

Padding Images for Tempo

Overview

Images uploaded into Tempo's MLS Database fit a dimension of 640 X 480 pixels maximum. If an image is smaller than this dimension, it will be adjusted to fit, causing the image to lose 'aspect ratio'.

Portrait or Landscape type Images

Images such as High Rise Condominiums, Stairs and Doors for example are better illustrated by turning the image in a portrait orientation.

Adjusting your Portrait Images

Padding the image will keep aspect ratio, giving you more flexibility with taking photos for the best presentation for the feature of the property.

Don't Buy Software For This Process! Use Microsoft Paint!

Your Windows Based computer has the perfect program to pad images. It's called Microsoft Paint. (We'll call it 'Paint' from now on) Follow the instructions below to pad your image.

Step By Step Instructions

Prepare your original image

1. Adjust your image if it needs too dark or too light. Make sure that you know where your image is located. It would be best if it is saved on your computer hard drive.
2. Open Paint: Select **Start, Programs, Accessories, Paint**

Change the dimensions of the canvass to fit Tempo

3. Select **Image, Attributes**; Change Width to **640** and Height to **480**; Select **OK**; Units = Pixels. Select **OK**.

Optional Step – change the color of the white background

To change the white background, choose **Colors, Edit Colors**. **Select** the color you want. Choose the '**Fill With Color**' icon on the left of the monitor that looks like a bucket with paint. Select the white background to change the color.

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Import the picture on top of the canvass

4. Select **Edit, Paste From...**
5. **Navigate** to the image; **double click** on the image. Your image is now on the top left of the canvass with a selection box around it. There are 8 dots on in the selection box. These dots are called 'nodes'. [Refer to the image on page 2, #1]
6. Place your cursor in the middle of the image. Your cursor will turn into a black 4 pointed arrow indicating that you can move the image. **Drag** the image to the center of the canvas. You can move it as much as you want as long as you do not click away from the canvass! [Refer to the image on page 2, #2]

Save your padded image

7. Click away from the canvass so that it will be imbedded into the canvass. Once you click away from the canvass (in the grey area of 'Paint' for example), You will not be able to move the image again.
8. Select **File, Save As** to create a copy of your original image. Make sure that the file type is jpg. Rename your image for Tempo.

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