



# Resizing Images For Elite Engage

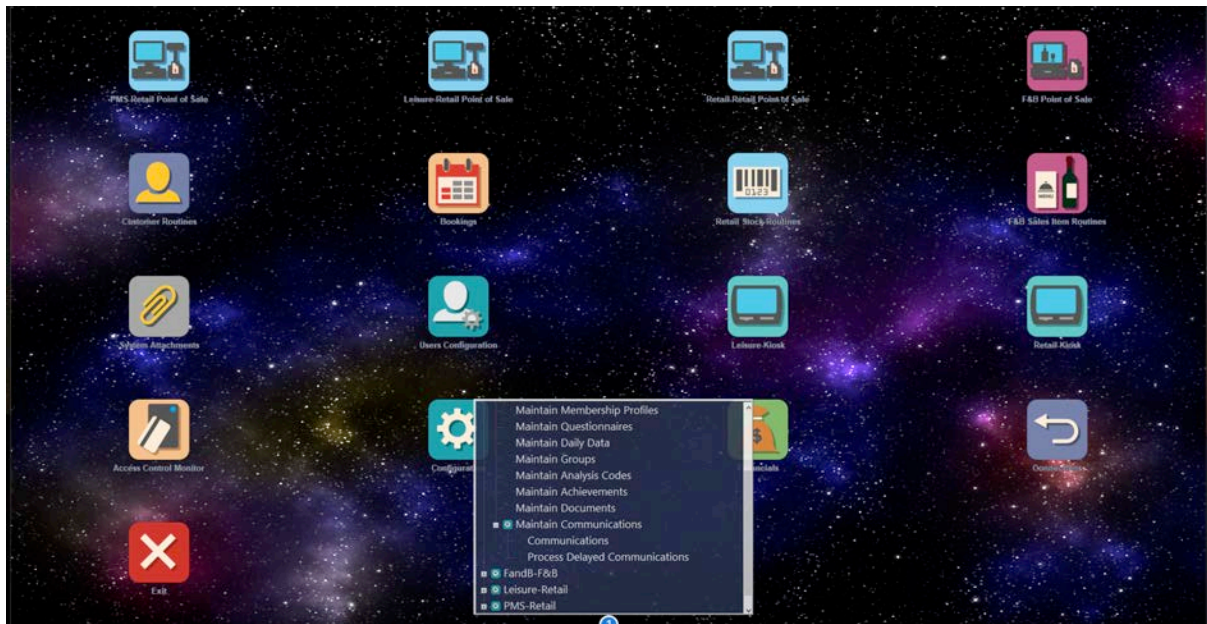
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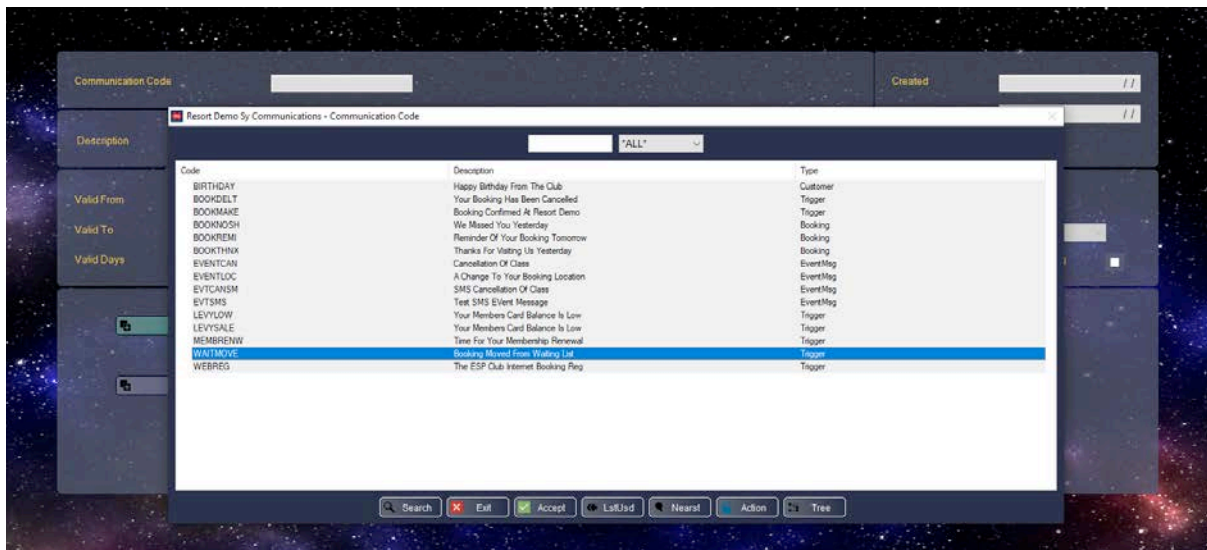
**Software Needed: Microsoft PowerPoint.**

