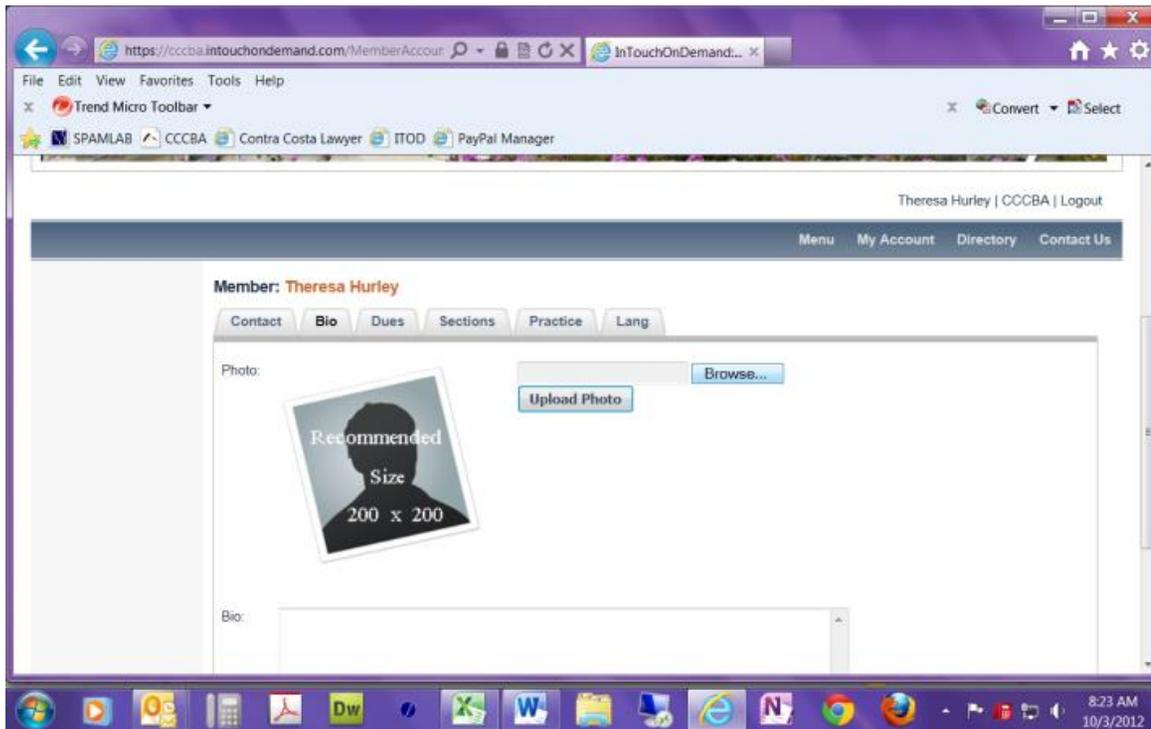


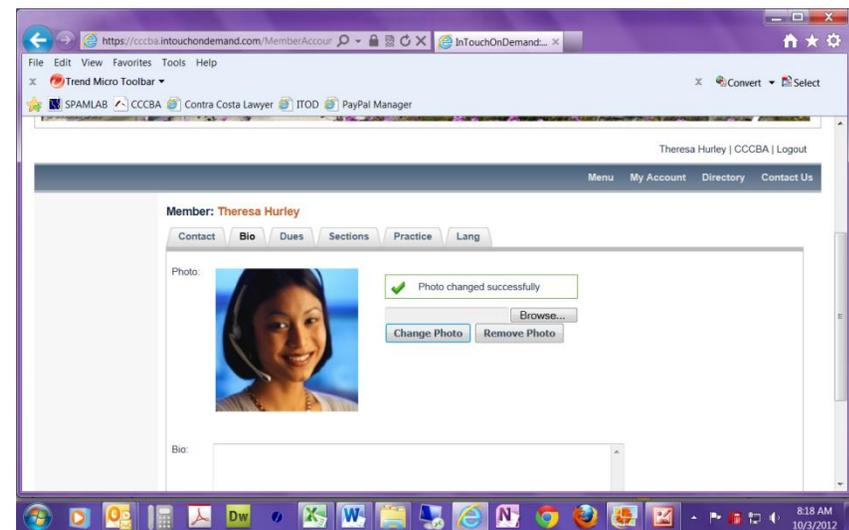
