

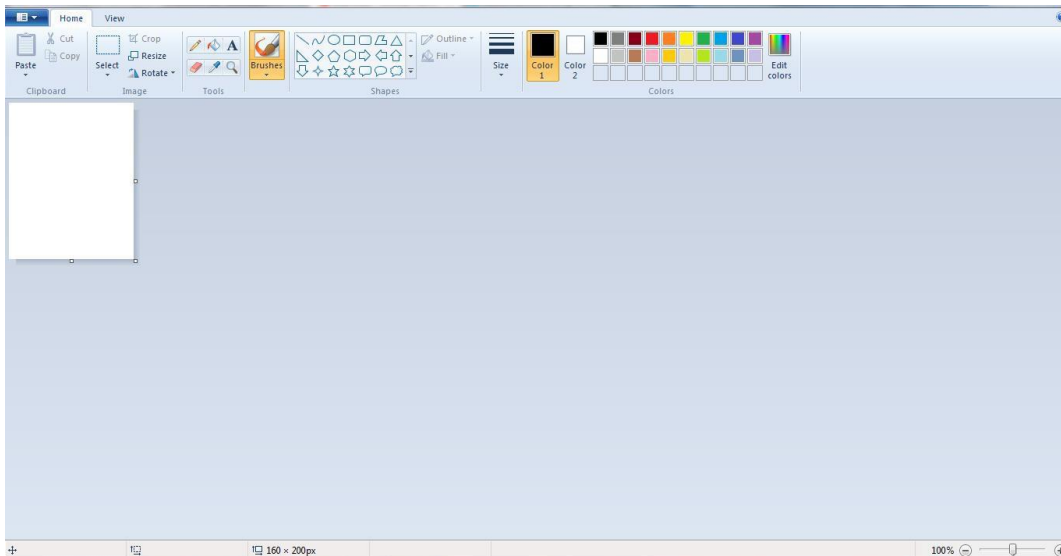
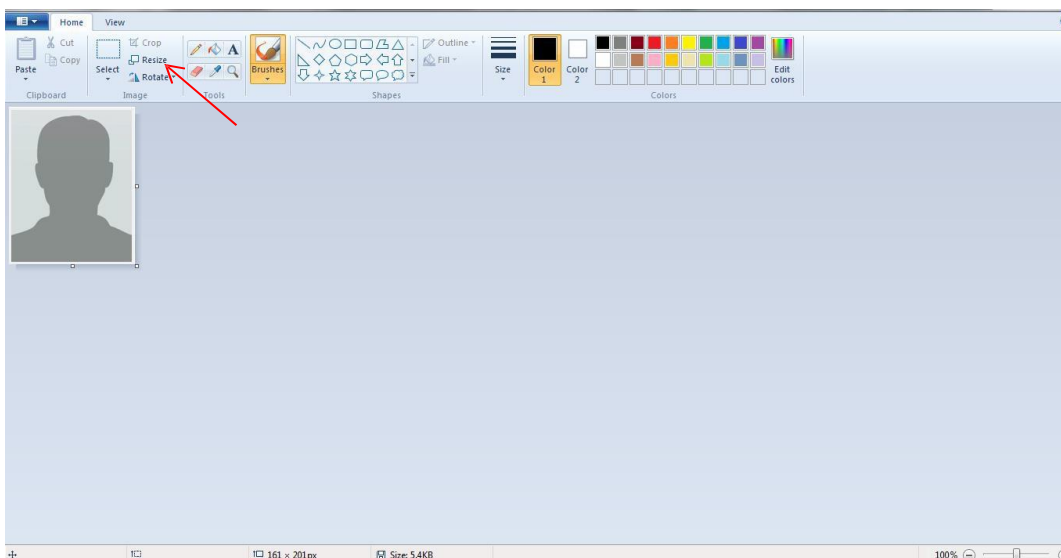


Instruction of Resize a Picture Using Paint

1. Open Paint by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, and then clicking **Paint**.
2. Click the **Paint** button , click **Open**, click the picture you want to resize, and then click **Open**.



