



## Importing a Personal Photo to Your Web Page

The Kintera web system only allows **.jpeg or .gif** formatted pictures which are sized to **300 pixels x 234 pixels, and 50KB** or less.

### Resizing images using Microsoft Picture Manager Editor

1. Click on **Start>Programs>Microsoft Office>Microsoft Office Tools** and click on **Microsoft Picture Manager**.
2. Your pictures will appear here.
3. Go to **Picture** on the Menu bar
4. Click on **Resize** from the menu.
5. Type in your **width 300**. (on the left hand navigation bar under Custom width x height. Note: Come as close to 300x234 without distorting as you can. If your photo is longer than wide, reverse the numbers.
6. Click on **OK**.
7. Click on **File>Save** from the menu.

### Importing your image/picture

1. Open your Race for Autism Kintera web page. Go to [www.RaceforAutism.org](http://www.RaceforAutism.org)
2. Click on the "**participant login**" link under the '**my pages**' heading on the left hand navigation bar. The login screen will appear.
3. Type in your **username, password** and click on the **continue** button. Your HQ page will appear.
4. Click on the **My Webpage** tab.
5. From the **Webpage image** section, click on the **upload link**.
6. Click on the **Browse** button. The choose file dialog box will appear.
7. Navigate to where you **saved your picture, select the file**, and click on **open**.
8. Click on the **Submit button** and this picture will now appear on your personal page.