

# Electronic RFI Submissions

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## Electronic Submissions

When you receive an RFI request from the GOED, you will be asked to submit your response electronically. Acceptable formats for submitting your response include: Microsoft Word and Adobe PDF.

*Submit RFIs in Microsoft Word or Adobe PDF*

*Please note, if you are working with Microsoft Word on an Apple computer, be aware that it will most likely not maintain your formatting when we open the file. If you are using an Apple, please submit your response as a PDF to ensure your submission maintains your assigned formatting.*

### FILE SIZE

We want to ensure a prospect is receiving a quality submission that is easily accessible. To succeed in accessibility, we have to rein in the size of file we are sending to the prospect. Typically we aim to keep the final submission (all community and state information) at 5 MB or less. Depending on the number of communities submitting, this can be a challenge.

*Keep your RFI submissions to 500kb or less*

When you send your submission to us we ask that it be no larger than 500 kb (kilobytes). If you can get it smaller, please do.

## Using Images

Images speak volumes. We've all heard the adage, "a picture is worth a thousand words." This is certainly true with RFIs. Use images. BUT... use them wisely.

*Use images wisely*

### Photo Guidelines

- Don't overdo it – one picture per topic at the most (labor, transportation, quality of life, etc.)
  - *The exception to this is buildings & sites. Utilize several maps and photos to best promote your available property (2 to 4 images per property is recommended).*
- Make sure photos are appealing – snow, broken or boarded up windows, weeds, and clutter detract from the image you are trying to present (best foot forward).
- Photos need to be resized for web/electronic viewing. If your photos are too large, we will ask you to redo your submission.

### IMAGE SIZE

Pictures fresh from the digital camera or scanner tend to have a very large file size (meaning that they take up 1+ megabytes [MB]).

*Resize images to 50kb or less to keep your RFI submission small*

Generally you will want to reduce the file size of your photo to 50-100kb to keep your submission manageable. Aim for 50kb when resizing your photos and the submission size won't be an issue.

# Electronic RFI Submissions: How to Resize Photos

## How to Resize Photos

### SOFTWARE

When utilizing photos, you want to keep the file size as small as possible while still maintaining the quality of the photo. Photo editing software makes this task much easier.

Photo editing software options are numerous and costs range from free to several hundred dollars. We recommend trying free online resizing services or free software packages like Picasa or Pixlr if your photo/graphic needs are minimal. Consider purchasing software when these basic services no longer accommodate your needs.

Resource	Cost	Notes
Shrink Pictures	Free	<a href="http://www.shrinkpictures.com">www.shrinkpictures.com</a> – simple photo resizing tool, upload, choose new size dimensions, and download the resized image.
Picasa	Free	Download to your computer for numerous editing tools
Windows Photo Viewer	Free	Resize photos for email and then send to yourself
Image Resizer for Windows	Free	Tool to download for Windows that allows you to easily resize a photo from Windows Explorer <a href="http://imageresizer.codeplex.com">http://imageresizer.codeplex.com</a>
Pixlr	Free	<a href="http://pixlr.com/editor">http://pixlr.com/editor</a> - photo editing and resizing. Also has some great effects you can apply to your photos.
Fotor	Free	<a href="http://www.fotor.com">www.fotor.com</a> – photo editing and resizing. Also has some great effects you can apply to your photos.
PicMonkey	Free	<a href="http://www.picmonkey.com">www.picmonkey.com</a> – basic photo editing and resizing are available for free. Membership is required for more advanced features.
Corel Paintshop Pro	\$	Midrange photo editing & design software
Adobe Elements	\$	Midrange photo editing & design software
Microsoft Word	\$\$\$	A part of Microsoft Office Suite
Microsoft Office Pic Manager or Windows Live Photo Gallery	\$\$\$	Part of Microsoft Office 2010 Suite. Provides basic photo color correction, red-eye removal, picture rotation, cropping, resizing, and compressing functions. Replaced with Windows Live Photo Gallery in 2013.
Adobe Photoshop	\$\$\$\$	Leading graphic design software

This is not a complete list of photo editing services and software, so keep your eyes open for other resources that may work as well.

