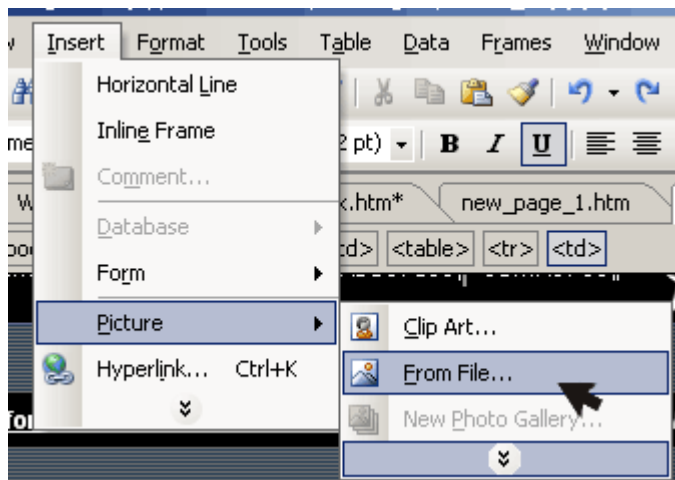
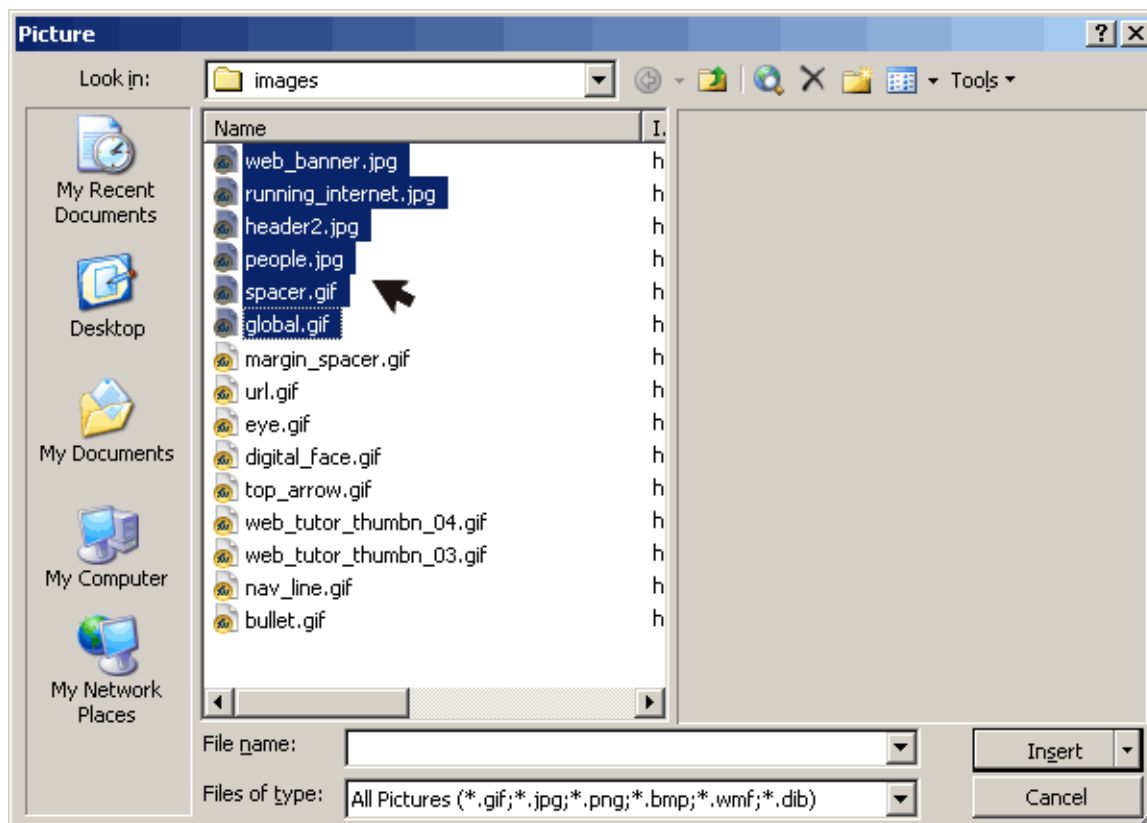


Auto Thumbnailing in SharePoint Designer

If you do not have an existing photo or group of photos in your webpage, insert a photo or insert a group of photos you wish to thumbnail.

