Tutorial
How to Increase the Size of a Large Image

If you are creating your montage with sophisticated software tools such as Adobe InDesign, Adobe Illustrator, Inkscape, Microsoft Publisher or Scribus, it will be easy to save a vertical (portrait) page to meet the 800-pixel width required for uploading a montage. The depth is not an issue.
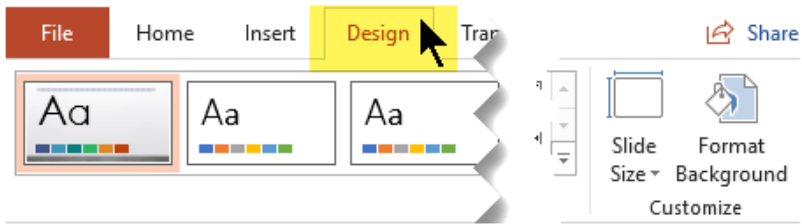
if you are working with a less sophisticated software, like PowerPoint (which is quite adequate to design the page), there are changes you need to make on the format of the page before you create the montage. In the landscape (horizontal) format, the number of images you can include is less than if you use the portrait (vertical) format, but the page will be wide enough to upload to your story. Therefore, to maximize the number of images you can use, you need to change the PowerPoint page from horizontal to vertical format. Instructions on how to make that easy change are on page 9.

One final note: In PowerPoint, the largest vertical image that can be saved is 720 pixels—less than the 800 needed to upload the montage to your story. This may also be an issue with other less powerful software programs.
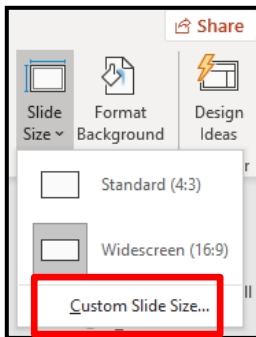
Fortunately, there is an easy—and free—solution that is available on the Web to increase the size of an image. The free app is—https://resizing.app. You can use the app directly on the Web page or download it and add it as a "Chrome Extension" to your device for future use. See page 10 for instructions.

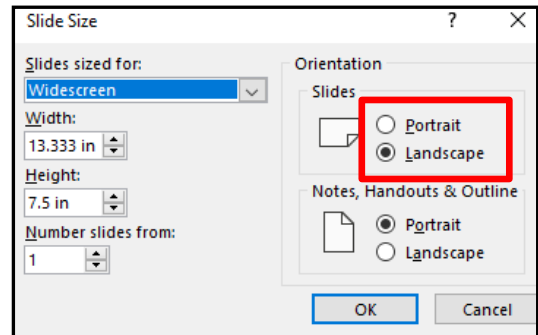# How to Change a PowerPoint Format From Landscape (Horizontal) to Portrait (Vertical)

1. Select the **View** tab on the toolbar ribbon, and then click **Normal** on far left (which may automatically be activated—gray screen).

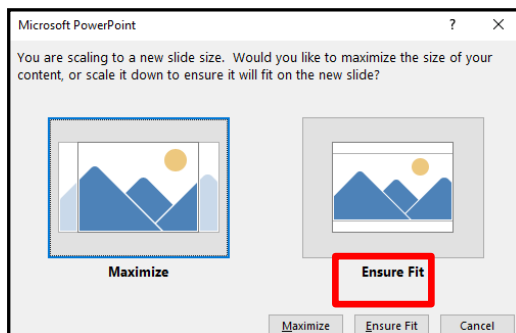2. Select the **Design** tab.