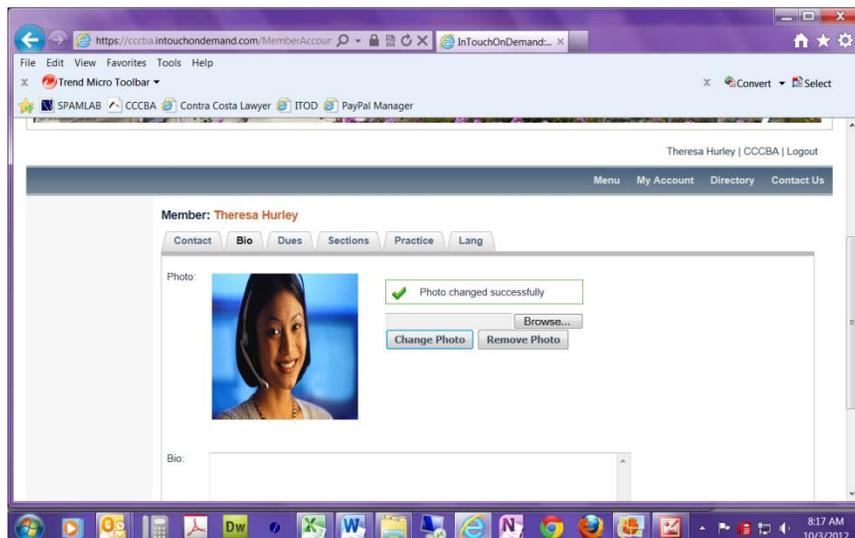
HOW TO UPLOAD THE PERFECT SIZED PICTURE

