



Guidelines for proper presentation: TEAM

The team photo MUST be in .JPG format with a width of 390 pixels or less and a file size of less than 150kb.

Guidelines for proper presentation: PLAYER

The photo MUST be in .JPG format with an EXACT width of 144 pixels and a file size of 75k or less. A border will also be automatically added.

Using Microsoft Office Picture Manager to resize photos for Demosphere web:

1. Navigate to location of photo.
2. Right click image, select "Edit".
3. MS Office Picture Manager should launch as your default image editor application.
 - a. If MS Picture Manager does not launch as the default, navigate to the programs fro your "start, programs" menu.
4. The image should appear as the application starts.
5. From the "Edit Pictures" toolbar at right, select "resize".
6. Enter the pixel number as referenced above for either the player or team photo you are editing.
 - a. *Ex. A player photo will be manually set to 144 x 144 and will auto-adjust for an image of 96 x 144 to maintain the proper aspect ratio.*
7. Select "ok".
 - a. The image resize and be displayed on screen with the new size/ratio.
8. From the "File" menu, select "Save as" ensuring you chose a name which identifies the image as something other than the original. Sugg.: "image name-144".

Adding a photo to your team page

1. From your team page, select "Photo".
2. The WebWriter™ FileUpload window will appear.
3. Select "Search for Photos".
4. Select "Browse" and navigate to the location of the image to be uploaded.
5. Select the photo and press "Upload File".
6. If there are no issues with the file size of type, the message "The new Team Photo has been successfully uploaded. You must now refresh the Team page to view the update." Will appear.
7. Close the WebWriter™ FileUpload window.

Alternative software for image resizing

<http://www.picresize.com/>