

JANUARY 2008

# Tips & Tricks

## TIPS FOR UPLOADING PHOTOS INTO PARAGON

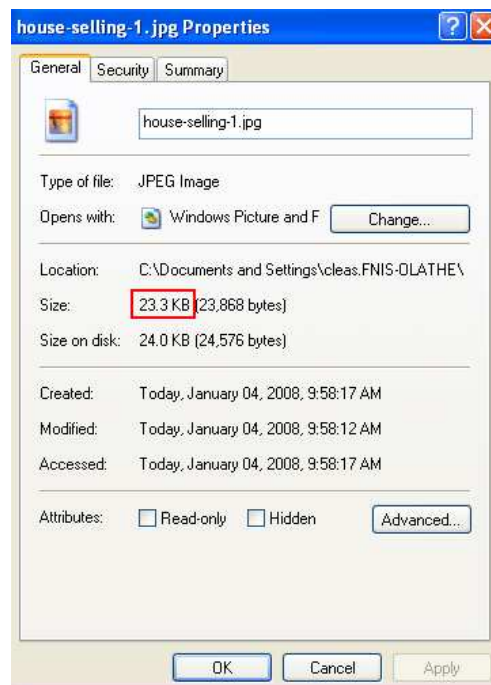
- Are you having trouble uploading your photos into Paragon?
- Do your photos appear blurry or distorted after they're uploaded?
- Would you like to learn an easy way to ensure your photos look the best they can and will upload 100% of the time?

If you answered **Yes** to any of the above questions then this Tips & Tricks is for you!

The maximum allowed file size for an image in Paragon is **32 KB** (kilobytes). If an image is larger than that, Paragon will attempt to resize the image however, the larger the image the higher the chance that the upload will fail.

The first step is to identify images that need to be resized. If you have ever received the error "Invalid image file" or "System out of memory" while uploading a photo, chances are, the image you were uploading was too large.

To view the file size of an image: **Right Click** on the image and then choose **Properties**. A new window will appear that will look like this:

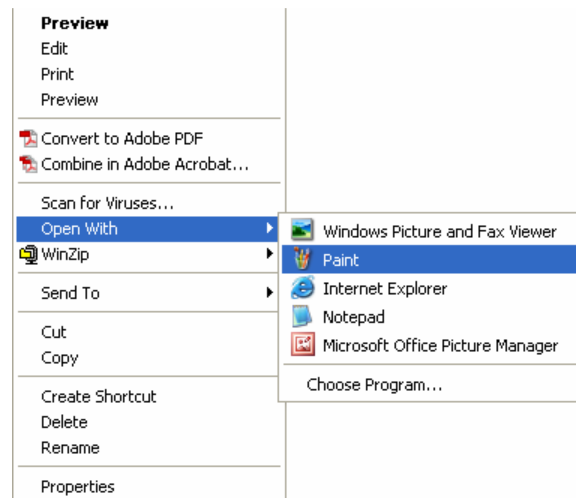


*The above example is an image that is under the 32 KB limit (it is 23.3 KB) so it is ready to upload. If the image you are uploading is larger than 32 KB then it will need to be resized.*

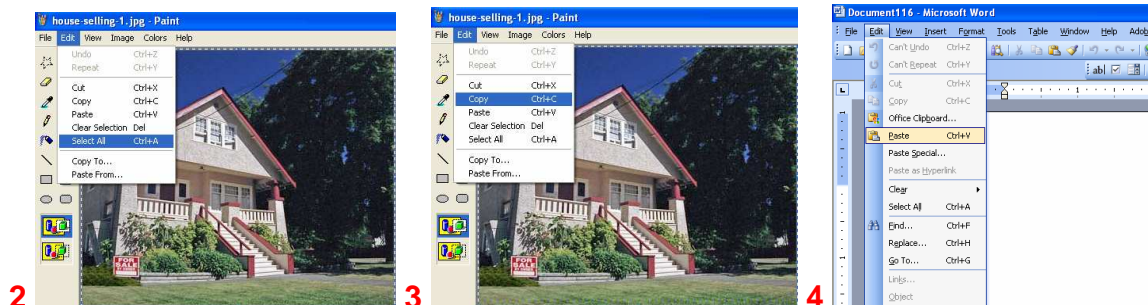
## Importing the Image into Microsoft Word

Normally resizing an image in **Paint** will cause it to be distorted greatly so the next step is to copy the image into **Microsoft Word** instead. Before you start, open **Word** or another text editor that accepts images and start a new blank document.

