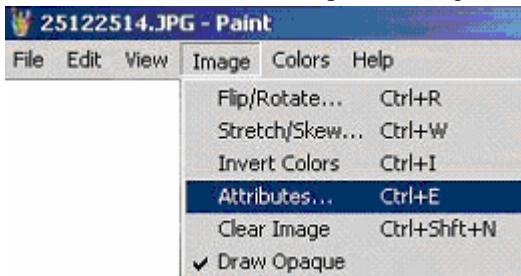


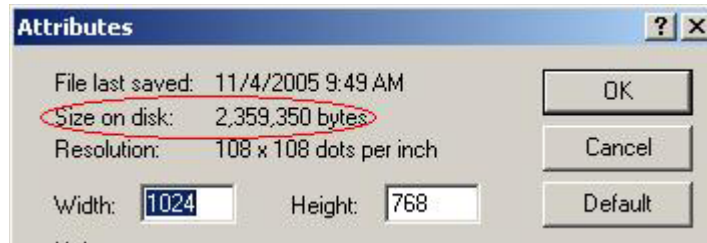
## How to Resize a Photo in Microsoft Paint

With the rapid advance in technology, many newer digital cameras take extremely large and detailed photographs which are too large to be uploaded to Realcomp *Online*. There are many programs that you can use to resize the photo. Here are simple instructions on how to resize your photo using Microsoft Paint.

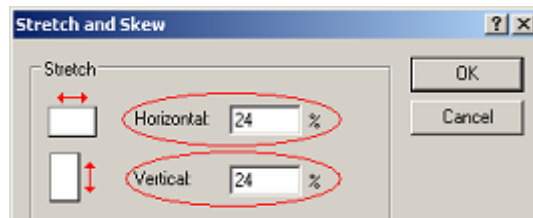
1. Open Microsoft Paint by going to the **Start** menu, **Programs**, **Accessories** and **Paint**.
2. Open the photo by going to the **File** menu and **Open**. Locate and select the photo file, then click **Open**. (For instructions on how to copy the photos from your camera to your hard drive, please contact the manufacturer of your camera.)
3. Now go to the **Image** menu and select **Attributes**, this will open the image Attributes window where you can see the size of the photo.



4. If this number shows **1,048,576** bytes or more, the photo is too large for Realcomp *Online*. Click **Cancel** to exit this window and proceed to step 5.



5. To resize the photo, select the **Image** menu, choose **Stretch/Skew**.
6. In the Stretch and Skew window simply type in the percentage of the original size to which you would like to reduce the image. It is very important that you do this for both the **Horizontal** and **Vertical** fields. Click **OK** when finished.



If you want to reduce the photo to 24% of the original size, type "24" in the Stretch section for both the Horizontal and Vertical fields.

**Note:** After resizing the photo, you can go back to the Image Attributes to confirm the size is less than 1,048,576 bytes (refer to step 4).

7. Go to the **File** menu and click **Save**. This will overwrite the copy of the file which you have saved on your hard drive. Now you are ready to upload the image to Realcomp *Online*!