## Resizing Images

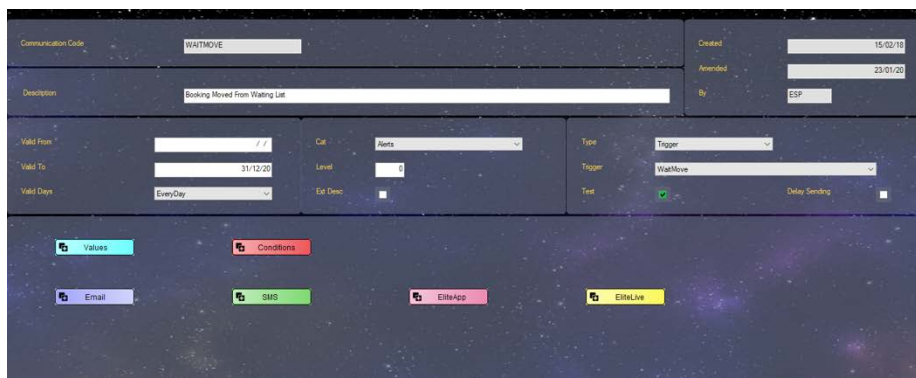
1. From the main ESP desktop, select, configuration, maintain communications, communications.



2. Select a communication

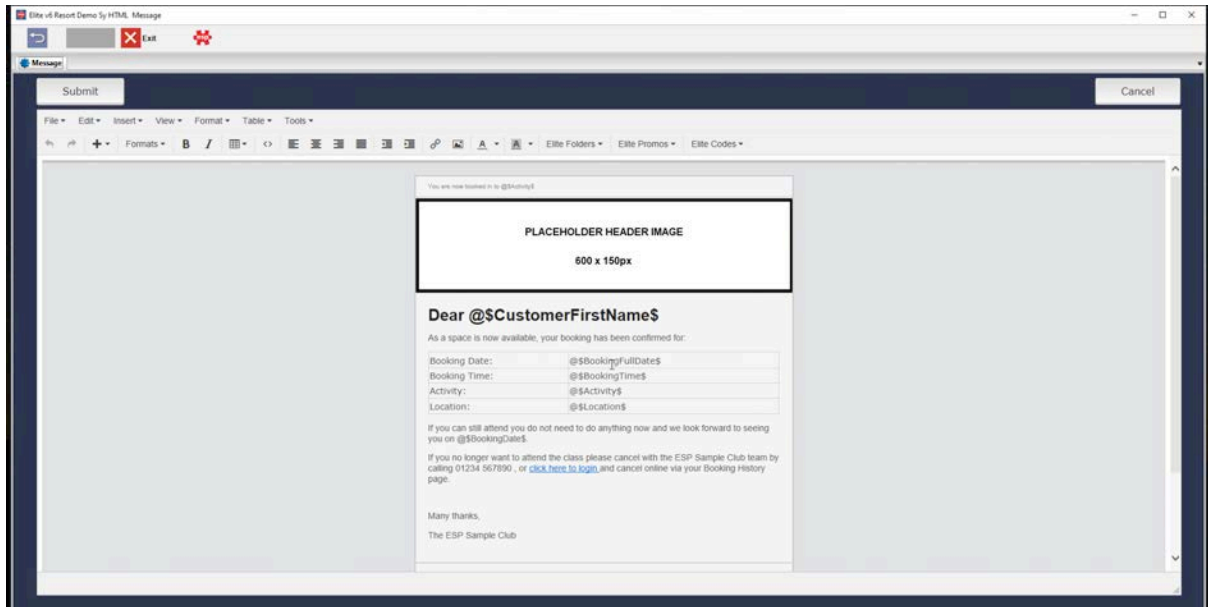