3. Near the right end, select **Slide Size** in the Customized group, and then click **Custom Slide Size**.

4. In the **Slide Size** dialog box, click on **Portrait.**

5. In the next dialog box, you can select **Maximize** to take full advantage of the space available, or you an select **Ensure Fit** to make sure that your image fits on the vertical page (recommended).

https://resizing.app
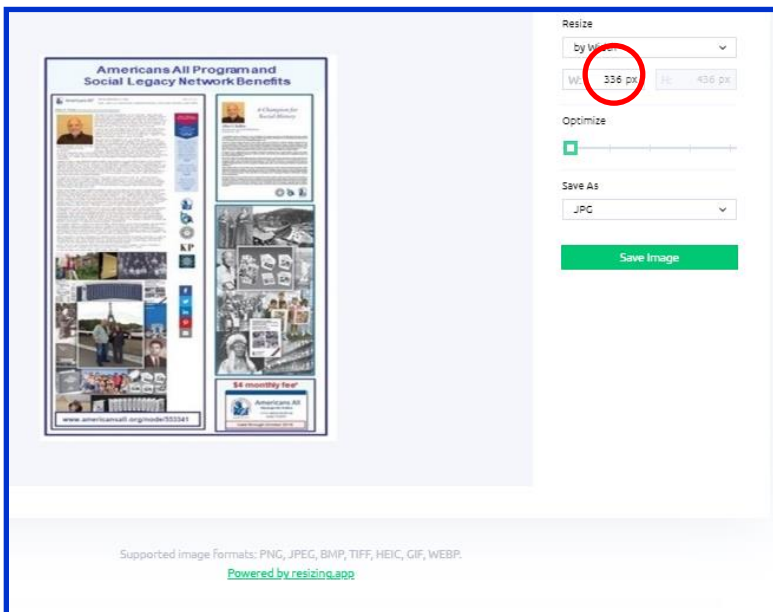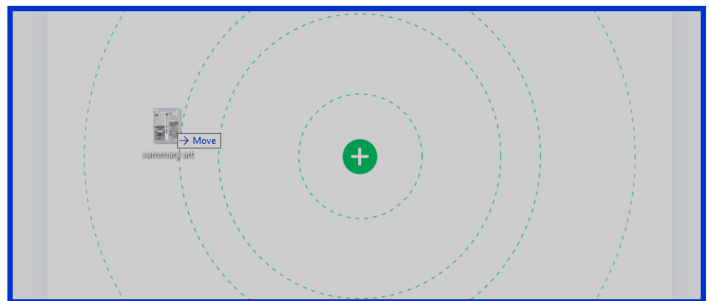
Resize Your Images Online

Don't play the waiting game anymore! Convert, optimize, crop, and resize images online in only one easy click. Free and unlimited.

Add to Chrome for FREE

★ ★ ★ ★ ★ It doesn't get easier than that!

Click here to upload your image

"Drag and drop" your image toward the ⊕ and then release it.

→ Move

When the "resize" box appears, put your cursor over the "width" number (in red circle) and change it to 810. Then click on "Save Image."

Resize
by Width
W: 336 px   H: 436 px

Optimize

Save As
JPG

Save Image

Supported image formats: PNG, JPEG, BMP, TIFF, HEIC, GIF, WEBP.
Powered by resizing.app

Tutorial

How to Make the Format or Size of an Image Usable

Many people have a valued photograph or a copy of a logo (e.g., a military insignia) that would enhance the appearance of an honoree's legacy story. If these images are in print (or cloth) formats, they must first be converted to a digital format to be uploaded to a legacy story. Also, regardless of their format, if they are too small to use, they need to be enlarged to a minimum size.
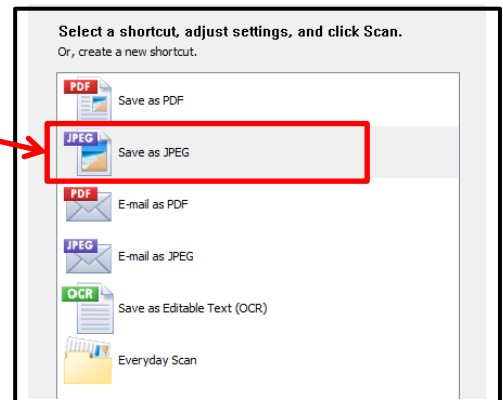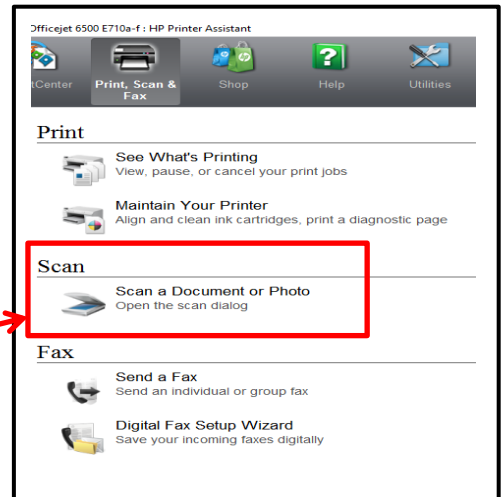
Creating a Digital Image

