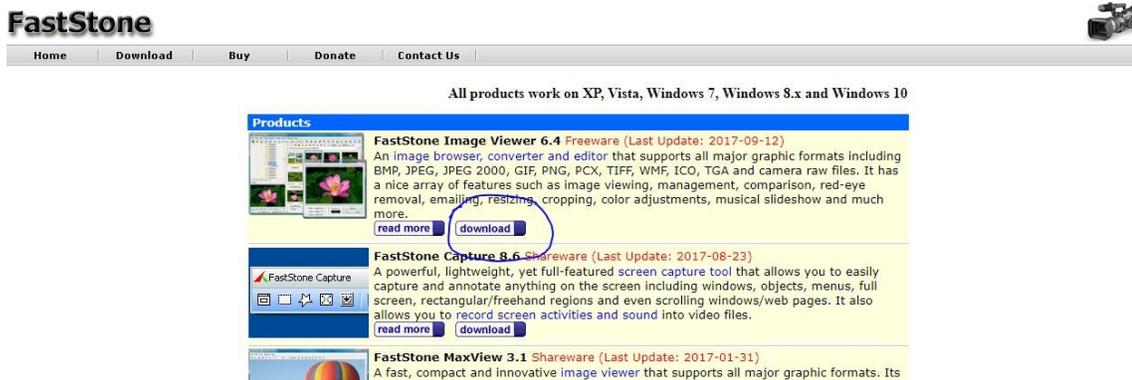




Optimizing photos with FastStone

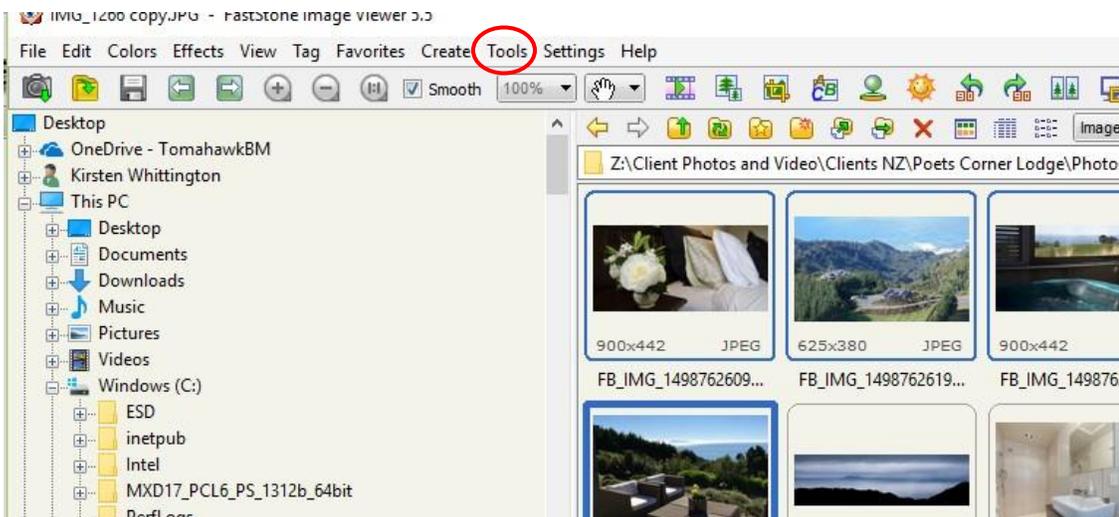
It is important to optimize and resize your images before adding them to your website. This will ensure your website load time is fast, creating a user-friendly experience for all visitors to your webpage.

Step 1: Go to <http://faststone.org/> and download and install the most recent Image Viewer



Step 2: Open Faststone

On the left hand side, select the folder where the photos you want to optimise are stored.



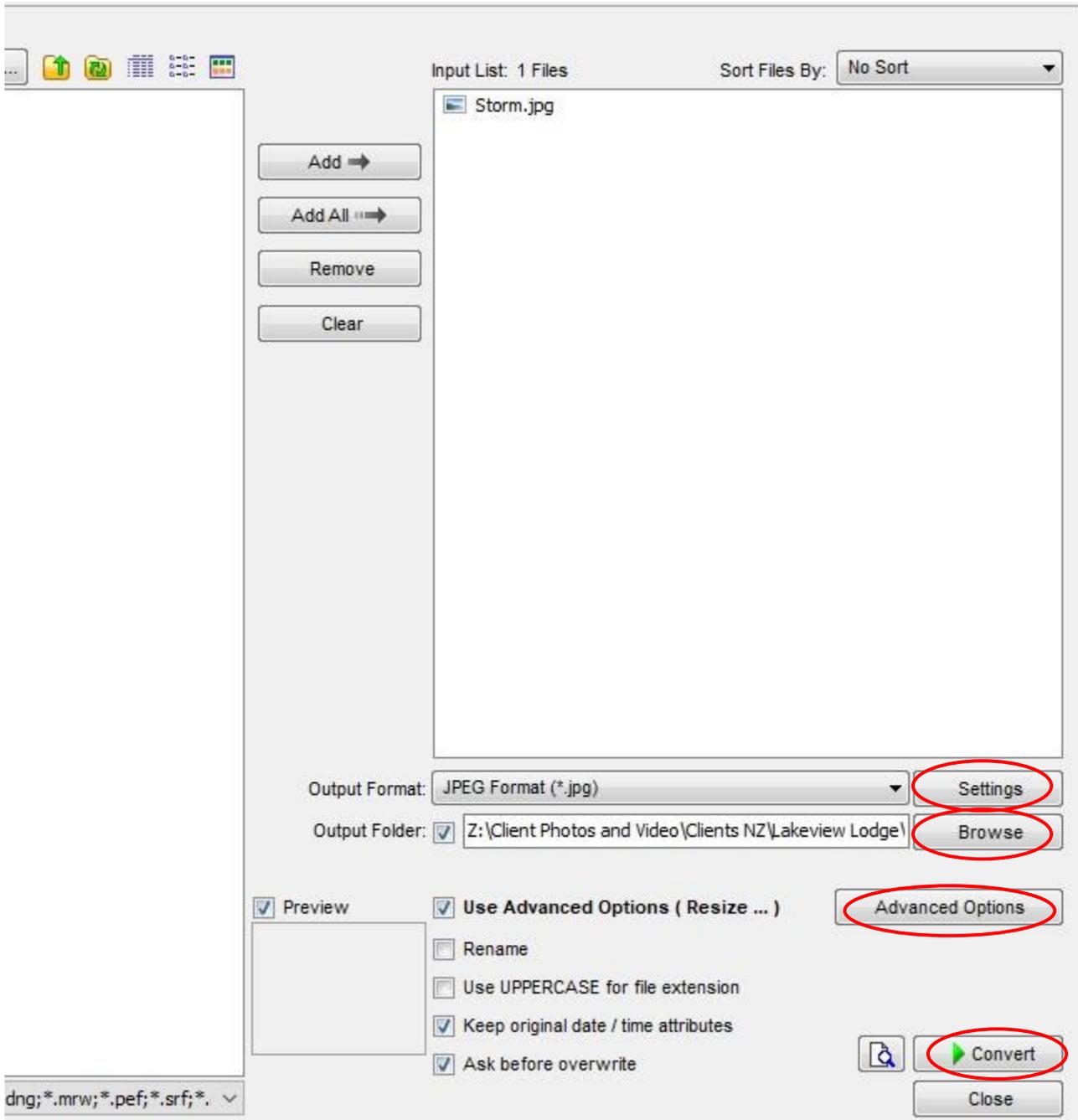
Step 3: Select all photos you want to optimise on the right hand side