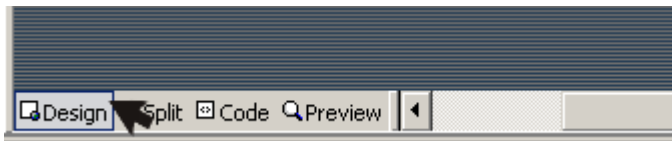


To select a group of photos to thumbnail in your page, remember you can hold down shift and click to highlight a range of images you want, or hold down control (ctrl) and click to pick, one by one, a group of images.



Thumbnailing

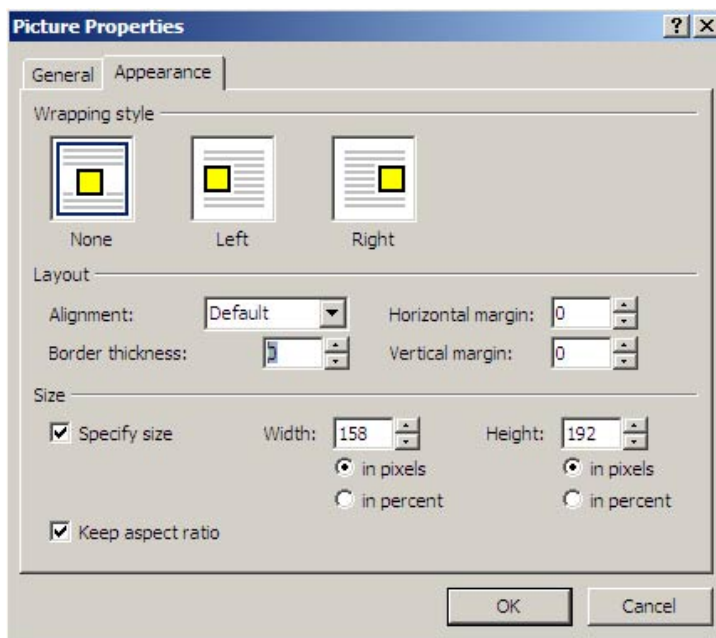
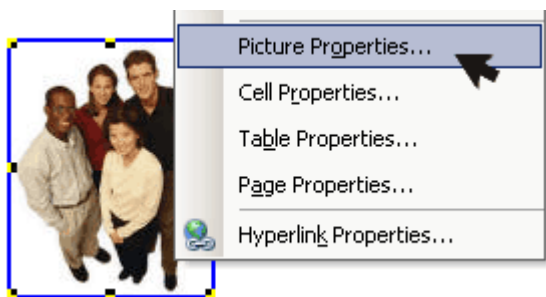
1. In **Page** view, at the bottom of the document window, click **Design**.



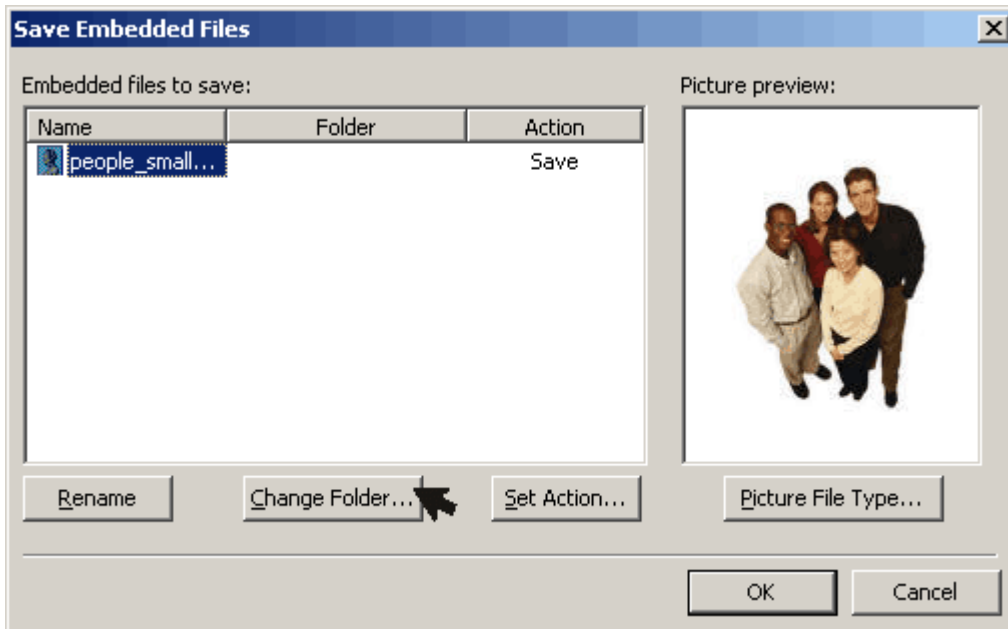
2. Right-Click the graphic, or select a group of graphics, then Right-Click.
3. In the menu that appears, select **Auto Thumbnail**.