3. Accept into the communication file.

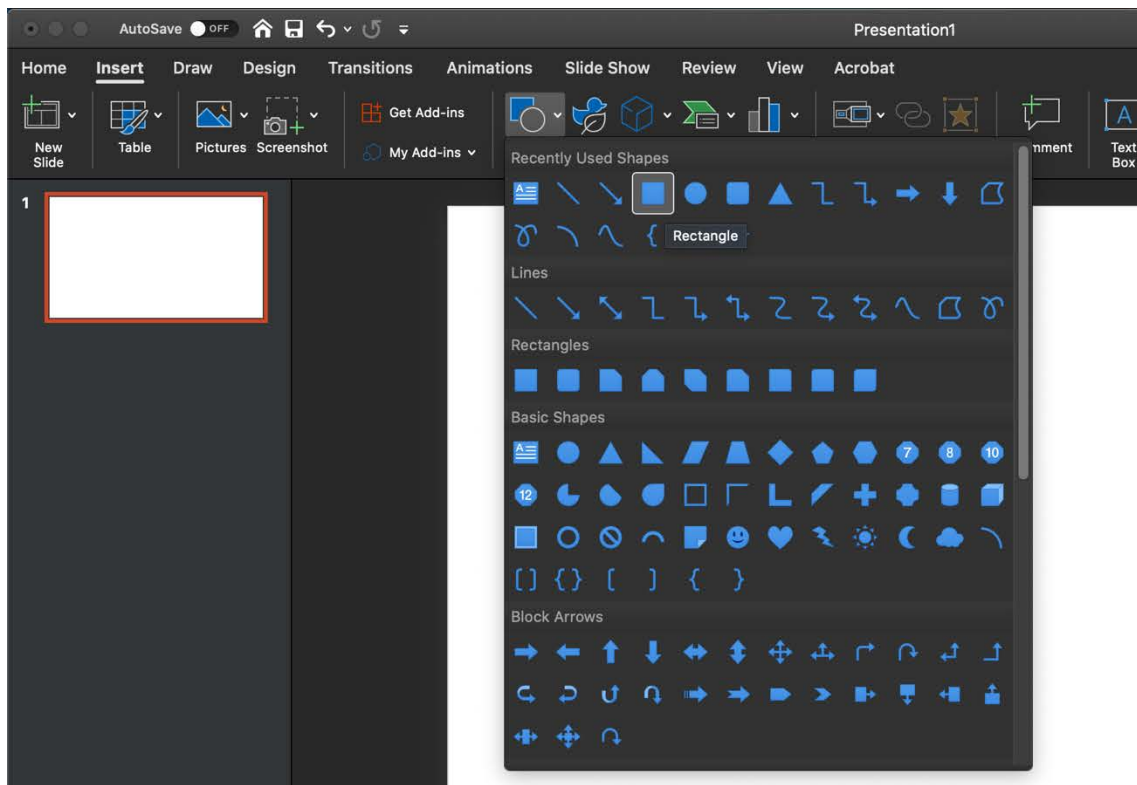




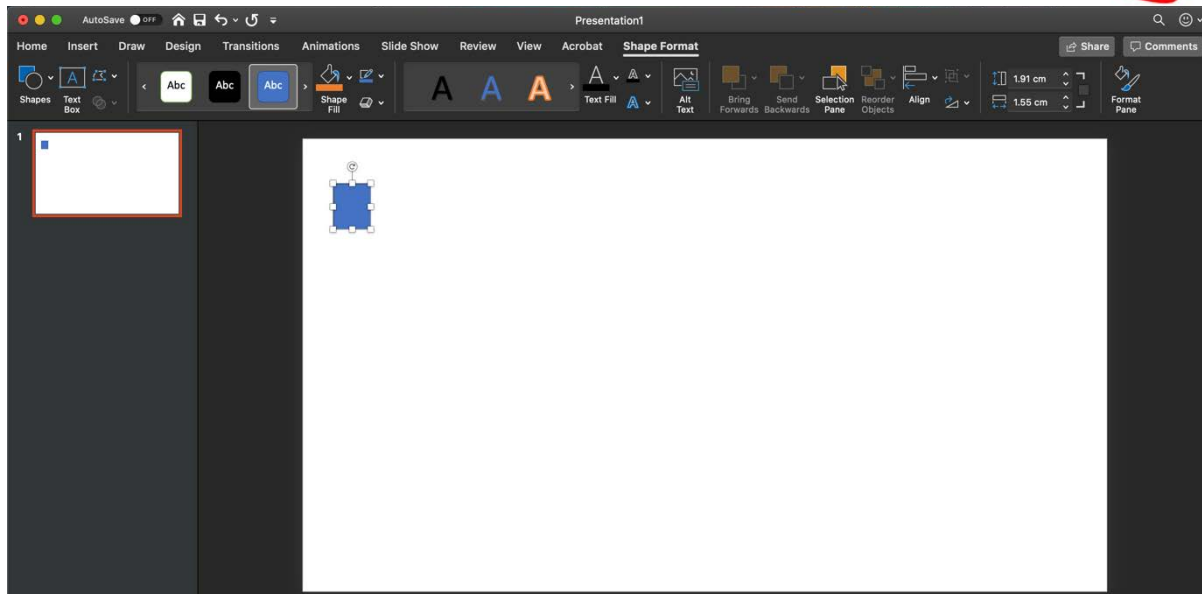
4. Select 'Email'
5. There is a template in place. Note down the dimensions for 'PLACEHOLDER HEADER IMAGE' 600 x 150 px