Step 4: Click Tools in the top navigation panel (circled in red) and select 'Batch Convert Selected Images'

Step 5: Select settings and set Quality bar to 80

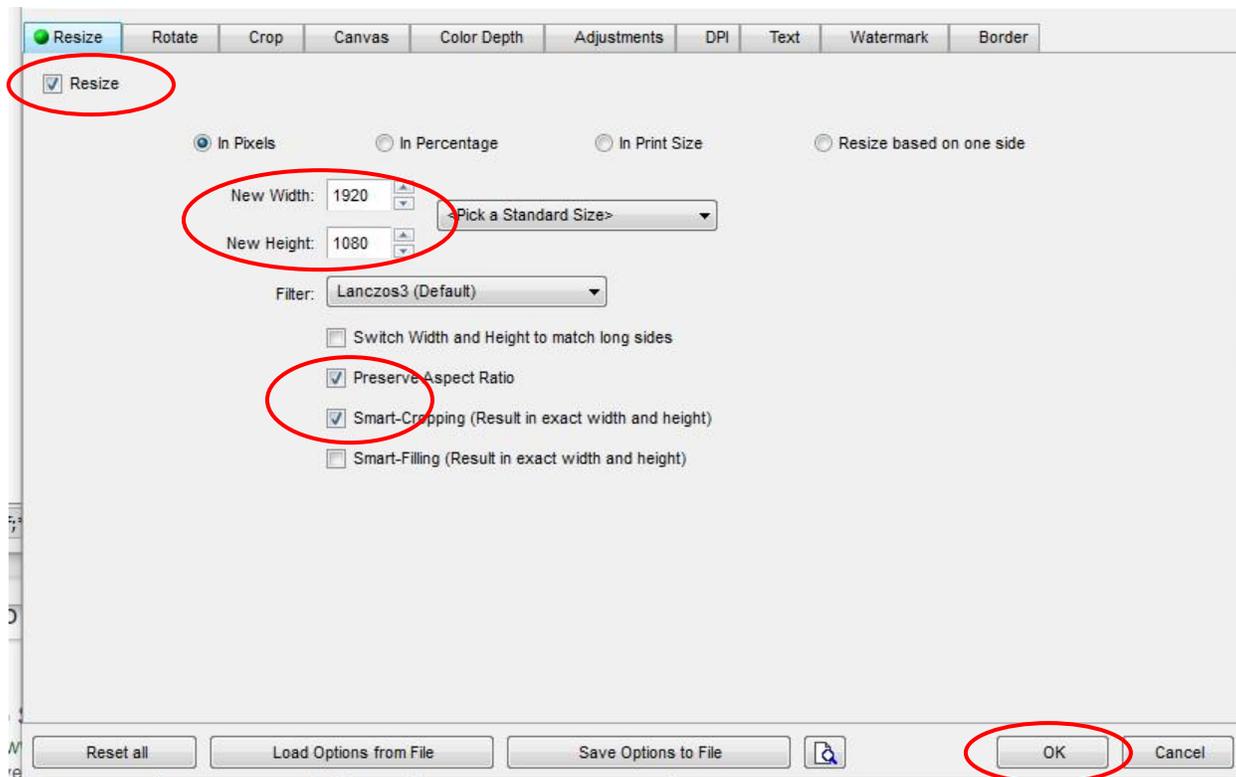
Step 6: Select Browse – pick folder where you want your optimised photos to be saved

Step 7: Click Advanced Options



Step 8: Tick Resize in left corner

- Change Width and Height to 1920x1080
- Make sure 'Switch Width and Height to match long sides', 'Preserve Aspect Ratio' and 'Smart Cropping' are ticked.
- Click OK



Step 9: Select Convert!

The optimized photos will be in the folder you selected above.

Go into the CMS file manager, and upload the files into it.