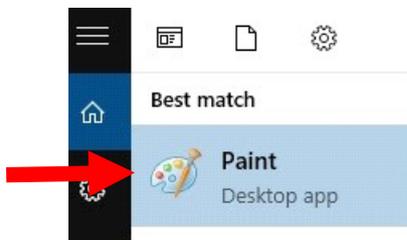


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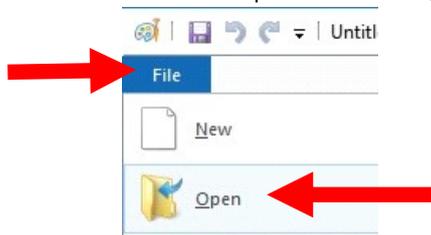


Tip – How do I resize images?

1. Open **paint** from Windows Start menu.



2. From within Paint, open the image you want to resize.



3. Go to the **Home** tab.

Click on **Resize**.

Change the number in the box accordingly (e.g. 30 = 30% of the original size). Make sure "Maintain aspect ratio" checkbox is ticked.

Click **OK**. And then **Save** the image.

