**Quick Tip: How To Resize A Picture**

Using Microsoft Office Picture Manager

1. Go to Pictures folder > with the mouse, right click a picture.

2. Mouse over Open with > select Microsoft Office Picture Manager

3. Click on Edit Pictures… > a menu will show on the right side > select Resize

4. Select Custom width x height > then, type the desired size.

   **NOTE:** The resized image must be under 200 x 200 pixels.

5. Click OK.

The editing tools available in Picture Manager include:

   → **Brightness and contrast**  Allows you to adjust the difference between light and dark tones. You can use this feature to correct pictures that appear too light or too dark.

   → **Color**  Allows you to adjust the hue and saturation. You can use this feature to correct pictures with colors that are tinted or dull.

   → **Crop**  Allows you to crop out unwanted parts of a picture. You can use this feature to correct pictures that contain distracting elements.

   → **Rotate and Flip**  Allows you to rotate pictures or flip them on the current axis of the picture. You can use this feature to correct pictures that you have taken sideways for a portrait orientation.

   → **Red eye removal**  Allows you to remove the red from your picture subjects’ eyes caused by the camera’s flash. You can use this feature to correct red eyes wherever they appear.