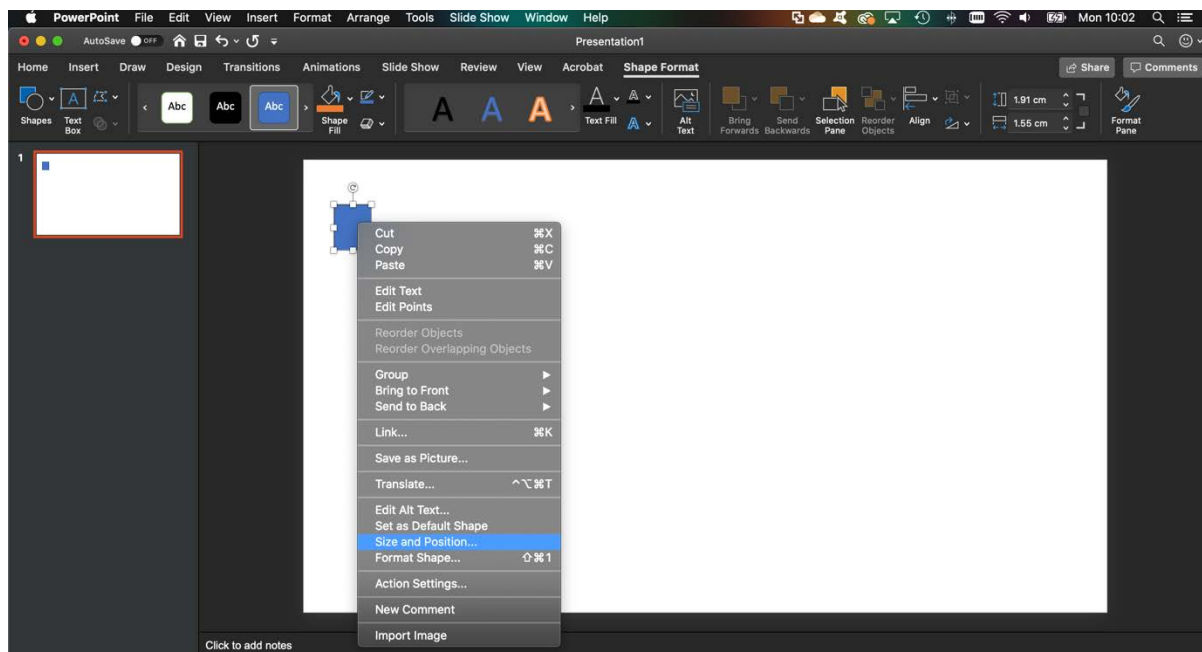
6. Open a new document in PowerPoint.
7. Delete the 'Create Title' boxes.
8. Go to Insert > Shapes
9. Select the Rectangle shape



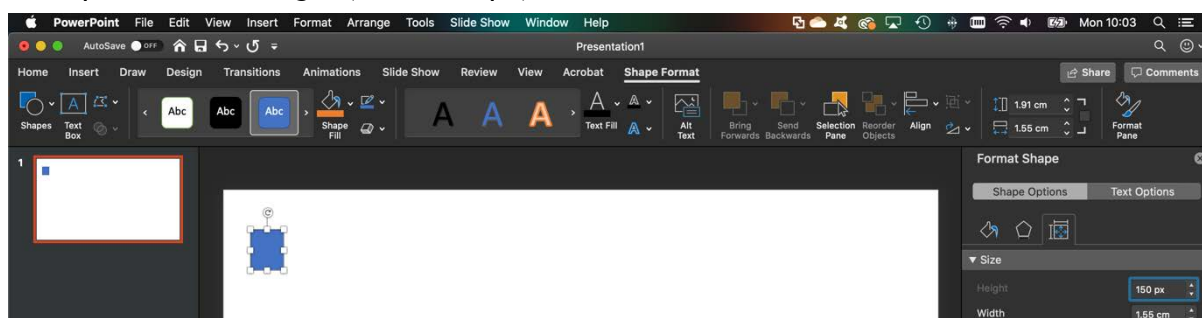
10. Drag and create a rectangle of any size.