When using photo editing software, there are two influences on your file size:

- Quality/Resolution – psi or dpi = pixels (or dots) per square inch
- Physical Size/Dimension (either in pixels or inches/centimeters)

### QUALITY/RESOLUTION

It's common for digital pictures to have a resolution of 300 psi or higher. For electronic documents we recommend a resolution as high as 150 psi or as low as 72 psi. 72 psi is the recommended resolution for graphics on the web.

# Electronic RFI Submissions: How to Resize Photos

## PHYSICAL SIZE/DIMENSION

If your resolution is already at 72 psi, but your file size is still large, you'll want to look at the dimensions of your photo as it may be measuring 16"x20". If this is the case, bring it down to about a 4x6 or 3x5.

**Note:** Depending on your software, when you change your resolution it may increase the picture dimensions (ex: a 300 psi 4x6" picture, when reduced to 72 psi will jump to 24x30"). So, you'll want to watch this and reduce the picture dimensions accordingly.

## Tutorial: Resizing Photos

Sometimes you need a smaller copy of a photo for a project. Generally, for electronic documents, you want the size of the photo to be 50 kb or smaller.

**Note:** Keep in mind that resizing is different from cropping. Resizing changes the dimensions or quality of an entire photo, while cropping makes a photo smaller by removing part of it.

Due to the many different versions of Microsoft operating systems and software capabilities, we've provided a few different resizing options for you to try with your computer.

- Resize photos in Windows Live Photo Gallery
- Resize photos in Microsoft Office Picture Manager (Microsoft Office Suite 2007-2010)
- Resize photos to send in email from Windows Photo Viewer
- Resize photos using the Image Resizer tool (requires download and install)
- Resize photos using the internet
- Compress photos in Microsoft Word

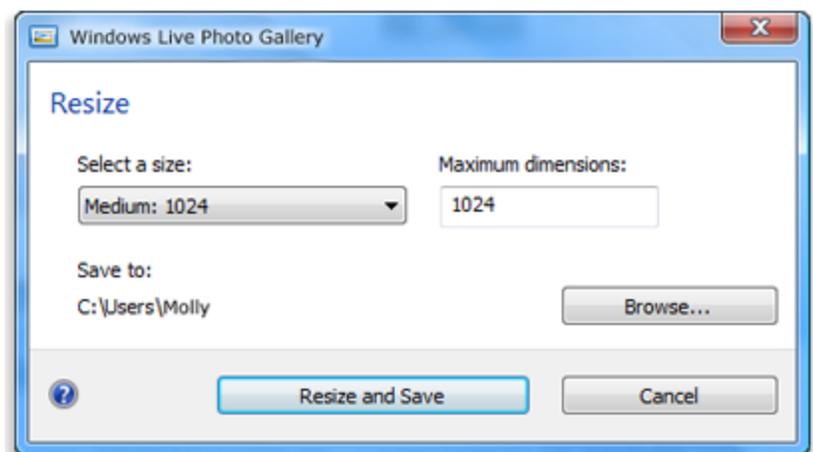
## RESIZE PHOTOS IN WINDOWS LIVE PHOTO GALLERY

Windows 7

<http://windows.microsoft.com/en-US/windows-vista/Resize-photos-in-Windows-Live-Photo-Gallery>

1. Select the photo you want to resize, and then, on the **File** menu, click **Resize**.
2. In the **Resize** dialog box, select the size you want to make the photo.

If you want to be able to print the photo, choose a larger size. If you're only going to view the photo on the screen, choose a size that



# Electronic RFI Submissions: How to Resize Photos

looks good on your monitor. Experiment with different sizes to learn which will work best for your project. Keep in mind that **Maximum dimensions** is the number of pixels along the longest side of your photo. For example, in a 4 × 6 photo, if the 6-inch side is 1024 pixels, the 4-inch side is 682.