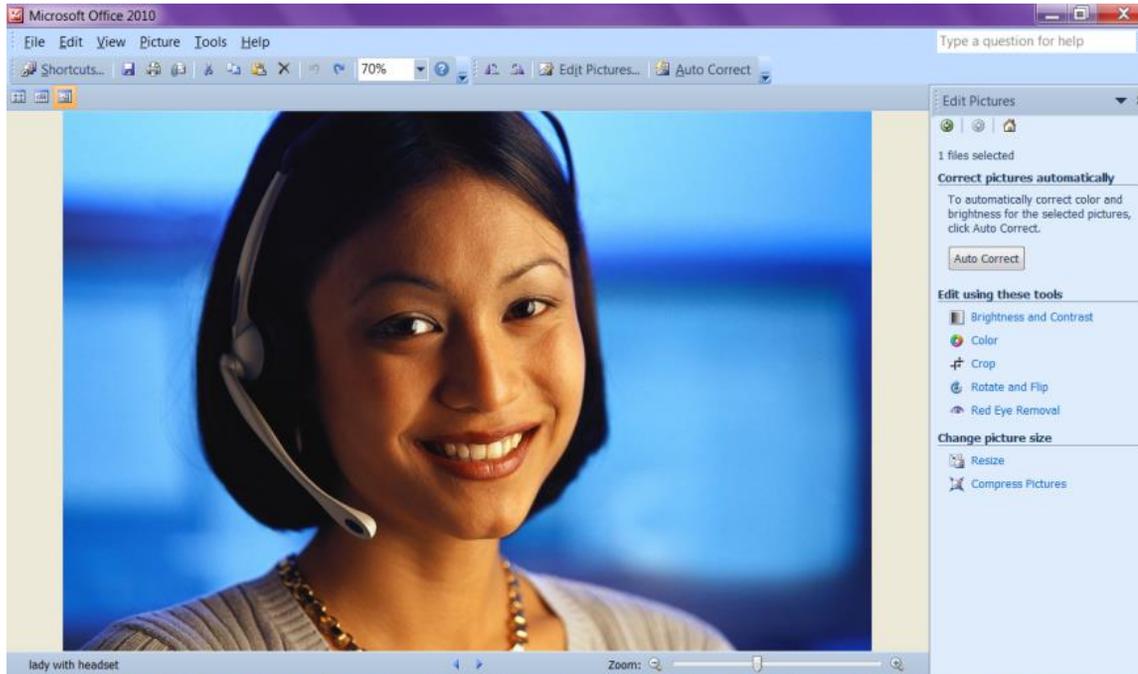


The picture you upload must be SQUARE and 200 x 200 or smaller in size.

NEED HELP? Call Carole Lucido, Communications Director at (925) 370-2542.

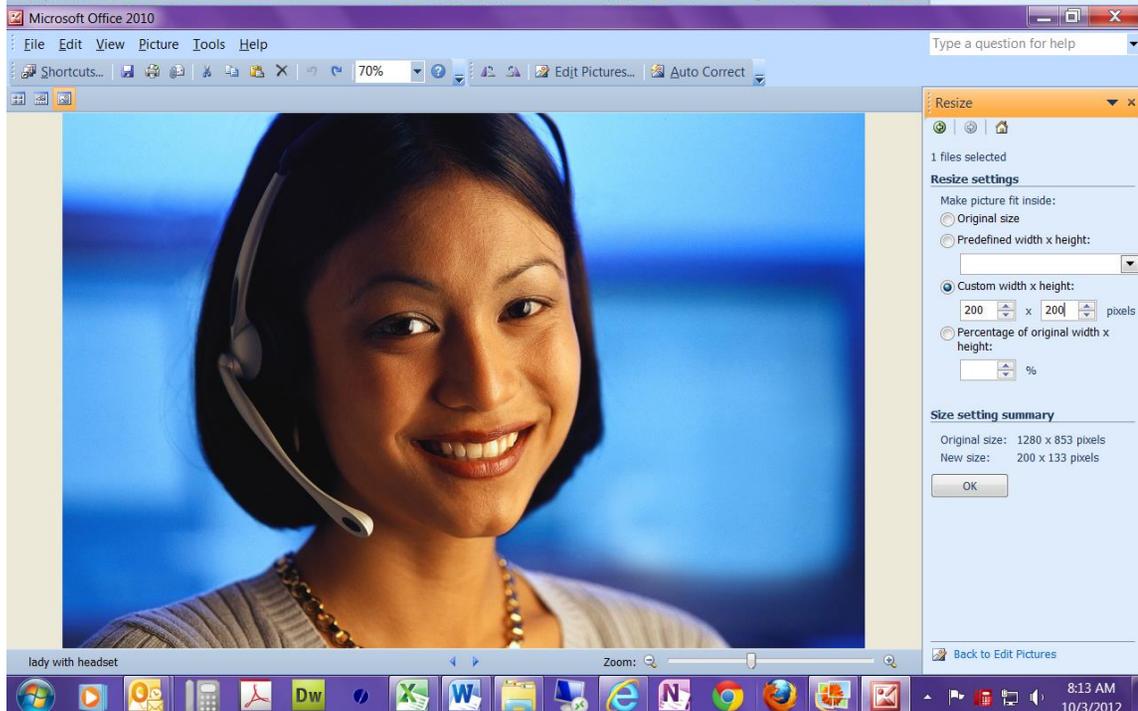
If the picture you upload is the wrong size, your image will be distorted, like this. Upload the right size; you will look marvelous, like this.



