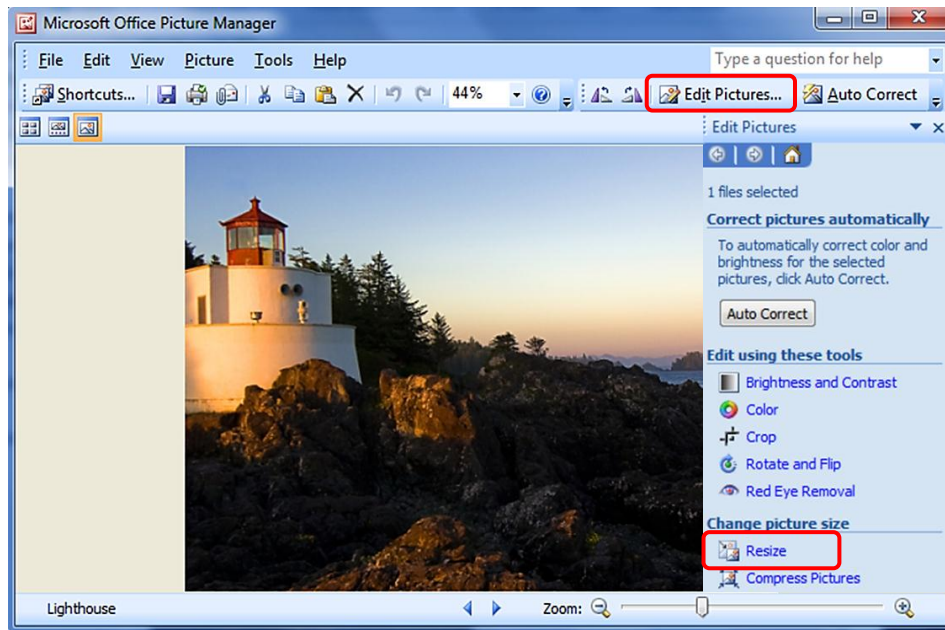
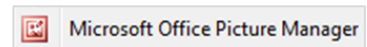


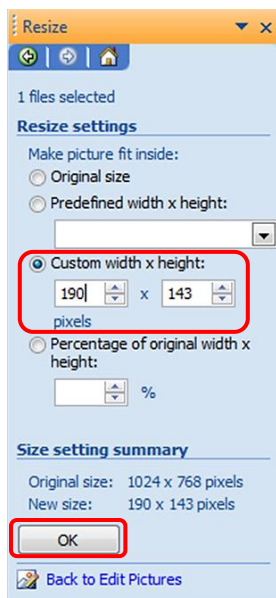
## QUICK TIP: HOW TO RESIZE A PICTURE

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.