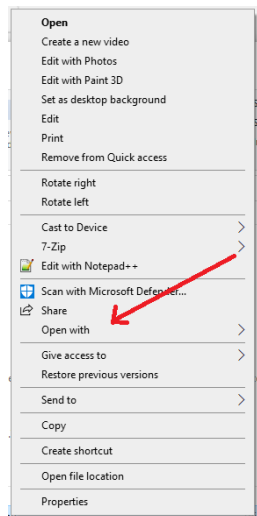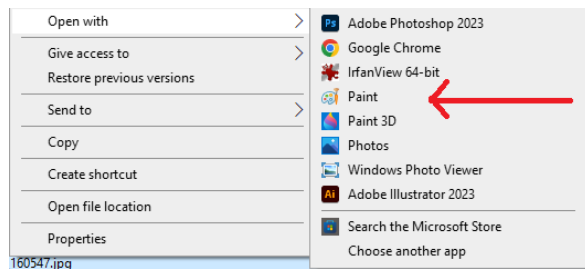# Changing Image Size

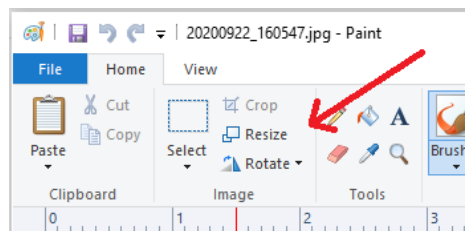To change the image size of a photo file, follow these steps.

Locate the file on your computer in My Computer and right click it to bring up a menu like this and select Open with:
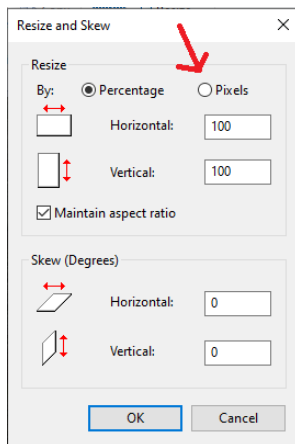

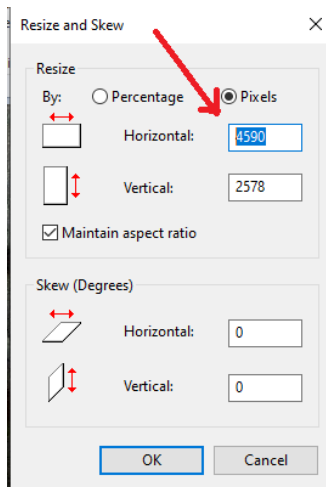From the next menu, click on Paint:

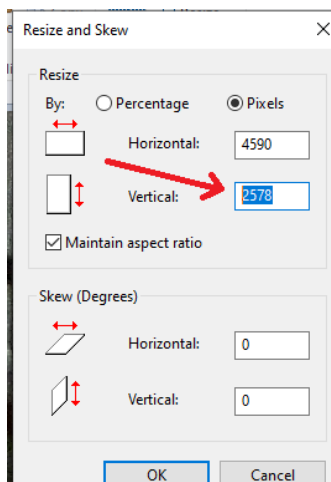The image file will open in MS-Paint. Click on Resize:
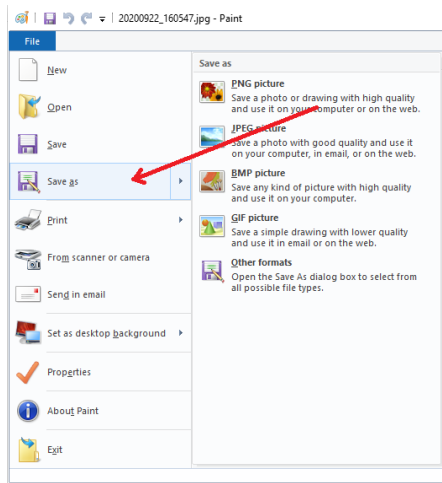
When the resize dialog box opens click on Pixels:

If the photo is landscape (i.e., the photo is wider than its height), change the Horizontal value to 1024:

If the photo is portrait (i.e., the photo is higher than its width), change the Vertical value to 750:

Click Ok to close t:he dialog box and then click on File, Save As:

Provide a file name and click Ok (remember to give the file a new name to preserve the original photo image).