To convert an image to a digital format, you need access to an all-in-one printer: a device that prints, copies, scans and faxes documents. This example uses an HP Officejet 6500.

Place the image on the screen and then select "Scan a Document or Photo."

When the menu appears, save the image as a "JPEG."

Once the scan is completed, name the image and save it your desktop or the folder that has been set up for the project.
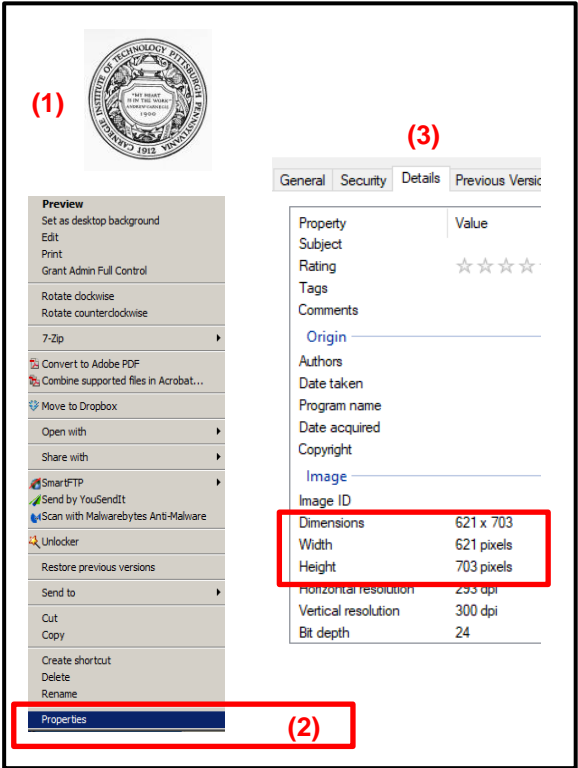
If you believe your newly created digital image may be too small to use, that problem can be easily resolved at this time. Place a sheet of light-colored paper on top of the image when you place it on the scanner. The scanning tool is programmed to only scan (or recognize) the image on the screen. Therefore, the scanner will include your paper as a part of the image, thus increasing its overall size without distorting the quality of your image. You can later crop the image to include only the background that is needed to meet the minimum size requirements.

Increasing the Size of a Digital Image

Many logos accessible through the Internet will be in digital format but may not meet the minimum size requirements. Trying to enlarge an image's size typically will cause a deterioration in its quality. The solution is to add a background to the image, so the overall size meets the minimum size requirements.

To determine whether an image is undersized, right click on the image (1) and when drop down menu appears, click on "Properties" (2). Then click on "Details" (3) at the top of the next menu to obtain its dimensions. The image size is 621 x 703 pixels. (This example is done with Windows.)

If the image is too small, you can create a background by using any off-the-shelf program, such as PowerPoint, Adobe Photoshop, Adobe, Picasa or Apple Photo.

First, create a blank window (4). It will have a default color in it. Next, using the color chart, select the appropriate color for your background (5). Then, using the provided tool, reformat the background with your chosen color (6).

Then, right click on your desired image (1) and drag and drop it into the background. If your logo image is light, you can use a dark color for the background. Then save it as a .jpeg file to your desktop or the folder you created for the project.

Your image will now be large enough to be successfully uploaded to your honoree's legacy story.