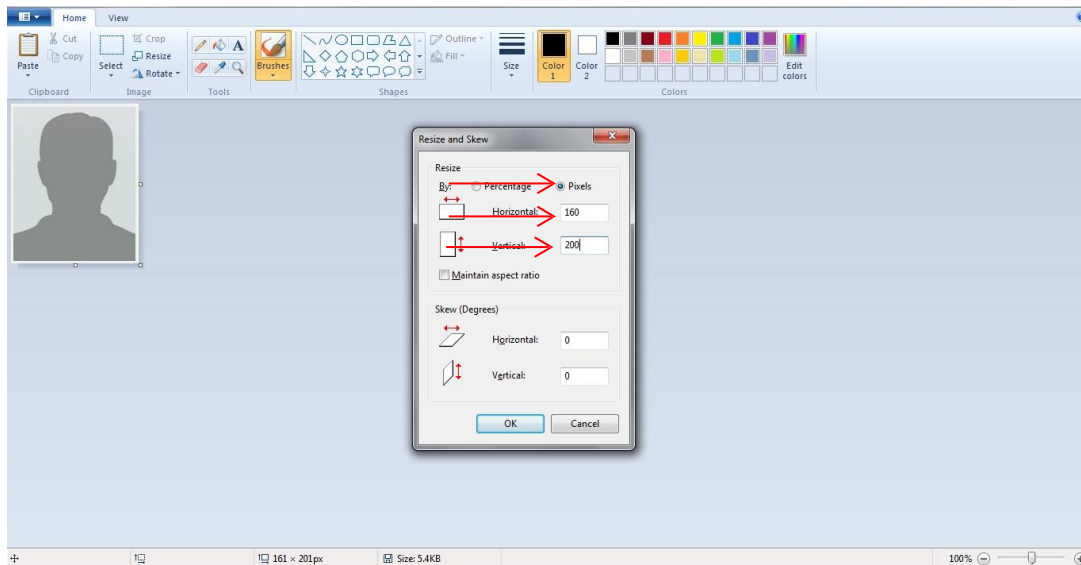
3. On the **Home** tab, in the **Image** group, click **Resize**.



4. In the **Resize and Skew** dialog box, select the **Pixels** check box so that the resized picture.
 - a. Enter Horizontal size **130** (Width).
 - b. Enter Vertical Size **170** (Height).

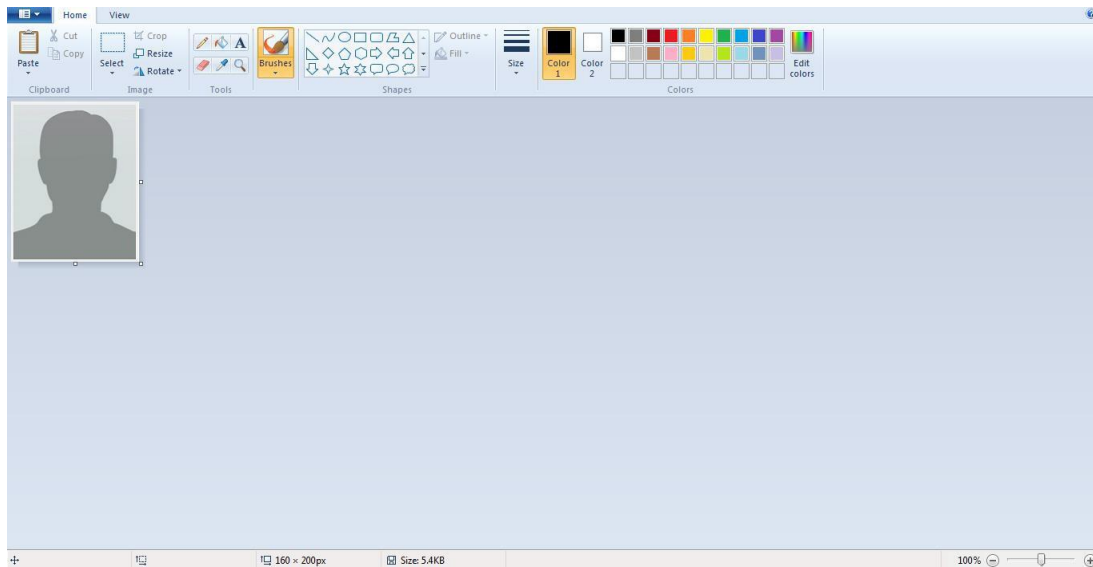
For Signature


- a. Enter Horizontal size **130** (Width).
- b. Enter Vertical Size **55** (Height).





Uncheck **Maintain aspect ratio** check box, you only need to enter the horizontal value (width) or vertical value (height).