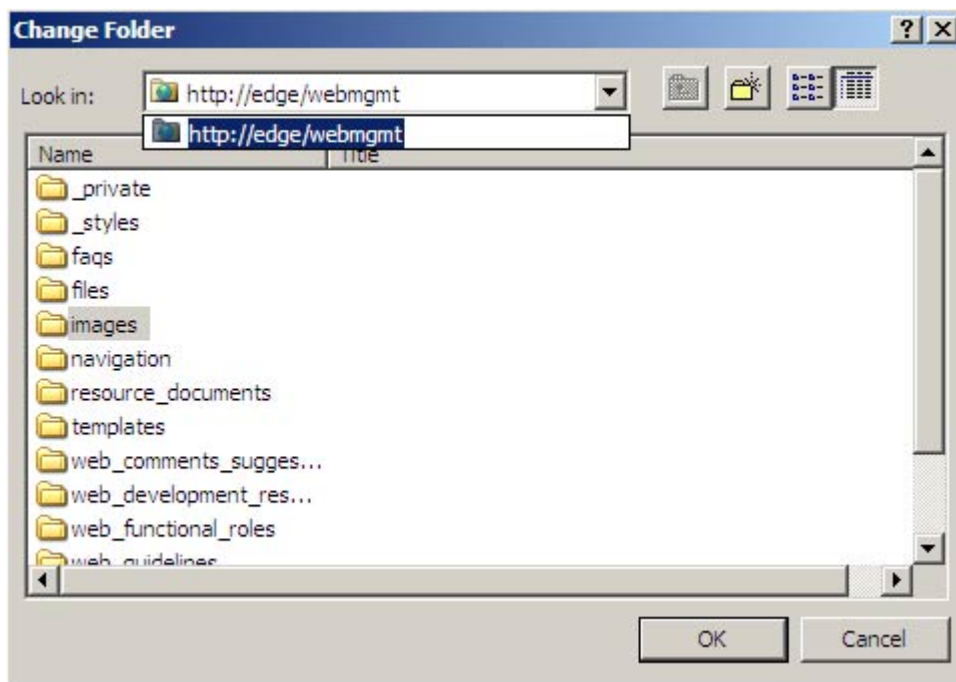
4. If the **blue** outline around the thumbnail is not wanted, right-click each photo and select **Picture Properties**. Change the **Border Thickness** to 0 (zero).



5. SharePoint Designer creates a thumbnail graphic and a hyperlink to the original full-size graphic. When you **save** your webpage or **close** SharePoint you may be prompted to save the thumbnail images with a dialog box which looks something like this:



- Click “**Change Folder**” then navigate to the **images** folder of your website:

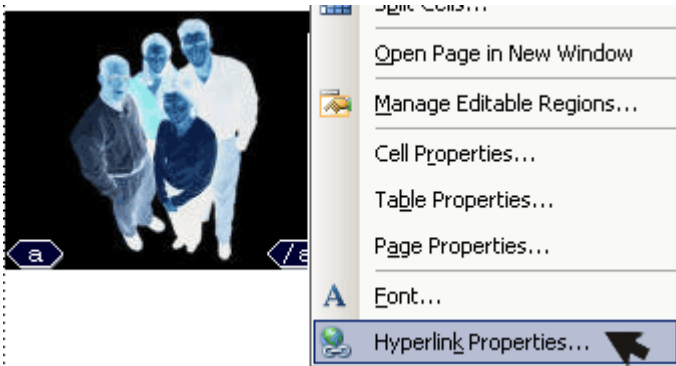


This **saves** the thumbnails that SharePoint Designer has generated for you to the proper folder on your website.

