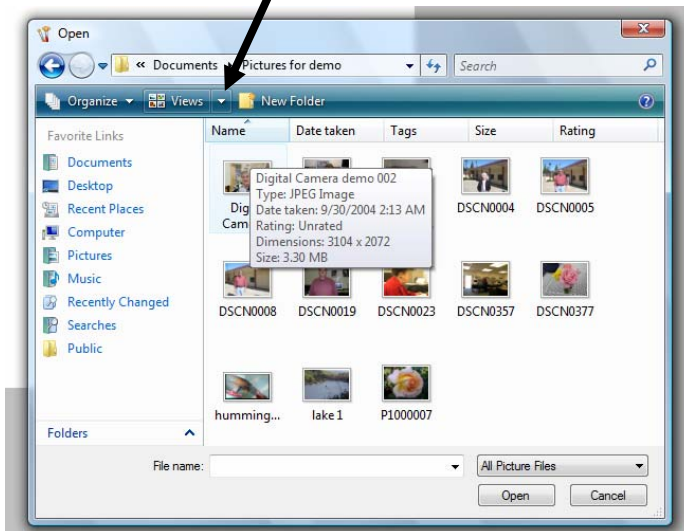
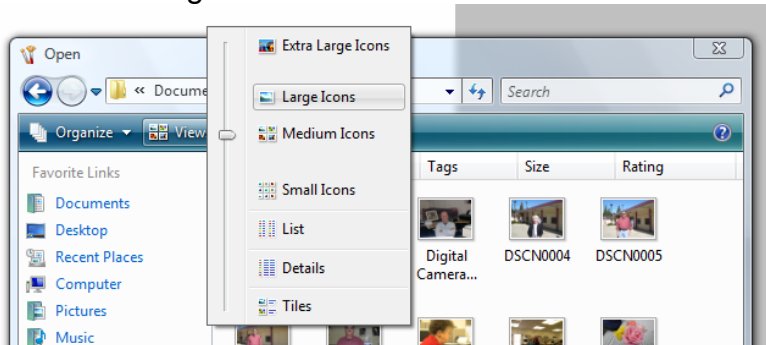


Objective: Use Paint program to resize pictures

1. Start Paint
 - a. Click Start
 - b. Click All Programs
 - c. Click Accessories
 - d. Click Paint
2. If necessary, click the Maximize button in the upper right corner to fill your screen with the Paint program window.
3. Click File - Open
4. In the Open dialog box, navigate to the folder that contains your pictures
5. If you want to see the little images of your pictures, click the triangle to the right of the Views button

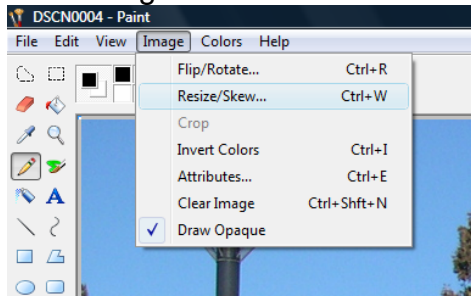


Then click Large Icons or Medium Icons

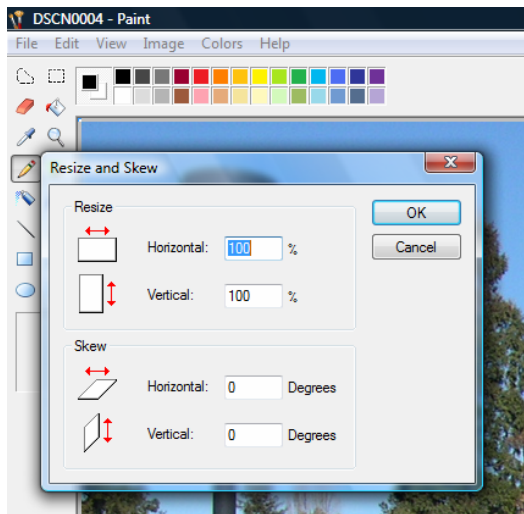


6. Double-click the picture you want to resize.

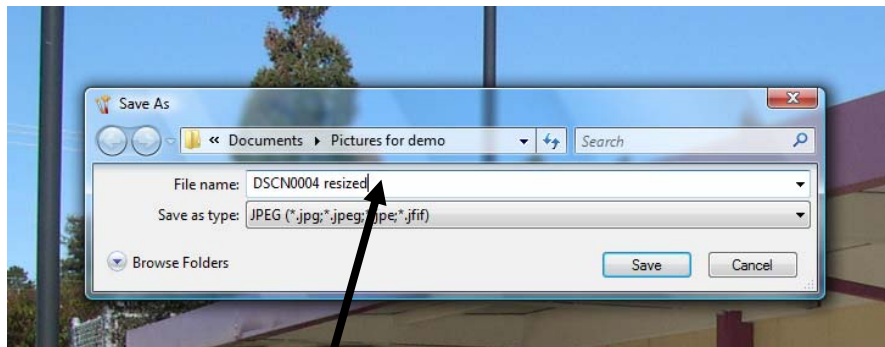
7. Click Image – Resize/Skew...



8. Fill in the % boxes for BOTH Horizontal and Vertical with the same number, in order to keep the picture proportional, e.g. 50% horizontal and 50% vertical, then click OK.



9. Click File – Save As



10. Type in the new name that you want in the File name box at the bottom of the dialog box, and then click Save.

11. Click Start – Pictures and open the folder that contains your pictures to verify the new size of the file that you just created.