

Guide for Resizing of Documents

Using Paint for resizing:

- Click the search and type “Paint” to open up the software
- Click the Paint button, click Open, click the picture you want to resize, and then click Open.
- On the Home tab, in the Image group, click Resize.

For uploading of documents:

- In the Resize and Skew dialog box, select the Maintain aspect ratio check box so that the resized image will have the same aspect ratio as the original picture.