3. Click **Resize and Save**.

Photo Gallery will save the resized file in the same location as the original, and will add the dimensions to the file name of the smaller copy. For example, if the original photo is named "Scooter" and is saved in your Pictures folder, the resized photo is named "Scooter (1024x683)" and is also in the Pictures folder. (If you want to change the file name or location, click **Browse**, change the name and location, and then click **Resize and Save**.)

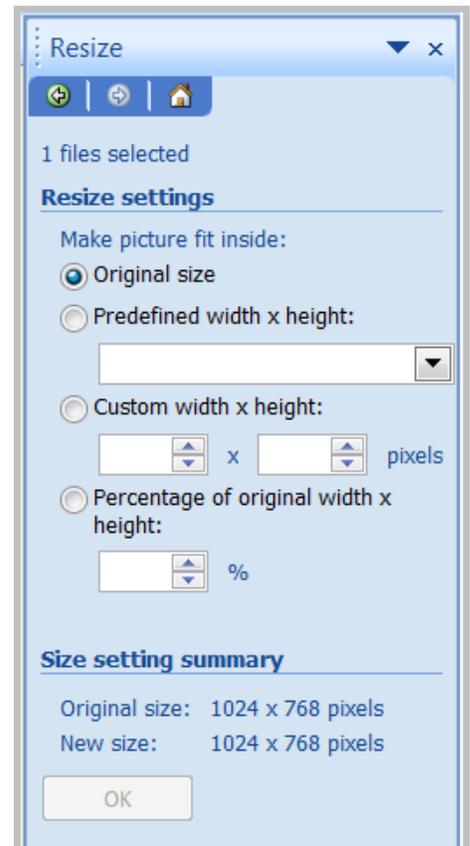
## RESIZE PHOTOS IN MICROSOFT OFFICE PICTURE MANAGER

*Microsoft Office 2007-2010*

1. Open photo in Microsoft Office Picture Manager.
2. Click on **Picture** in the top Menu bar.
3. Click **Resize** (the Resize window will open).
4. Select a Predefined size for the image or use your own custom sizes. Click OK.
5. Save your picture (original picture will be overwritten if you don't Save As).
6. Close out of Microsoft Office Picture Manager without saving changes to the original.

**Note:** When you edit a photo in Picture Manager and Save As, it does not change the file name of the image open in the manager. It saves a copy of the image and keeps the original, edited version, open in the manager. If you close out of the Picture Manager and save your changes when prompted, it overwrites the original image.

Because of this, you may want to back up your original photos just in case you accidentally overwrite them with the smaller file size.



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## RESIZE PHOTOS TO SEND IN EMAIL FROM WINDOWS PHOTO VIEWER

Windows Vista – Windows 8

1. Open Windows Explorer.
2. Navigate to the Photo you want to send and double click on photo (photo should open in **Windows Photo Viewer**).
3. Click **E-mail** in the top toolbar.
4. A window will open with a drop down list for **Picture Size**.
5. Select the size you want to use (it will show you the estimated file size below the drop down after you've selected the size you want).
6. Click **Attach** once you have the desired size selected.
7. If you use Microsoft Outlook or another Microsoft email program it will open the program and create a new email with the photo attached.
8. From here you can **right click** on the attached photo and select **Save As** to save it to your computer (it's possible you may have to email the photo to yourself before you can do this step).

