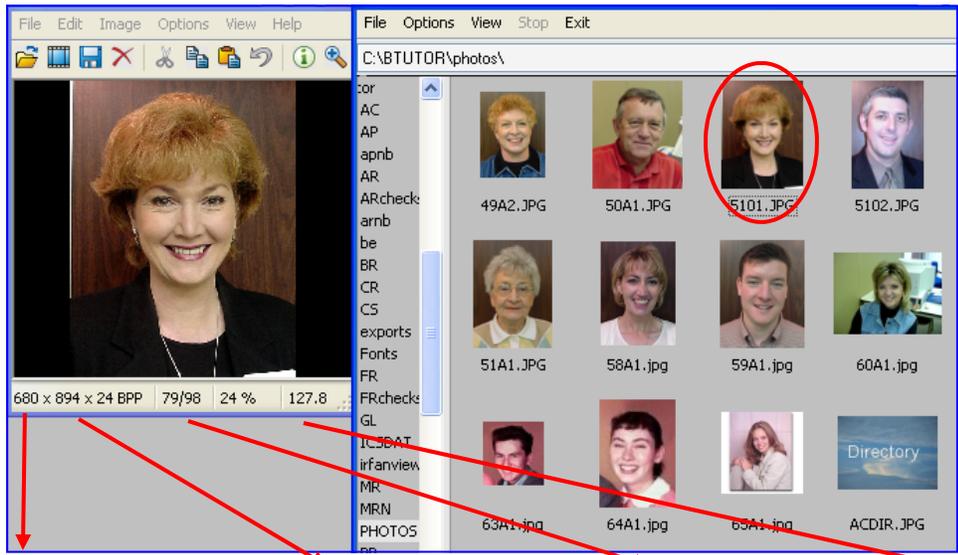# Photo Management Tools Included in RDS Advantage

Your RDS Advantage system includes comprehensive capabilities to manage your photos and other graphics.

In Member Records, click on "Install Photos From File," from the Maintenance menu and click on the "Thumbnails" icon on the top toolbar. To manage or enhance an image, double click on the photo in the thumbnails list. You can click on the left edge of the thumbnails list to drag to the left to display more columns of your photos.
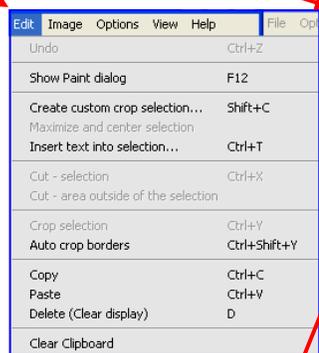
Shown below are some of the menu capabilities for image management. More options are available on the thumbnail menus on the right.
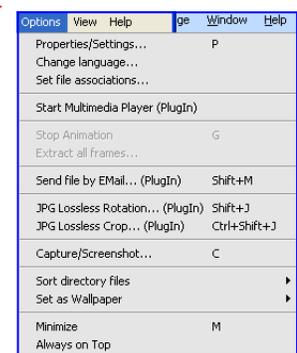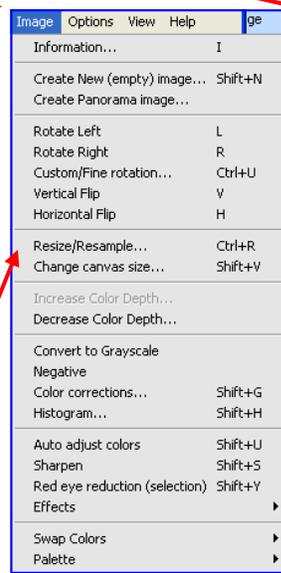
This application supports 21 different image formats.

You can convert from one to any of the other formats.

For use in RDS Advantage the .JPG format is recommended.

The Resize option is useful to store images in practical sizes, from 300 X 300 pixels to 650 X 900.

The photo highlighted above is a 128 KB photo with 650 X 900 pixels.

A color photo of 300 X 300 pixels yields a disk storage size of 20 KB. A color photo of 650 X 900 pixels yields a disk storage size of 128 KB. Photos in this range will give good quality photos for directories or for use in newsletters and not take large amounts of disk space.