left click the file icon, and then from the drop down menu select the Open option by left clicking it.

Locate the image you desire to resize.

Select the image and then click Open.
Left click Resize.

Make sure you are resizing by Pixels, and that you have the Maintain aspect ratio box checked.

The image must be a maximum of 680 pixels wide to fit correctly, so we change the value of the Horizontal to 680. The vertical value should automatically change to match.
Click **Ok** and then save. Image is now ready to be uploaded.

680 pixels wide is the largest an image can be to fit correctly on the web page, but you can make the image smaller if you want. Here are three examples of image sizes and how they appear on the web page.