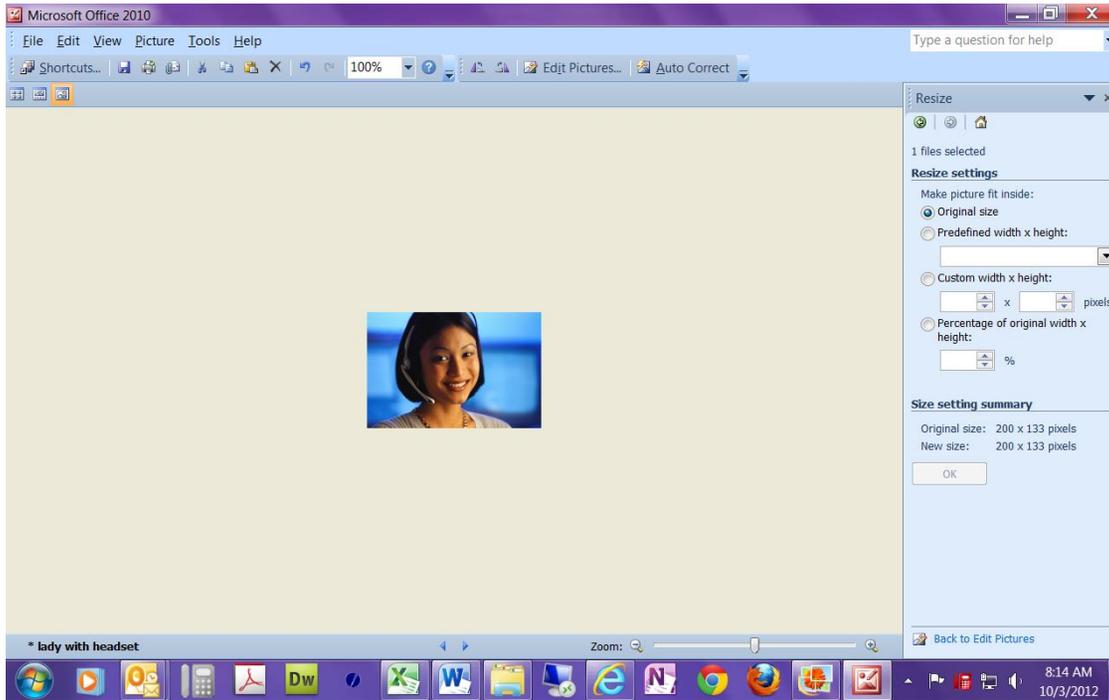


Open your photo with a program that allows you to edit pictures. This example is using *Microsoft Office 2010*.

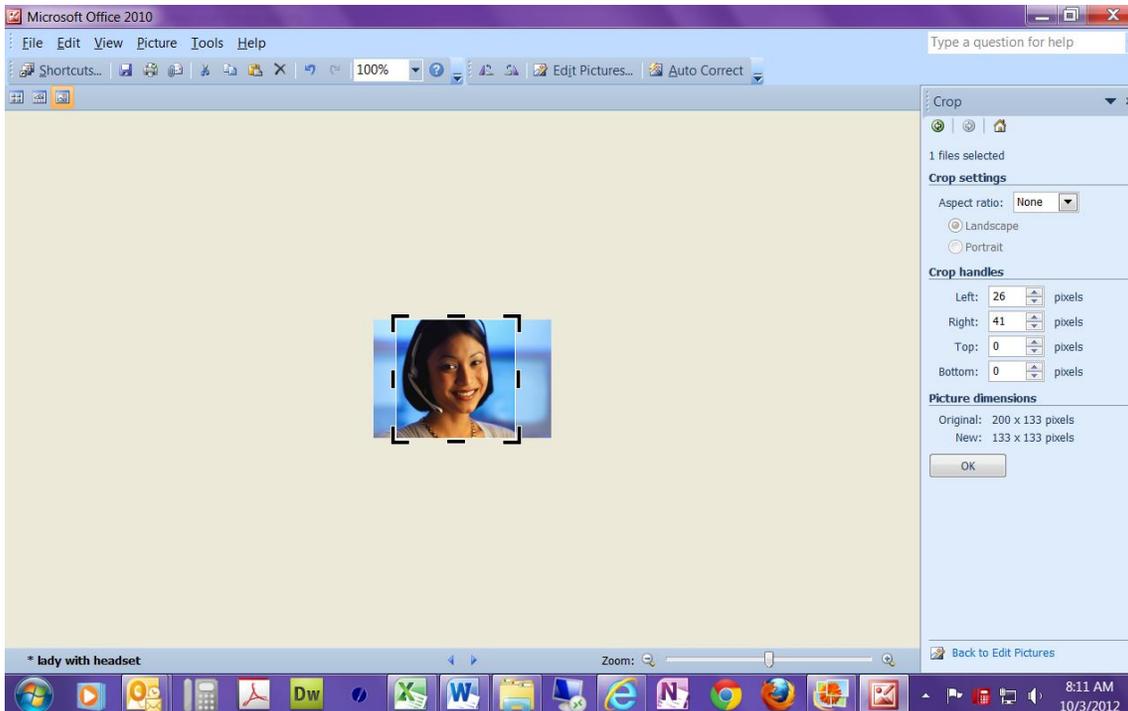
The “Edit Pictures” button opens a list of editing tools.



