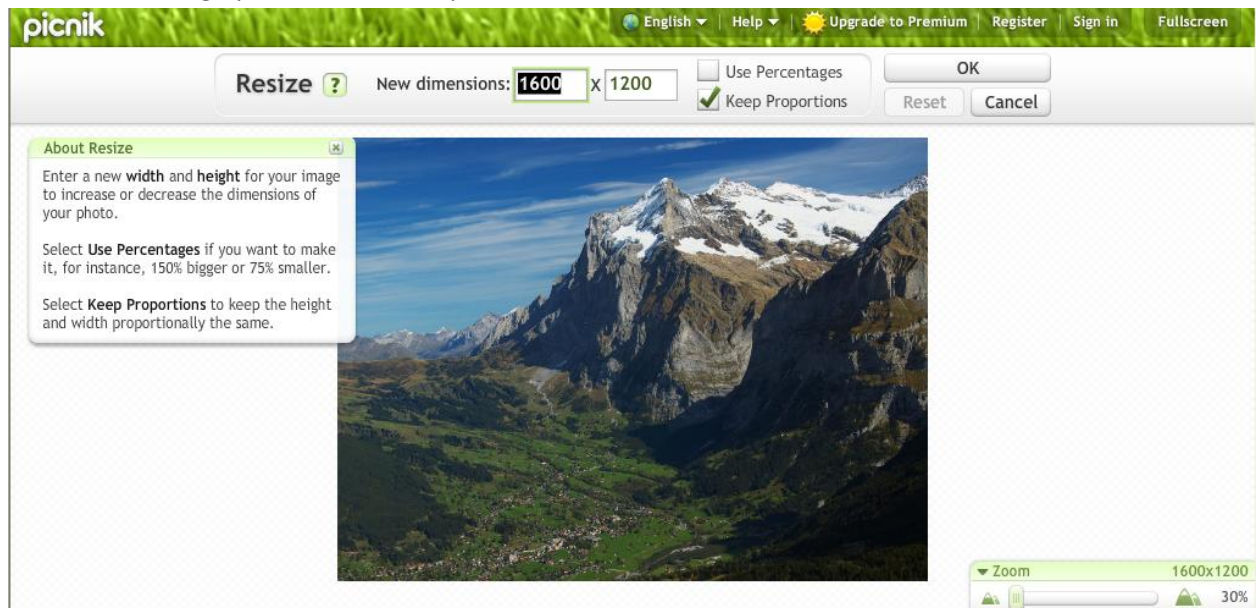


- You will then arrive on the editing screen with the image you chose being shown.

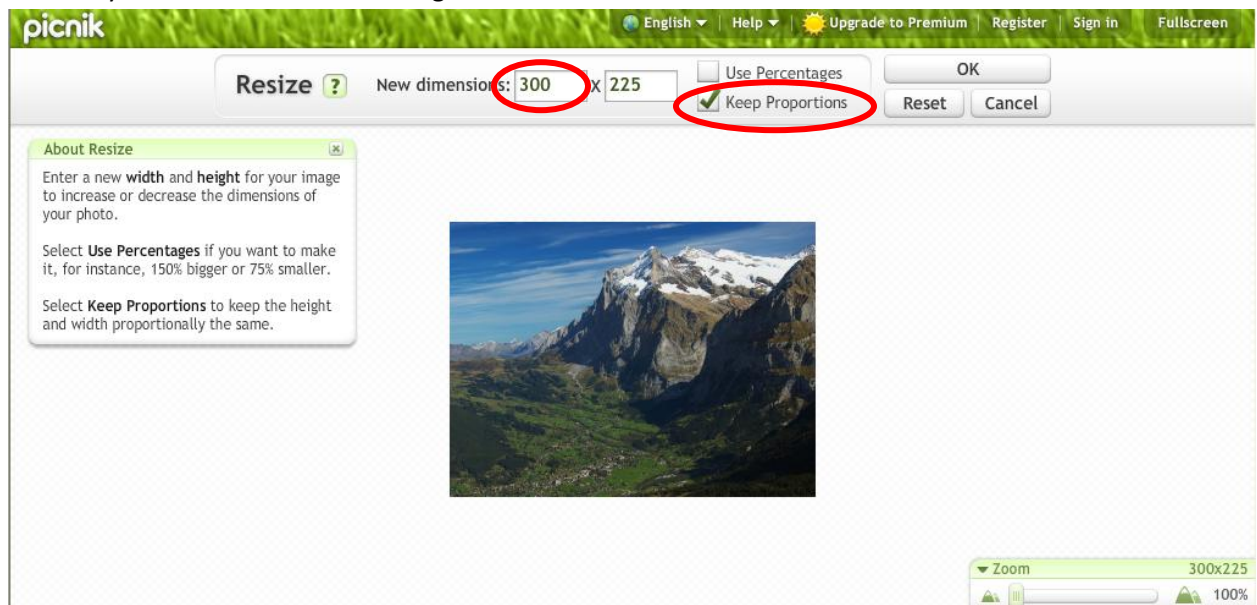


- There are many options to select from in Picnik but the tool we want to use is **Resize**. Select the **Resize** button (shown above).