1. Once both programs are open, the next step is to open the image in Microsoft Paint. Locate the file on your computer and then **Right Click** on the image, mouse over **Open With** and choose **Paint**.

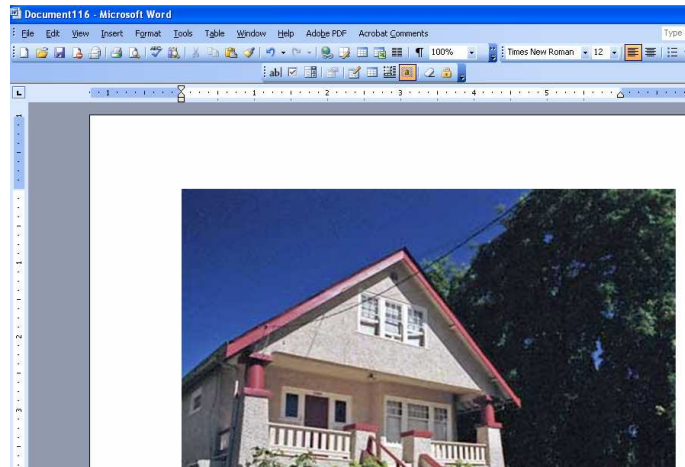


2. Once in **Paint**, go to the **Edit** menu and choose **Select All** (you can also press CTRL+A on your keyboard)
3. Go back to **Edit** and select **Copy** (you could also press CTRL+C to copy)
4. Go back to **Word** and go to **Edit**, select **Paste** (or Press CTRL+V) to paste the image into the new doc.



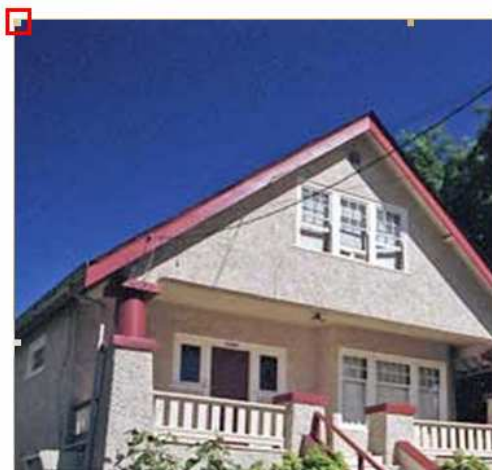
## Resizing and saving the image

Now that the image is copied into **Word** it can be resized without being distorted. The next steps are to resize the image, copy the image back to **Paint** and then save.



Resizing the image is a matter of clicking on it in **Word** and then using the **Image Anchors** (example below) on the image along with the **Shift** key to resize the image in scale.

1. Select the image by **Left Clicking** on it
2. Hold down the **Shift** key on your keyboard
3. Click and hold on one of the **Image Anchors** in the corner of the image and while still holding **Shift**, drag your mouse to resize the image to something approximately the size of the image on the next page.