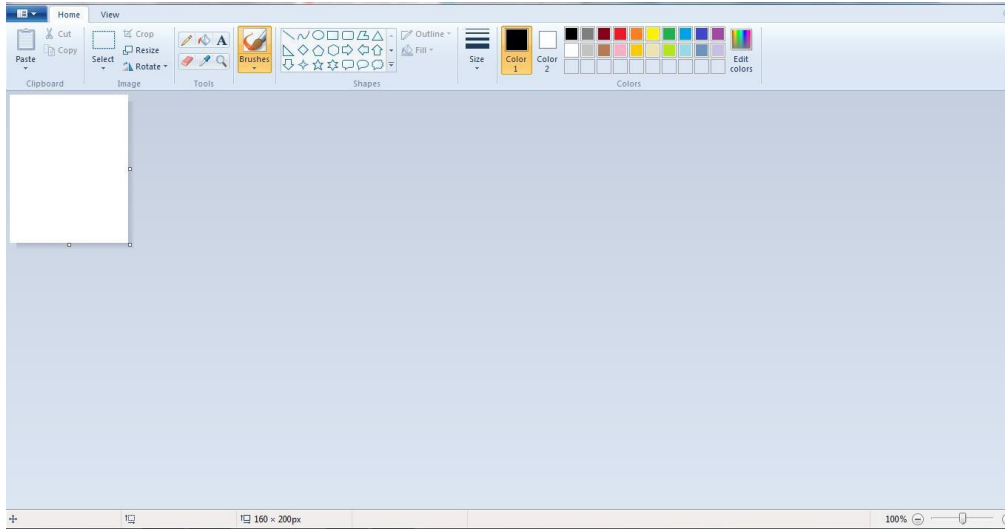
5. Then click **OK** button:



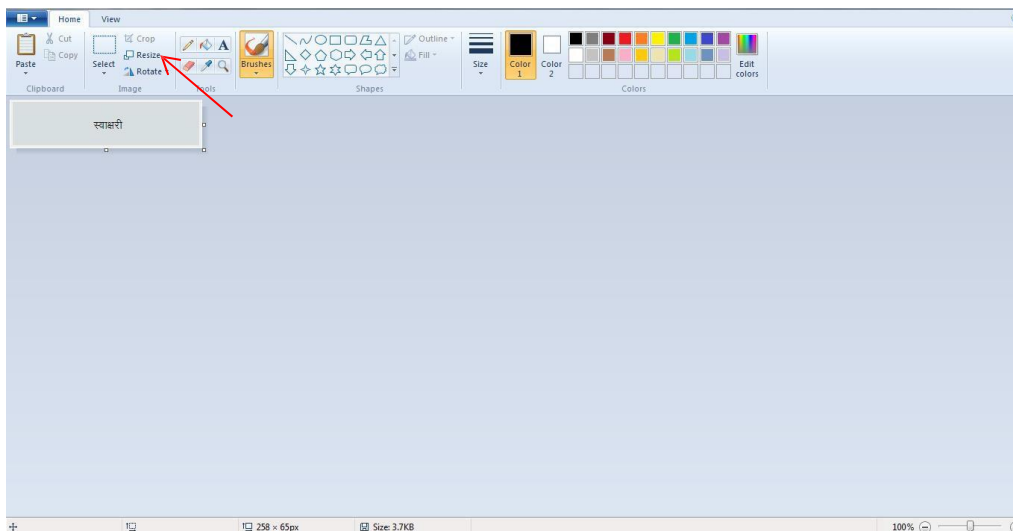
6. Click the **Paint** button , point to **Save as**, and then click the picture file type for the resized image.
7. Type a new file name in the **File name** box, and then click **Save**.
8. Size of file should be between 5kb - 20 kb for photograph.

