You will be using images in your assignments for the rest of the quarter, and you'll need to know how to manipulate those images.

One of the biggest issues is file size. When you have images or photos in your document, you need to know how to reduce the pixel size in those images, so you aren't sending a file that is enormous. This is particularly important in Blackboard because there is a file size limit, and you won't be able to upload large files. TRY TO KEEP YOUR FILES NO LARGER THAN 1MB.

Word 2007 and 2010 has image manipulation capabilities (under the "Insert" tab). **You'll want to resize your images so that they are about 600 pixels x 800 pixels**. You can also use an image editor, like Photoshop, to reduce the pixel size. And there's a program that comes with Microsoft Office that is similar to Photoshop--it's called Paint.

If you don't already have a photo editor that you like, you may want to try one of these. A former student shared these links to free photo/picture editing software:

Picnik:<http://www.picnik.com/>

Photoscape (off of its actual website): [http://www.photoscape.org/ps/ main/index.php](http://www.photoscape.org/ps/main/index.php)

Paint.NET:<http://www.getpaint.net/>

GIMP:<http://www.gimp.org/>

Finally, you can find the **callouts** (that you'll need to use to label components in your pictures) under the "Insert" tab in Word. Click on "Shapes."