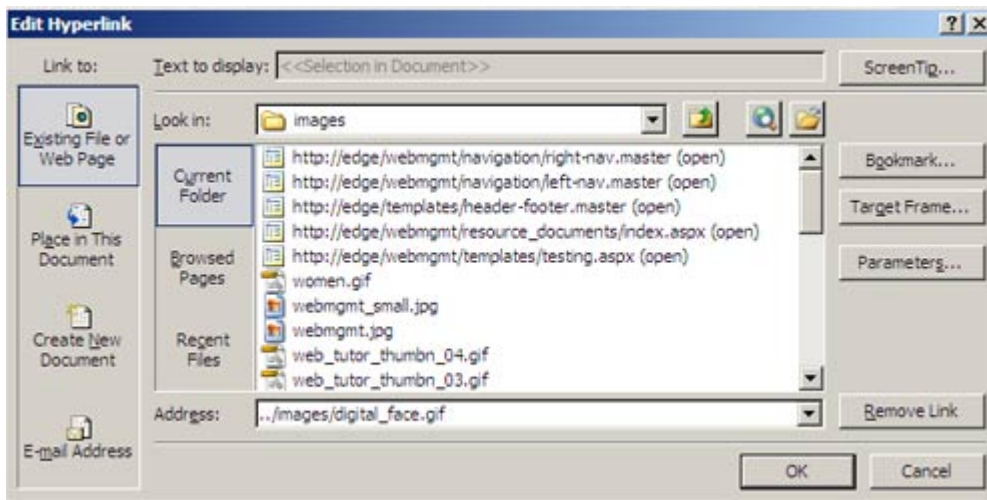
After you've saved the page, **preview in browser** and click on an image you've thumbnailed – the original sized photo by itself will load in the same page. To return to your original page, you'll have to hit the back button on your browser.

If you would like the **original images** to **appear in a new pop-up window** when clicked:

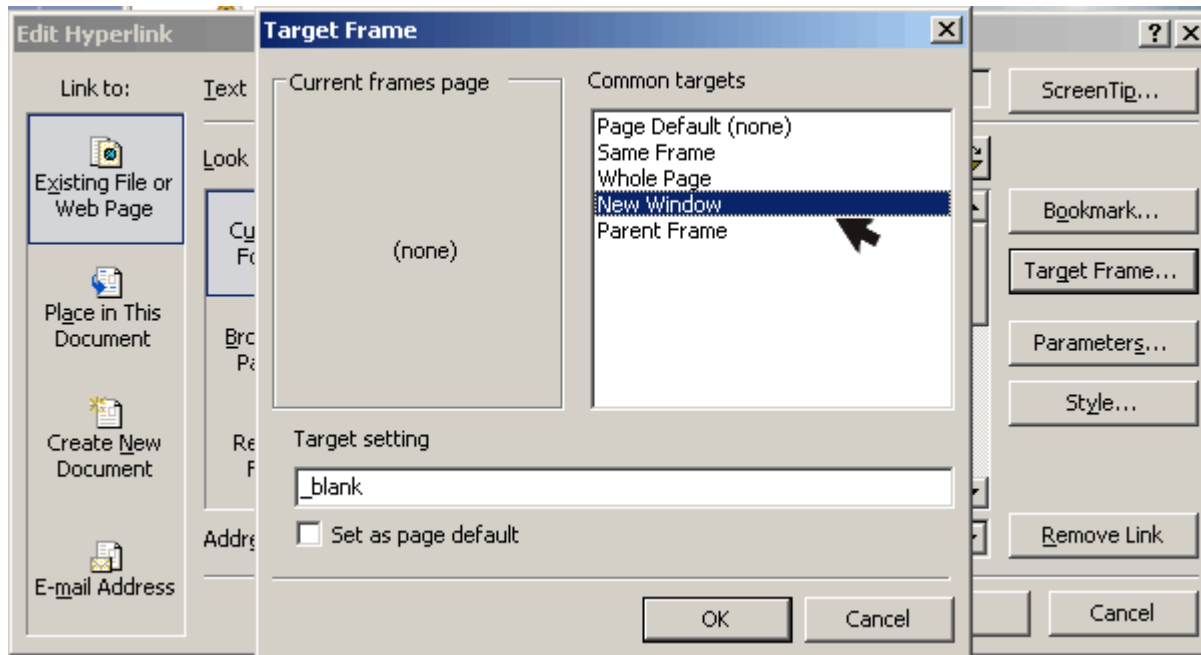
1) Right-click on the thumbnailled image (in the webpage) and select **Hyperlink Properties**.



2) In the **Edit Hyperlinks** dialog box which appears, select **Target Frame**.



3) In the **Target Frame** dialog box select **New Window**



Click **OK** on the dialog boxes to confirm your choice. When clicked in a web browser, the thumbnail will now display the original image in a new pop-up window.

If for some reason you wish to **keep the thumbnail**, but **remove or change the hyperlink**:

1) right-click the image and select **Hyperlink Properties**

2) In the **Edit Hyperlink** dialog box:

- select **Remove Hyperlink**

- **OR** type in the **new page address** or browse to the new image or page to which you wish to link.

