

# Images

A purple rectangular box with the word "Important" written in white, bold, sans-serif font.

Images **MUST** be sized to the appropriate dimensions **PRIOR** to uploading to Cascade. Dimensions of the most frequently used graphic elements can be found on pages 19-20 in Western Communications [Web Style Guide](#).

Not everyone has access to Photoshop so you can use Microsoft Paint to re-size and crop your images to the appropriate dimensions.

**Once you have resized your image** you can upload it to Cascade.