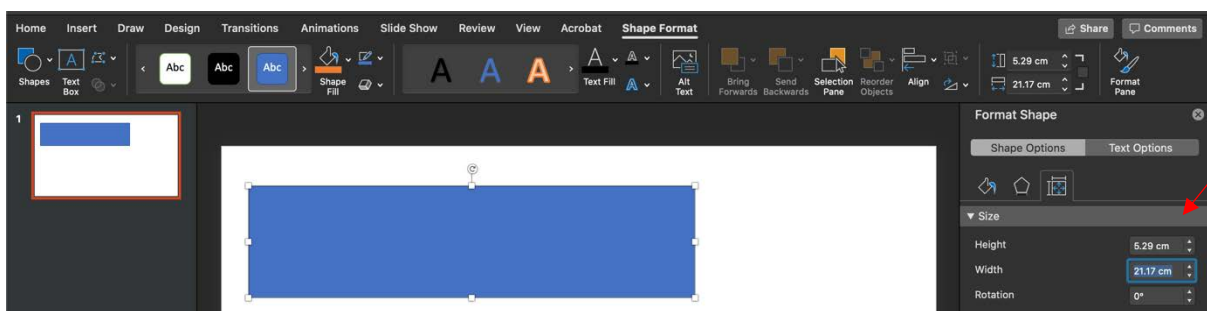
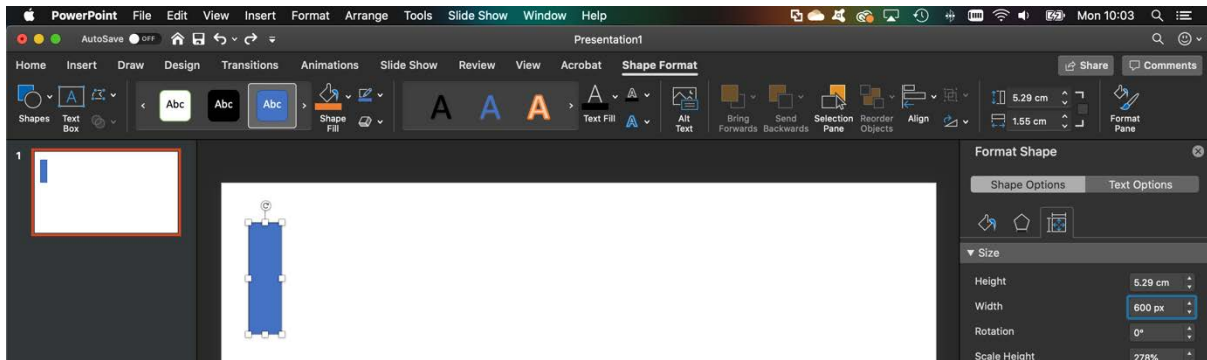
11. Right click on the shape, select 'Size and Position'



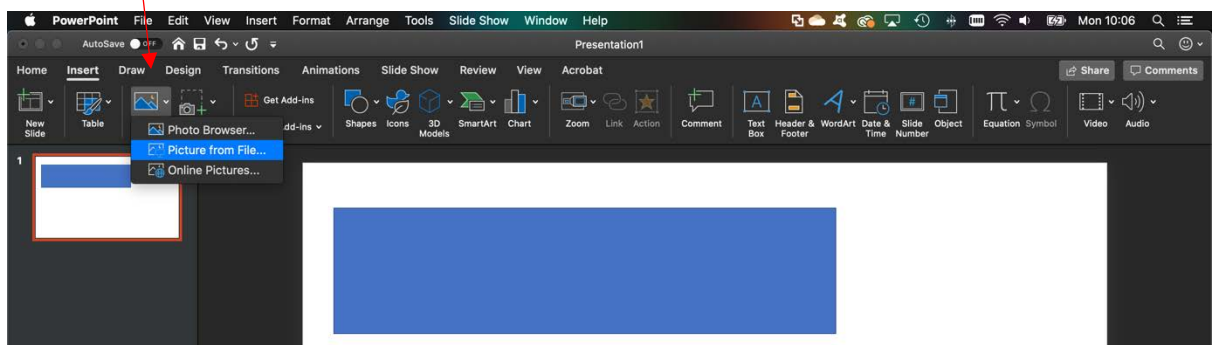
12. On the right, we are going to match this shapes dimensions to the same as the 'placeholder image' (600 x 150 px).



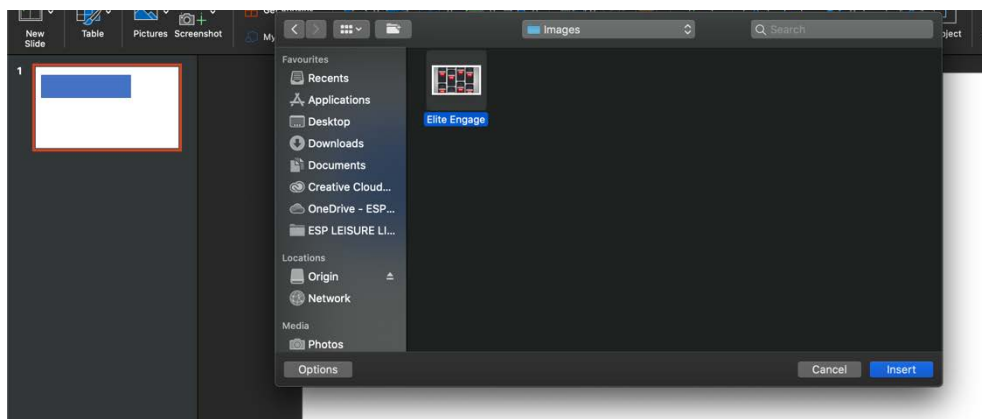
13. Enter '150 px' in the height field. Hit enter/return on your keyboard, PowerPoint will convert the measurement into cm.
14. Next do the same in the width field.



