## Guide to resizing pictures.

## Click START then RUN, Type $MSP\Delta INT$

I ype M	SPAINT
Run	? ×
2	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	mspaint
	Run in separate memory space
	OK Cancel <u>B</u> rowse

(NB: You can get to this program also by click Start/Run/Accessories/Paint -



Microsoft Paint Opens...



Click FILE then OPEN and find the file you want, in our example we use picture.jpg...

Open					<u>? ×</u>
Look jn:	🗁 New Folder		•	G 🖻 🖻 🖽	-
	picture.jpg				
My Recent					
<b>B</b>					
Desktop					
My Documents					
My Computer					
S					
My Network	File <u>n</u> ame:	picture.jpg		•	<u>O</u> pen
	Files of type:	All Picture Files		•	Cancel

You will see the picture load in its current size...



Now press CTRL + W or click IMAGE then Stretch/Skew....

Stretch and !	5kew			<u>?×</u>
Stretch				ОК
	<u>H</u> orizontal:	30	%	Cancel
1	<u>V</u> ertical:	31	%	
Skew				
$\mathbf{Z}$	H <u>o</u> rizontal:	0	Degrees	
	V <u>e</u> rtical:	0	Degrees	

Simple stretch the picture to 30% of the original size (Or whatever size you see fit) and click OK.....



Now simple press CTRL + S or click FILE then SAVE.

You can now upload your image.