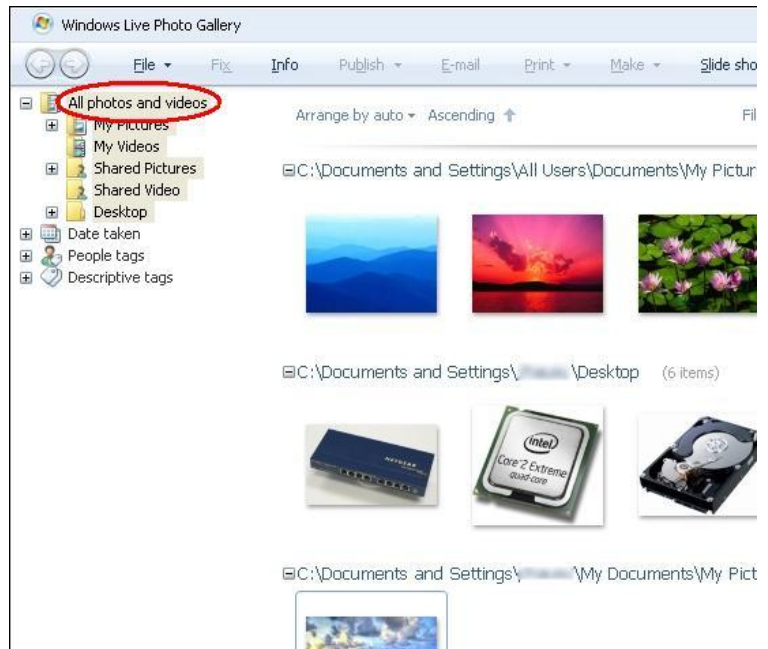# How to Resize an Image Using Windows Live Photo Gallery?

These instructions are for images that will be used in a PowerPoint or on a web page, and have a file size of over 500k or a physical dimension of over 1024 pixels. Usually, these are very large images that have been downloaded from the Internet, or from a digital camera.

1. After starting up Windows Live Photo Gallery, click on "All photos and videos", located near the top left corner of the window.
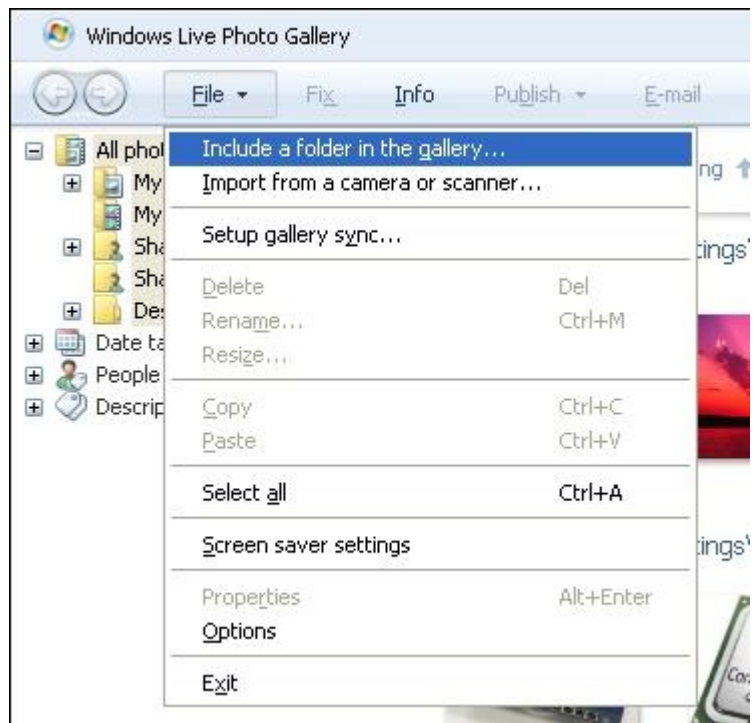
   This will ensure that Photo Gallery is showing all of the images that it has found.

   You should see your images on the main part of the window.

2. If you notice that Photo Gallery did not find a set of images, you can manually add them to Photo Gallery.

   Click on "File" on the menu bar. Then click on "Include a folder in the gallery".

3. In the new window, find the folder that you would like to add to the Photo Gallery. Click on it so it is highlighted in blue and then click on the "OK button.

4. Once your image appears in Photo Gallery, right hand mouse button click on it.

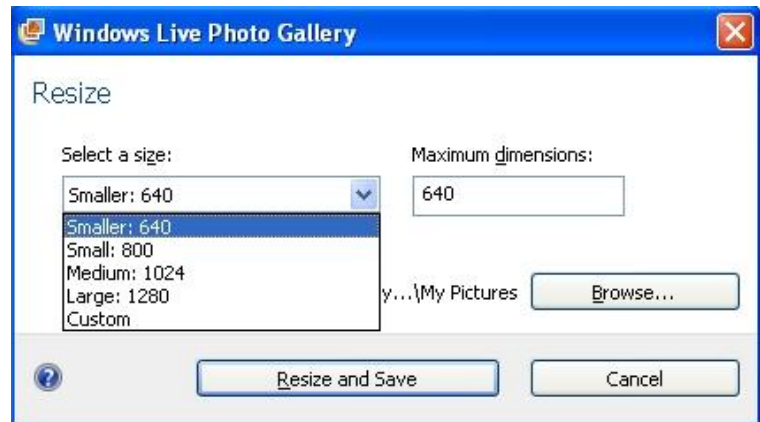   Then click on "Resize" in the menu that popped up.

5. In the new window, click on the downward facing arrow under "Select a size" to select the new size for your image.

   Usually, for web pages, the smaller size of 640 will be fine, and for PowerPoints, the small size of 800 is fine.

   Depending on how the image is encoded, an image of 800 pixels for one of its dimension may fill up the entire PowerPoint slide, or it may not. If it does not, you should be able to enlarge the image from within PowerPoint without degrading the quality of the image.

   Make sure the save location is correct and then click on the "Resize and Save" button.

6. You will notice that Photo Gallery saves your resized image with a new file name. Just click once on the new picture and you should see its information on the right side of Photo Gallery. If the information bar is not showing, just click on "Info" in the menu bar at the top of the window.

   Your image with its original dimensions is still saved with the original file name.