15. This is our template for the image we will be inserting.
16. Go to insert > photo > Picture from file

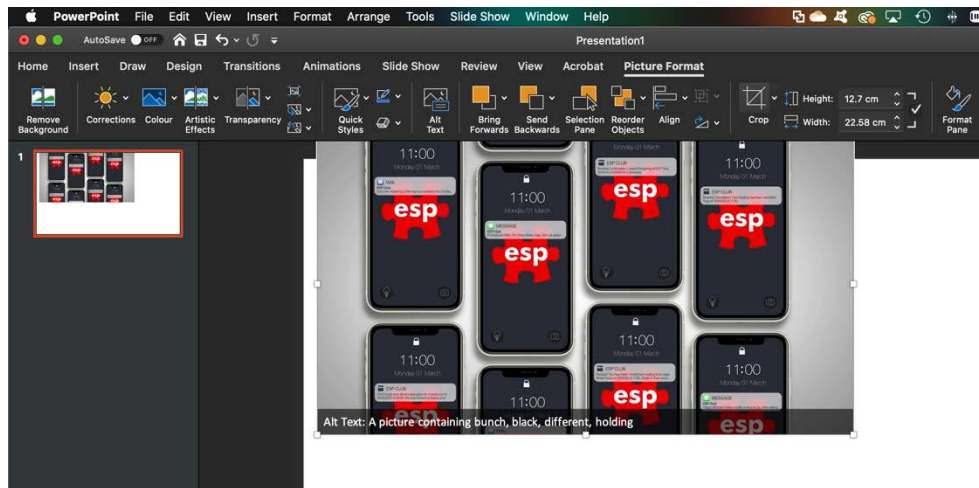


17. Find the image, insert.





18. Move the image over the rectangle we created.

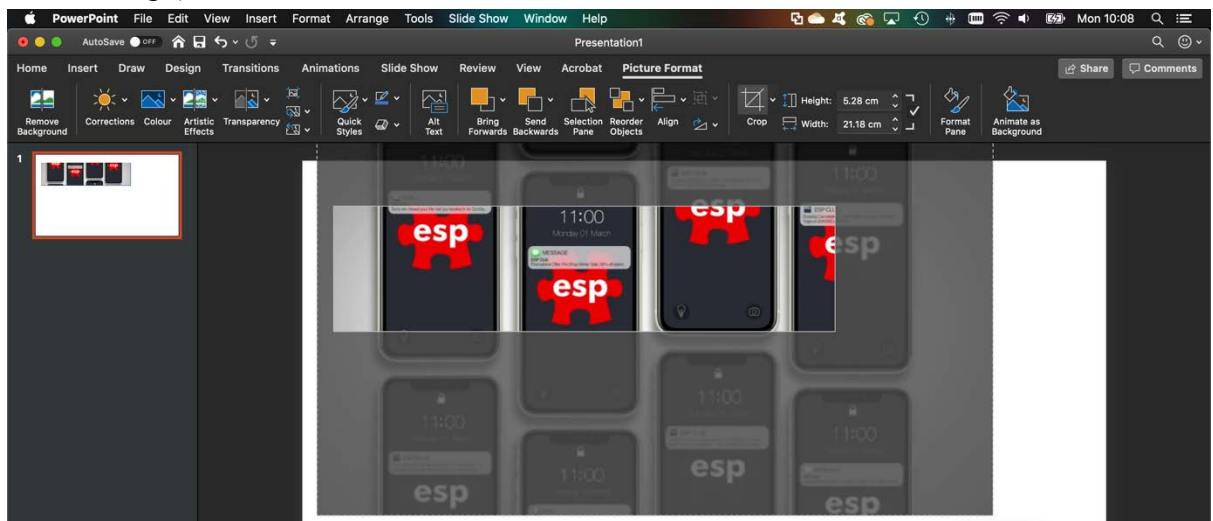


19. Select the 'Crop tool'

20. Crop the image to the same shape as the rectangle we created. The image will snap automatically, you can see the shape underneath when moving the crop tools.

