

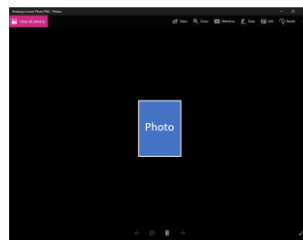
# Blackboard "How To's"

## Resizing a Contact Photo

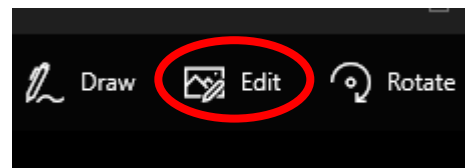
The image you use for your contact information in Blackboard must be a square image and less than 150 x 150 pixels in size. The steps below will walk you through resizing your photo to the proper size.

### To resize your photo:

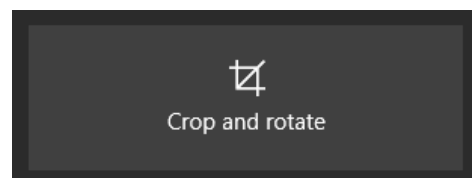
On your computer, **locate** the photo or image file that will be on your contacts page and **double click** on the photo to open Microsoft Photo Manager.



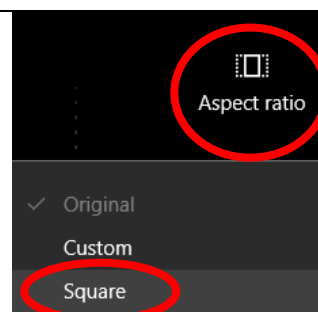
Select **Edit** at the top right.



Select **Crop and Rotate** at the top right.



Select **Aspect ratio** at the top of the right of the menu choices and choose **Square**.



**Adjust** your image by dragging the photo to center it and press **Done**. Select **Save a copy** to keep your original copy the same. This square photo will be saved as a new file.

