


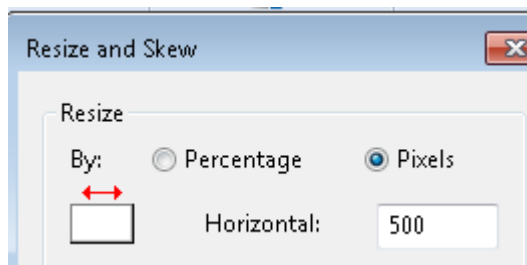


How to shrink your image file

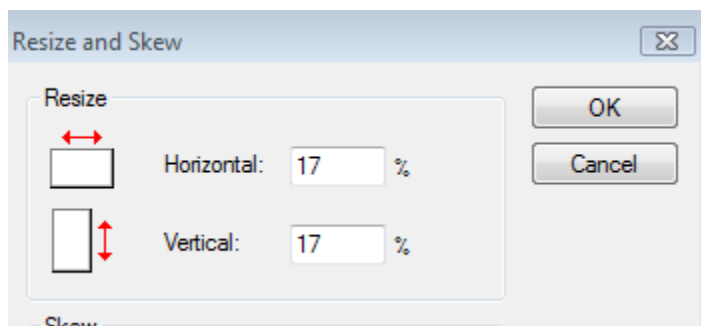
1. Open the file up in Microsoft Paint
 - a. Ways to do this:
 - i. Right click on the file and select edit.
 - ii. Open Paint by clicking on the start button (). From there go to Programs→Accessories→Paint (). When Paint is open go to file→Open and select your file

2. Resize the image

- a. Click the  Resize on the home ribbon. If you do not have this go to Image→Resize/Skew
- b. If you can select to resize by Pixels, change the Horizontal figure to 500, when you change this number you should see the vertical number change as well. If you don't see the vertical number change, check to see if the "Maintain Aspect Ratio" checkbox is checked, if it's not, cancel out and repeat this step making sure that checkbox is checked before you change the horizontal figure.



- c. If your only option is to use percentages then change both the vertical and horizontal to 17 and click ok.



- d. You should see your image is much smaller. Save the image and upload to the DSI Co-op portal.