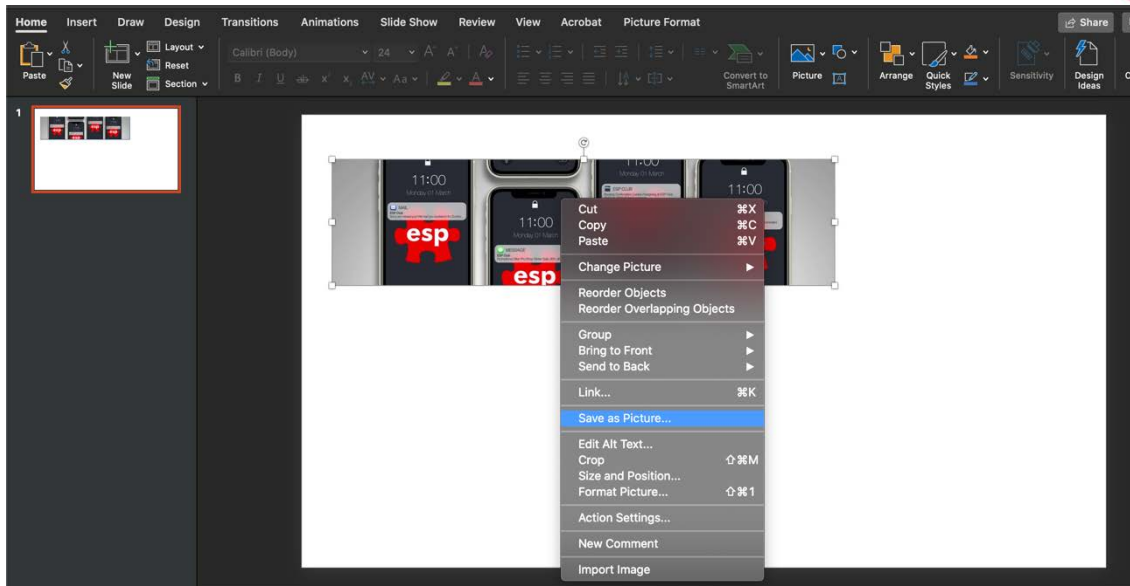


21. Once cropped, you can now move the image, increase or decrease the size of the image and arrange how you want. (To do this use the small circles at the corner of the image).

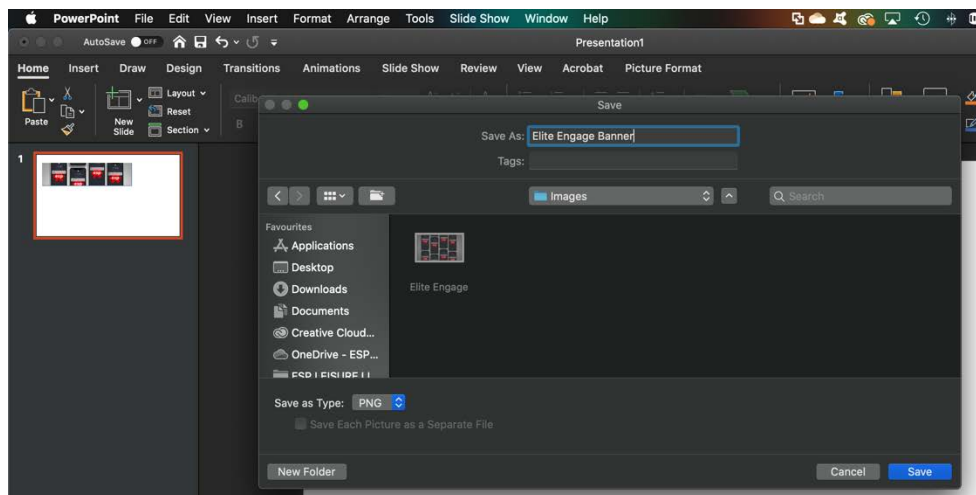




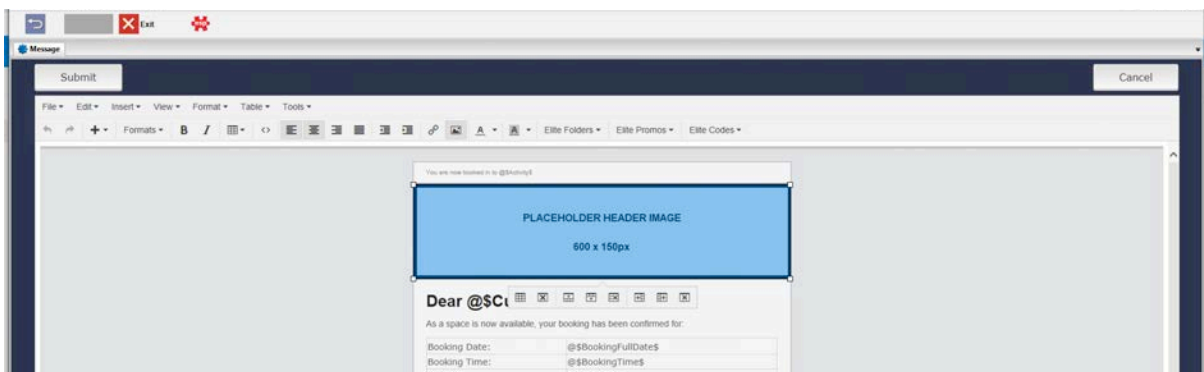
22. Once happy with your banner/image. Right click, select 'Save as Picture'.



