Instruction of Resize a Photo Using Paint

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

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

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- 4. In the **Resize and Skew** dialog box, select the **Pixels** check box so that the resized picture.
 - a. Enter Horizontal size **160** (Width).
 - b. Enter Vertical Size between **200 to 212** (Height).

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

5. Then click **OK** button:

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- 6. Click the **Paint** button **Paint**, 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 (1), clicking **All Programs**, clicking **Accessories**, and then clicking **Paint**.
- 2. Click the **Paint** button **I**, click **Open**, click the picture you want to resize, and then click **Open**.

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

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- 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)

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

5. Then click **OK** button:

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+	1Q	1⊈ 256 × 56px	Size: 3.7KB	100% 😑 🦳) (Đ

6. Click the **Paint** button **I**, 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.