

**How to resize and upload your profile picture on the ACTO website**

In this document we will give you some guidelines on how to resize an image so it fits onto your profile page on the website.

The maximum dimension set for an image on the directory profile is 80 kb.

This is very low because images eat up memory on a website. And having a lot of memory taken means it slows down a website. The website will load slower and this will be penalized in the google rankings. That is something we do not want. We all want the website to come up high in the rankings.

This means that you will have to convert your image to become smaller. When you don’t know how to do this you might get into difficulties with the separate terms used.

The websites that are used to convert images use the term pixels. While the website speaks of kilobytes [KB]. That is why I have done some research and have come up with the right pixel settings for your image.

**Important**

* It is better to start out with a photo that is too large than too small. It is very hard to make a small photo bigger.

So best is to start with a large file photo and work around the other way.

* Normally you would go for PNG output because that is the best quality out there. But since we can only use a small size image anyway we want to save it as JPG.

**Two methods to resize your picture**

**Pic resize**

Go to the Pic resize website <https://picresize.com/> You don’t have to download anything to do it this way.

Steps

1. Upload the photo you want to use -> click on continue to edit
2. Under resize your picture select -> custom size
3. Under height and with select at least 190 X 190 pixels. This is the minimum. If you go below this you will get a warning your image is too small when you try to upload to the website.
4. Output, select JPG and then click “I’m done resize my picture”
5. In the next window make sure you are not over 80 KB and then select “save to disk”
6. Upload to your acto profile

Watch the whole process in [this video](https://youtu.be/lOsbGhE-fOw)

**Canva**

You need to sign up for Canva, the good news is it is free. And it is even easier. Canva is also great for branding your business and make other images to use on your website and social media.

Steps

1. Create design -> select custom size [190 x 190 pixels]
2. This takes you to a new window, select uploads from the menu on the left side of your screen
3. Select “upload media” at the top and upload the photo you want to use
4. Once it has uploaded just click on your photo and it will appear on the screen
5. Now you drag the corners until all the white of the canvas is filled by your photo
6. Give your image a name
7. Once done you click on share in the right hand upper corner of your screen and select download. Here you want to change PNG to JPG.

Watch the whole process in [this video](https://youtu.be/JBdzkJ5oHSQ)

**Uploading on the ACTO website**

1. Sign in. <https://www.acto.org.uk/login/>
2. Click on the cog next to your profile picture and select ‘edit profile’
3. Click on the round image in the middle of the screen and select ‘upload photo’
4. Upload your photo and click apply.
5. !!!Don’t forget to also update your profile before you leave. Or the changes will not save!!!!

Watch the whole process in [this video](https://youtu.be/eFAgQp8bJ0I)

**Some General tips**

Always give a photo a name. In this case your first and last name. Search engines can’t see photo’s but they can read the names, so that is an extra way to be found. It also helps blind people understand what is on an image.

Use the same photo of yourself everywhere. Website, social media, directories. This is part of what is called branding. It helps people recognize you across the different channels.

Use an appropriate photo.

1. It should be just you in the photo
2. Don’t cross your arms
3. Best if it is just head and shoulders
4. It’s fine to smile but don’t place a silly picture
5. Don’t show too much skin

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