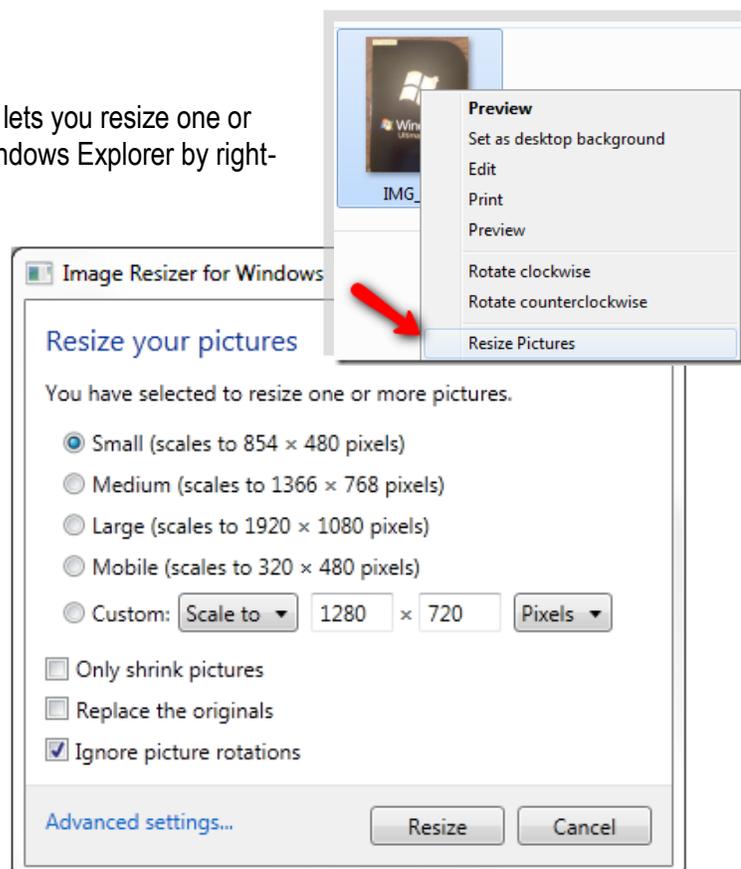
## RESIZE PHOTOS USING THE IMAGE RESIZER TOOL

Windows Vista – Windows 8 (requires download and install)

<http://imageresizer.codeplex.com>

Image Resizer for Windows is a utility that lets you resize one or more selected image files directly from Windows Explorer by right-clicking.

1. Download the installer (visit link above and install).
2. Open Windows Explorer (different from Internet Explorer)
3. Navigate to the photo you want to resize and "Right-Click"
4. Choose settings from "Image Resizer for Windows" window that opens and click "Resize."



# Electronic RFI Submissions: How to Resize Photos

## RESIZE PHOTOS USING THE INTERNET

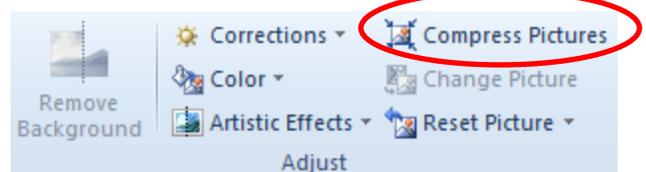
All Computers

1. <http://www.shrinkpictures.com/>
2. Scroll down to **Resize Images** dialogue box.
3. Choose the Picture you want to resize by clicking **Browse** and navigating to the image on your computer.
4. Select the new dimensions you want to use (350 pixels recommended or use the Custom box to make a little larger/smaller)
5. Click on **Resize** (a new page will load with a link for you to click on to download the new image).
6. Click on **Download this picture now** and save it to your computer.

## COMPRESS PHOTOS IN MICROSOFT WORD

Another option is available for reducing photo sizes and it only requires Microsoft Word. Use this option when creating your submission in Word and including pictures in the document. When you use the following method, it only changes the size of the photos in the document and these adjustments won't be reflected in the original photo.

1. Insert your photos into your Word document
2. Click on any image in your document and the "Picture Tools Format" tab will appear. Click on the tab to open the toolbar
3. On the "Picture Tools Format" toolbar, with your photo still selected, click on the "Compress Pictures" button in the "Adjust" section (should be on the left of toolbar)
4. From the Compress Pictures window, you can choose to:



- a. work with just your selected picture or all the pictures in the document
  - b. delete cropped areas of the picture if you have done some cropping
  - c. change the resolution (Screen or Email setting recommended)
5. Choose the settings you want and hit okay
  6. Save your changes and your document size should adjust accordingly. View under File → Properties → Size