6. The following options will show up.

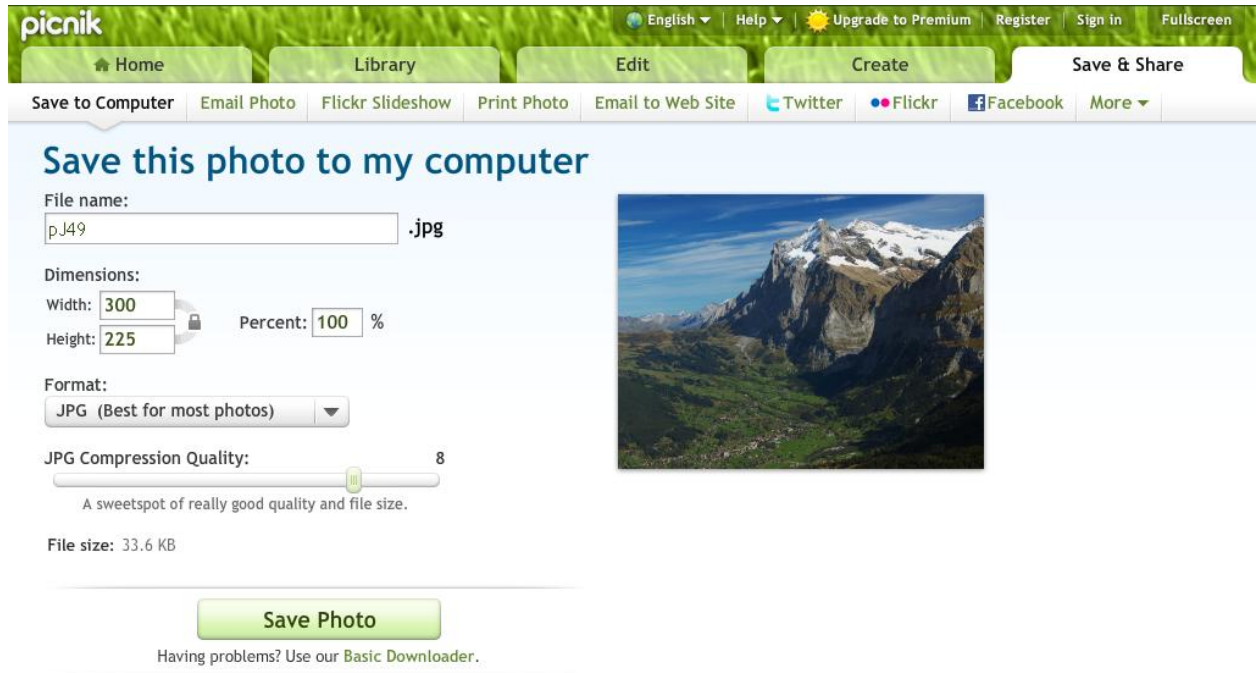


7. Ensure that “Keep Proportions” remains checkmarked and enter in the new dimensions. The first value is for the width, and the second value is for the height. Fill out 300 in the width field. You’ll find that the second value for height will automatically adjust accordingly. Click OK when ready to finalize the resized image.

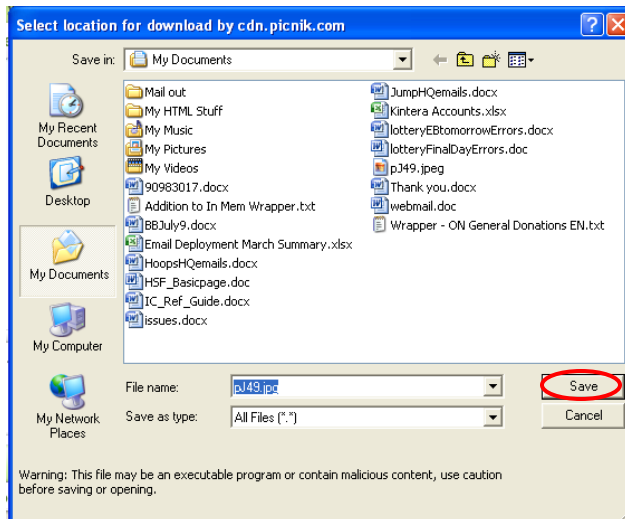


- Then click on the **Save & Share** tab and you will arrive at the screen shown below. Fill out the file name you would like for your photograph.

Now observe the File size – located right above the large Save Photo button. It should let you know the exact size of your photograph. If it is 50KB or over, it means we need to lower the quality slightly, where as if it is under 50KB, then we need not worry. Assuming that it is *under 50KB*, click on **Save Photo**.



- A window will pop up asking you select where you would like to save the photo. Once ready, click **Save**. It is recommended that you save under a different file name or a different folder to avoid overwriting your original digital photograph file.



10. And you have now resized your photograph. It is now ready for use in Kintera.

The screenshot shows the Picnik website interface. At the top, there is a navigation bar with the Picnik logo on the left and links for English, Help, Upgrade to Premium, Register, Sign in, and Fullscreen on the right. Below this is a secondary navigation bar with buttons for Home, Library, Edit, Create, and Save & Share. A third bar contains various actions: Save to Computer, Email Photo, Flickr Slideshow, Print Photo, Email to Web Site, Twitter, Flickr, Facebook, and More.

The main content area features a notification box with a small photo thumbnail and the text: "Your photo was saved to your computer! Done? Hit Close, or click Continue to keep editing!". Below this are two buttons: "Close photo" and "Continue editing".

Below the notification is a sign-up section titled "Want Picnik to keep a copy?". It includes a circular icon with a camera and the text: "Create a free account below (or sign in!) and next time, Picnik will save a copy of your photo and all the edits you made to it in History. It's super handy." There are three input fields for "Username:", "Password:", and "Email address:". To the right of these fields is a section titled "Photo History is just the start!" with a bulleted list of features: "Upload 5 photos at a time", "Remember connections to services like Flickr and Facebook", "Remember email addresses for easy sharing", "Customize your Picnik experience!", and "All completely free!".