*Image Anchor*



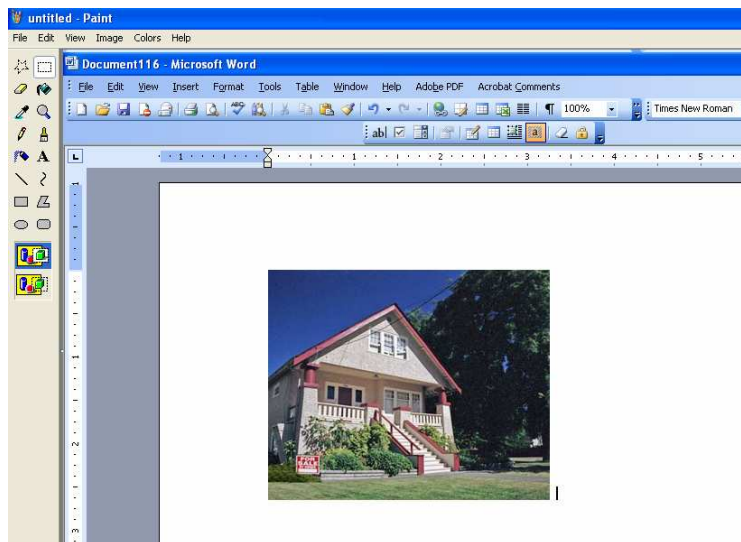
*Resizing the image*



Once the image has been resized in **Word**, deselect the image by clicking somewhere else on the page and then press the **Space Bar** a few times to move the cursor away from the image.

Once that is done, make sure the image is completely visible on the screen and then press the **Print Screen** (sometimes PrtScn) key on your keyboard. Nothing will appear to happen but you have just taken a snapshot of your screen.

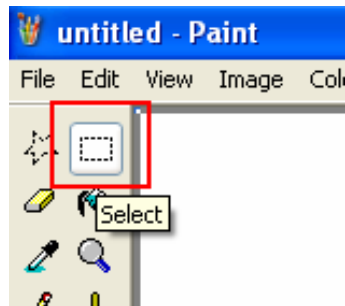
Go back to **Paint**, go to the **Edit** menu and select **Paste** and you will copy the screenshot you just took back into Paint which will look something like this:



The final step is to crop the image and resave it.

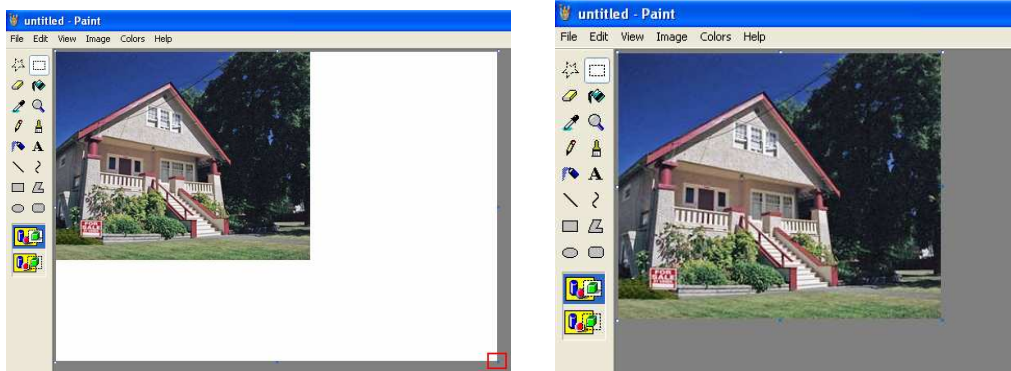
While still in **Paint**:

1. Use the **Selection** tool to select the part of the image you would like to use. You can select the entire image or use this opportunity to crop the image to remove unwanted elements on the edge.



2. Once you have selected the part of the image that you would like to use go back to **Edit** and select **Copy** once more.
3. Once the image has been copied go to **File** and select **New**. Click **No** when prompted to save your document.
4. Once the new blank document is open, go to **Edit** and select **Paste**.

*Note: If there is any white space around the image at this point, you will want to resize the canvas to ensure the image is the only thing that is visible.*



5. Finally, go to **File** and select **Save As** to save the new resized image to your PC. Before saving make sure that the file type is set to **JPEG (\*.JPG, \*.JPEG, \*.JPE, \*.JFIF)** under the **Save as Type** dropdown.

#### **FNIS MLS Systems & Solutions**

If you have a suggestion for *Tips & Tricks*, please email [misinfo@fnis.com](mailto:misinfo@fnis.com) or call 800.468.6221.