

Resizing and Cropping to Create a Featured Image

Using resizeimage.net

Summary

Featured Images must be jpg, gif, or png filetypes, and must be exactly 1600 pixels wide and 400 pixels tall. Here's how to create such an image:

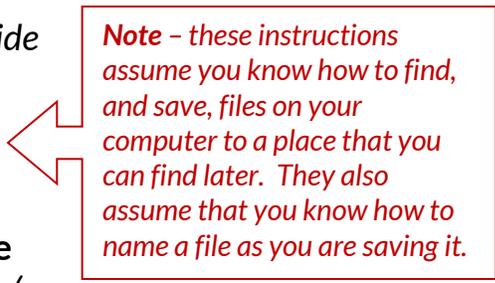
1. **ACQUIRE** an image of dimensions at least 1600 px wide, 400 px tall, and either a jpg, gif, or png file, and **SAVE** it to your computer.
2. **UPLOAD** the image to <https://resizeimage.net>.
3. Using the **CROP** feature, select and crop a banner shaped image, with a width of at least 1600 or more pixels, a height of at least 400 pixels, and exactly 4 times as wide as it is tall.
4. **RESIZE** the image to be exactly 1600 px wide (*which will produce an image 400 px tall*).
5. **DOWNLOAD** the resulting image and save it to your computer.

Details

Let's assume you've got a digital image file that's big enough to create a Featured Image (**at least** 1600px wide and at least 400px tall, but not exactly those dimensions). How do you turn it into a Featured Image of the correct size, shape and file type?

There are online websites that will allow you to make these modifications. The best one we've found, by far (as of June, 2019), is resizeimage.net. Here's how to use it to create a featured image:

1. **Note** - you'll need to use a computer with a mouse.
2. Navigate to <https://resizeimage.net>.



Note - these instructions assume you know how to find, and save, files on your computer to a place that you can find later. They also assume that you know how to name a file as you are saving it.

3. Use the **Upload an Image** button in **Section 1** to upload your source image. Once your image has finished uploading, it should appear between Sections 2 and 3 on the page.

After uploading, scroll down to Section 4 and take a look at the numbers right below the blue bar. The 2nd and 3rd number boxes indicate the width and height of the image, respectively. If the 2nd number is less than 1600 or the 3rd number is less than 400, the image is too small – find another one.

4. The next step is to **CROP**. Use **Section 2** (*Crop Your Image*).

- a. Make sure that the **Fixed Aspect Ratio** field in the Selection Type row is selected.
- b. To the right of that field are two boxes. **Type a 4 in the 1st box and a 1 in the 2nd box.** This constrains your cropped image to the correct banner shape. It also darkens the image, temporarily.
- c. Now put your cursor in the image at the upper left corner of where you'd like to crop, depress the left cursor button, and, holding it down, **sweep downward and to the right.**¹ **A banner-shaped rectangle will appear, within which the image is brighter.** This is the selection box. Use it to select what will become your featured image.
- d. **Do you need to adjust the position of your selection box? If so, no problem!** Place your cursor entirely within the selection box. If you have it positioned correctly, a “compass-points” icon should appear – two double arrows at right angles to one another. When you see it, depress the left cursor button and drag your rectangle to where you want it to end up.
- e. When your image selection is big enough and you like its contents, **click the CROP button just above the image.** The full image will be replaced on the webpage by its banner-shaped cropped version.

*Before going on with step (4)(d), make sure your selected image is big enough. In the **Selection Area** row of Section 2, check the **W** and **H** numbers. These are the width and height of the selected shape, in pixels. **W should be at least 1600 AND H at least 400.** If not, your selection is too small. Put your cursor along one of the box edges until you see a white double arrow, and drag to increase the size of your box.*

*Don't see a CROP button? Click **UNDO**. The image will revert to its original size and the CROP button will appear. You'll need to repeat the steps to crop your image.*

¹ From now until after you crop, don't scroll down the page – you'll lose the selection box and have to start over!!

5. Next, you'll RESIZE the image.

- a. Go to **Section 4** (*Resize Your Image*).
- b. Make sure that that **Keep Aspect Ratio** is clicked.
- c. Beneath the blue bar in Section 4, you'll see 3 boxes. The 2nd and 3rd boxes show the width and height of the resized image. **In the 2nd box, replace what's there with 1600.**
- d. Scroll down to **Section 6** (*Output Image Format*) and **make sure that JPG is selected.**
- e. Then go to **Section 7** (*Optimize Your Image*) and **make sure that the Best Image Quality field is selected.**
- f. Beneath those fields there are a series of buttons. Click the **RESIZE THE IMAGE** button.

When you change the value in the 2nd box, the value in the 3rd box should automatically change to **400**. This represents the height in pixels of your resized image. If not, check your work; you may have to **UNDO** the crop and repeat your work.

6. Now **DOWNLOAD** your image ...

- a. When you resize your image, a box of blue hyperlinks appears below the row of buttons.
- b. Click the blue **Download Image** hyperlink. Your computer will open its filing system for you – give your image a name you can remember, and save your image someplace on your computer where you will be able to find it later.

Before downloading, check that the **New Image dimensions are 1600×400 pixels**. (Ignore the file size information in parentheses.) If not, there is a problem and you'll have to go back, **UNDO** the image crop, and start over.

Using the featured image when you donate:

- On the last page of the auction donation form, you'll be asked whether you want to upload a Featured Image.
- Say YES (*ordinarily donors use Option 2, "I would like to upload a featured image only"*). When the upload field appears, **click the Upload button**.
- A window will pop up allowing you to navigate on your computer. Find your image, select it and click "Open." The filename of the image will appear next to the upload button in the donation form.
- When you're done, don't forget to click the orange "**COMPLETE YOUR DONATION**" button.