Start with “Change picture size” “Resize”. Select the “Custom width x height:” and enter 200 x 200. The original size of the photo was 1280 x 853. After applying the custom setting, note that the new size is 200 x 133. It is now small enough but it is not square.



Click “OK”. Go to the “Edit Pictures” and choose “Crop”.

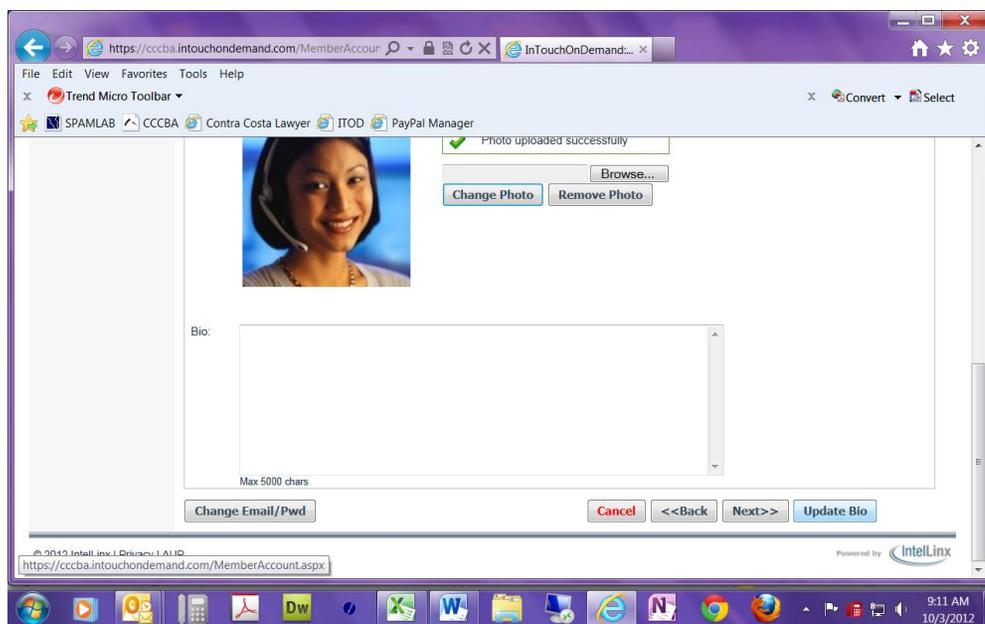
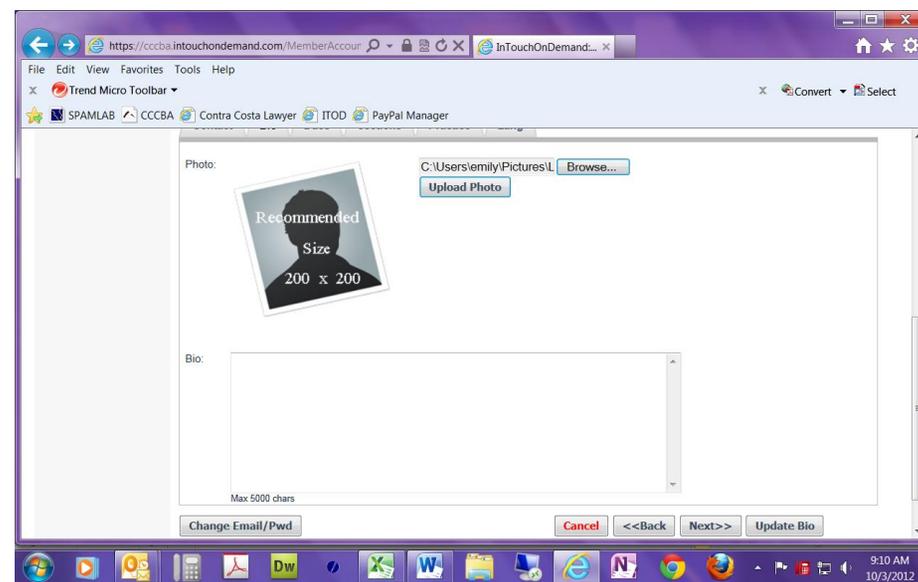
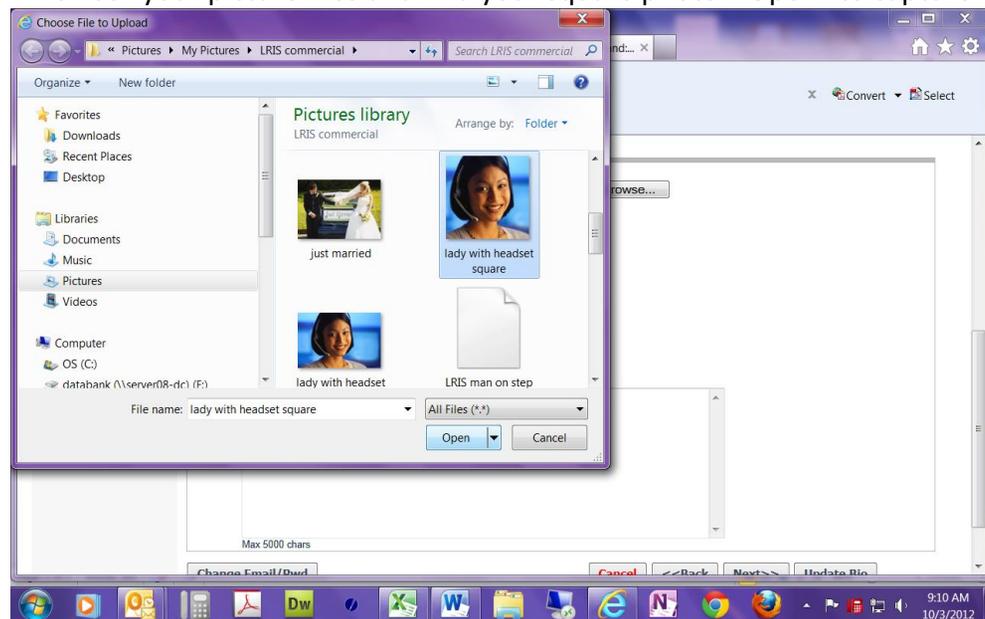


Grab the crop lines and manipulate until the “New” “Picture dimensions” are equal and thus square. In this case, it is 133 x 133.

Click “OK”. Then “File”, “Save As” and rename your photo to something easy to recognize, such as “yourname_square”.

Now you are ready to go to your “Bio” page.

“Browse” your picture files and find your square photo. “Open” to capture to your “Bio” page and click “Upload Photo”.



REMEMBER to click the “Update Bio” button to save your photo.