Instruction of Resize a Signature Using Paint

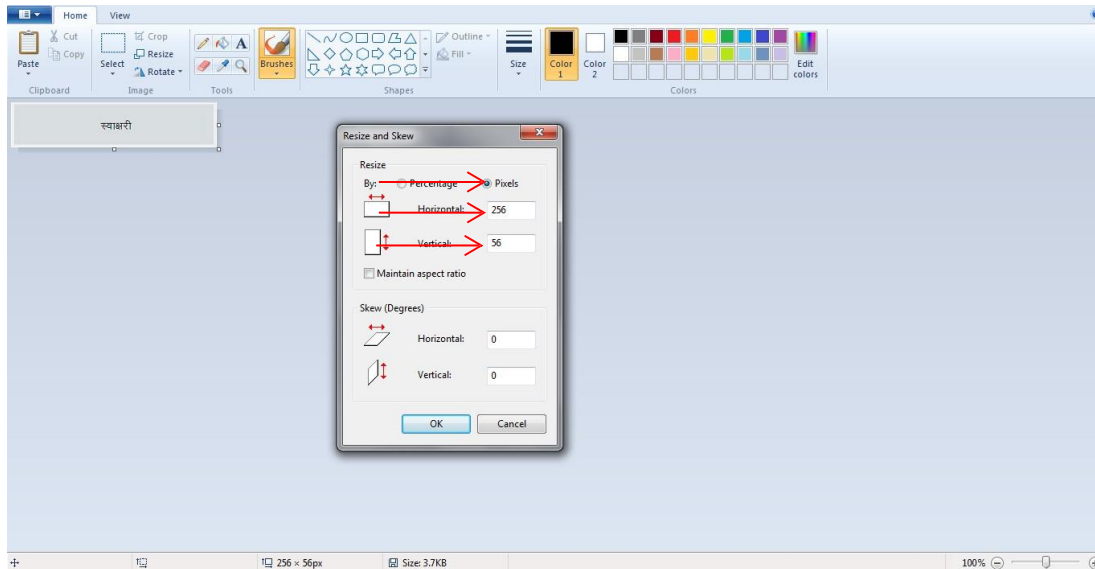
1. Open Paint by clicking the **Start** button , clicking **All Programs**, clicking **Accessories**, and then clicking **Paint**.
2. Click the **Paint** button , click **Open**, click the picture you want to resize, and then click **Open**.



3. On the **Home** tab, in the **Image** group, click **Resize**.

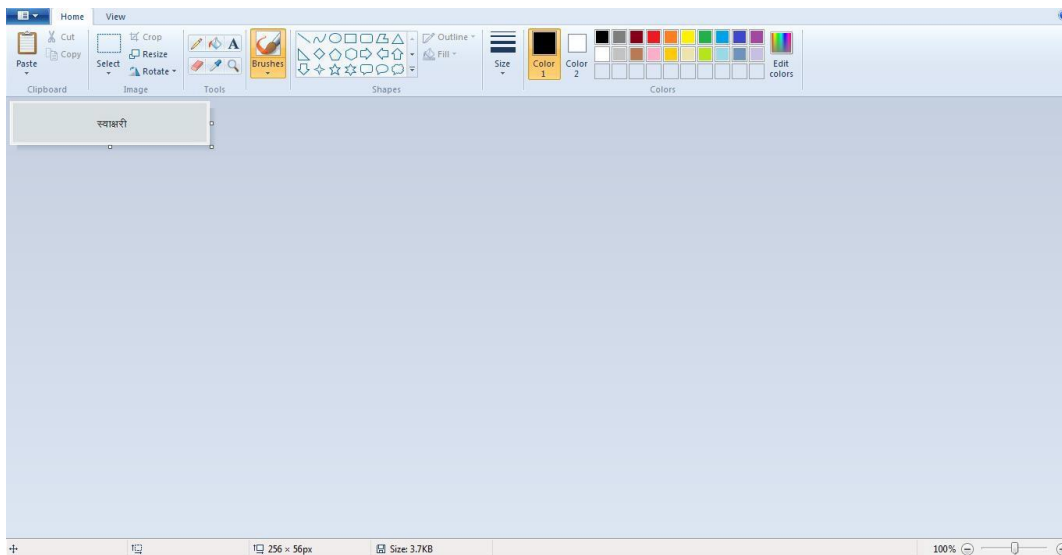



4. In the **Resize and Skew** dialog box, select the **Pixels** check box so that the resized picture.
 - i. Enter Horizontal size **256** (Width)
 - ii. Enter Vertical size **64** (Height)



Uncheck **Maintain aspect ratio** check box, you only need to enter the horizontal value (width) or vertical value (height).

5. Then click **OK** button:



6. Click the **Paint** button , point to **Save as**, and then click the picture file type for the resized image.

7. Type a new file name in the File name box, and then click Save.
8. Size of file should be between 5kb- 20 kb for Signature.