

Tips & Tricks for Uploading Images with Research Highlights

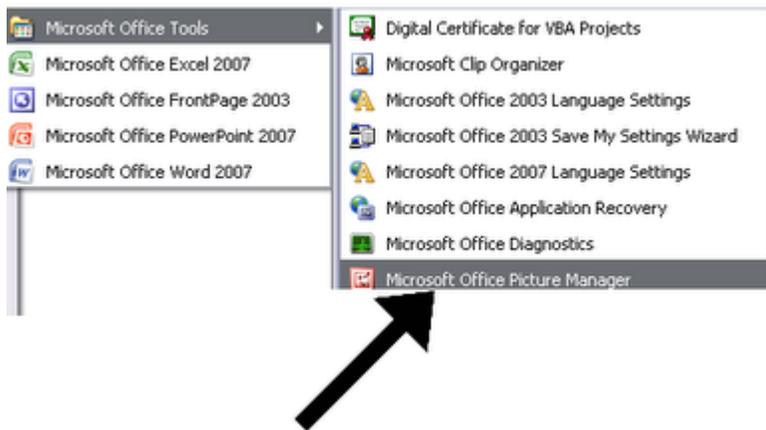
Images: (optional)

Only images in JPEG, BMP, GIF, or PNG can be accepted up to **10 Mb**. The image caption is limited to 500 characters.

Tip: For comparisons, lay multiple images out side by side, vertically or in a grid formation to create a single image file for uploading on the Research Highlight Submittal Form.

Trick: If image editing software is unavailable, the task can be accomplished using Microsoft (MS) Word as follows:

1. Insert or paste the images on a blank MS Word document and arrange them as desired.
2. Use the "Print Screen" function on the computer to capture the composite image.
3. Paste the new image (created from "Print Screen") onto a new blank MS Word document or page.
4. Use the picture formatting tools to crop and/or resize the composite image to eliminate unwanted borders and to achieve the desired overall size.
5. Open Microsoft Office Picture Manager:



6. Open your MS Word Document.
7. Right click to copy your image.
8. Launch Microsoft Office Picture Manager.
9. Browse to the folder of your choice, and right click to paste and save the clipboard content as an image.
10. From the Research Highlight Submittal Form, browse to the folder (from step 9) to upload your image.