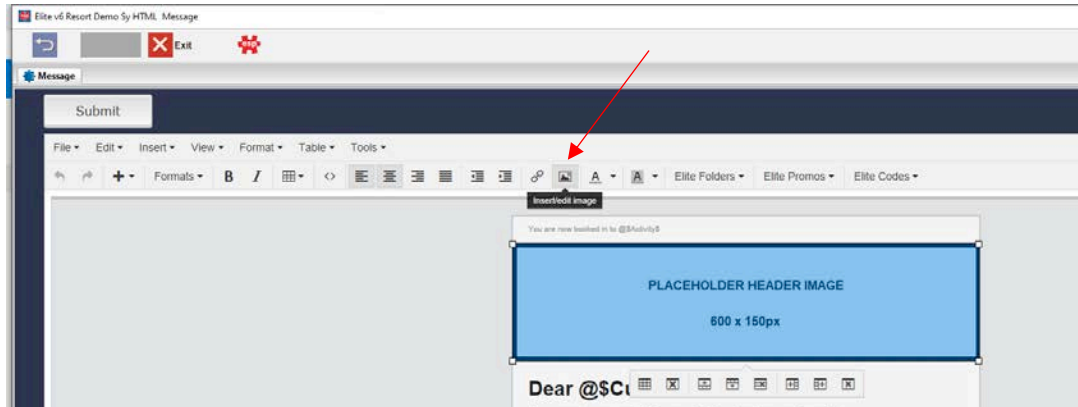
23. Save the image



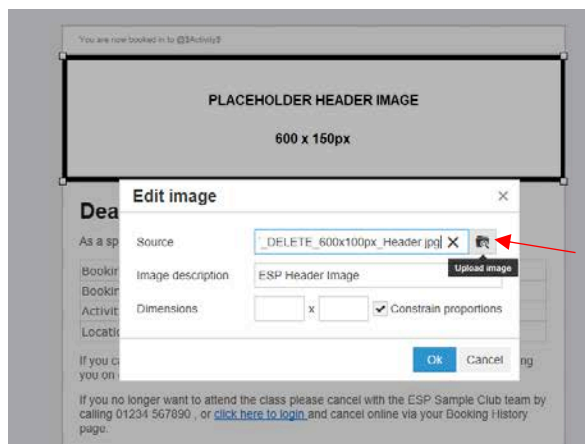
24. Load the email communication, select the box where the image will be going.



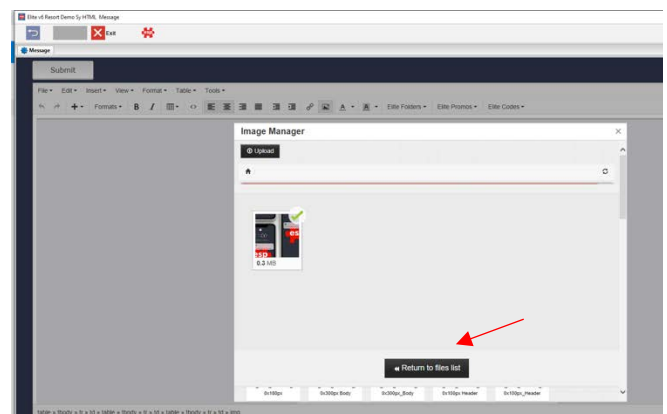
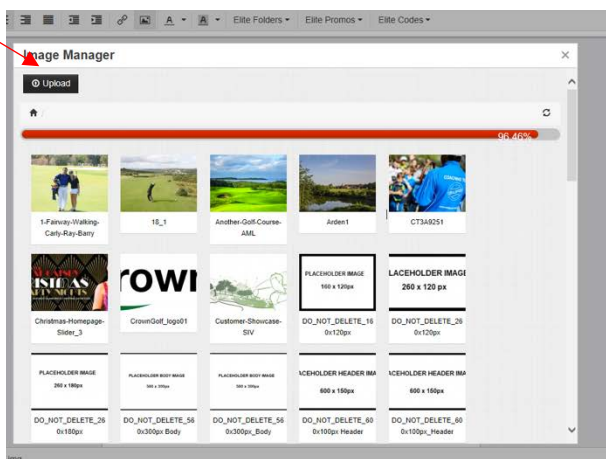
25. Select 'Insert Image/Photo'



26. Select 'Upload Image'



27. Select Upload > Drag the image onto the screen > Return to Files List



28. Select the image from the list > select 'OK'



