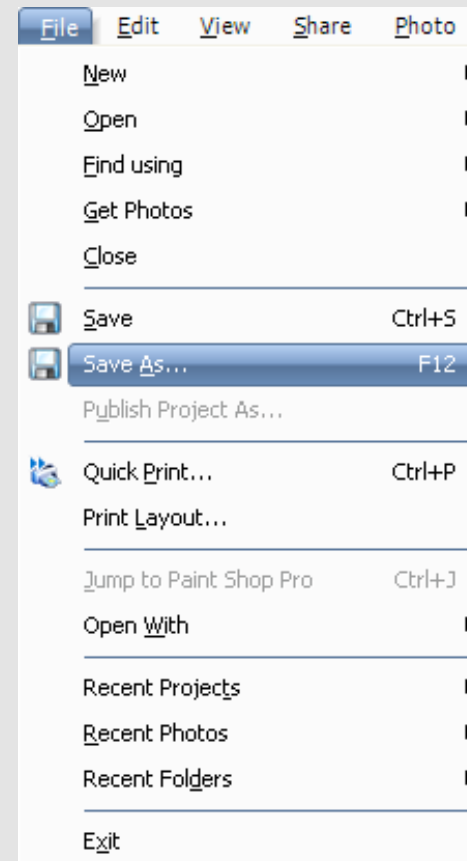


Converting Your Tour Photos Into the JPEG Format

Although the most common file format for images is JPEG, on occasion images may be saved as GIFs, BMPs, TIFFs, Pdfs or PNGs. If this is the case with your images, you will need to convert them into JPEGs.

If your photos are not in the Jpeg format, the tour uploader will not accept them

- 1. Before you begin the conversion, we recommend creating a new folder on your desktop and placing your tour images into the folder (see tutorial if you don't know how)**
- 2. To convert your photos into the Jpeg format, you must first double click on a tour image in your new folder**
- 3. Once you have opened your image, go to the top menu bar, pull down 'File' and then click 'Save As' - you should see a box like the one to the right**



Converting Your Tour Photos Into the JPEG Format

4. In the 'Save Photo' box be sure that the 'Save in' selection is designated to your 'New Folder'

5. If the 'Save in' designated folder is not your new image folder, you will need to locate your image folder using the browse feature

6. Below, under the 'Save as type' selection, designate the 'Jpeg' option

7. Now press 'Save.' Repeat this step for all your tour photos and remember to give this newest folder a name of its own

