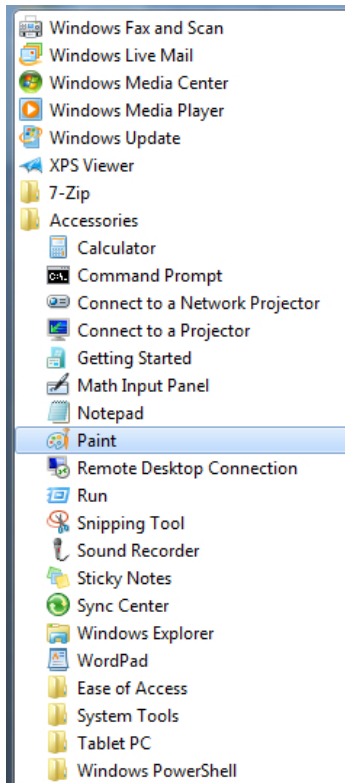
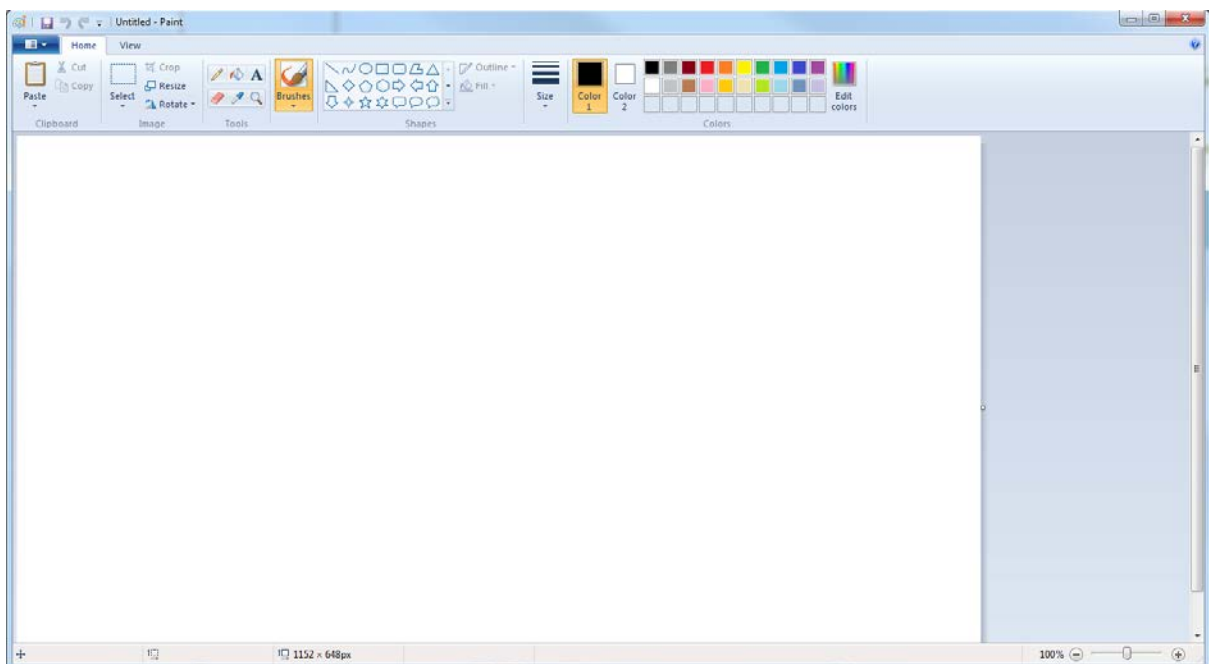


Image Editing

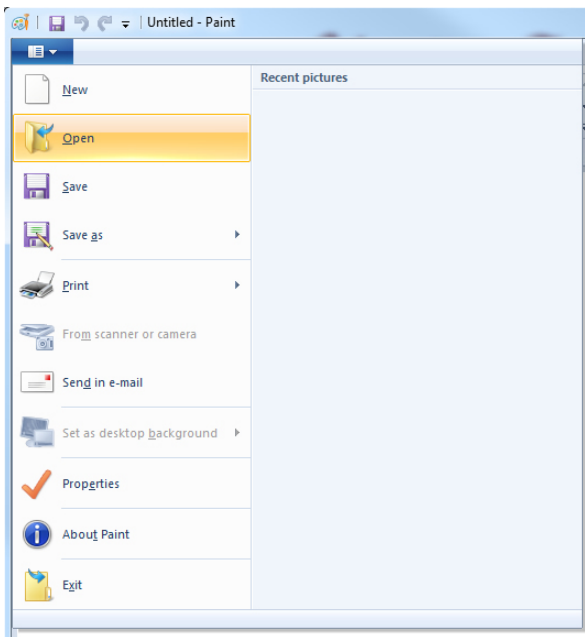
1. Go to the 'Start' button and select 'All Programs' -> 'Accessories' -> 'Paint'.



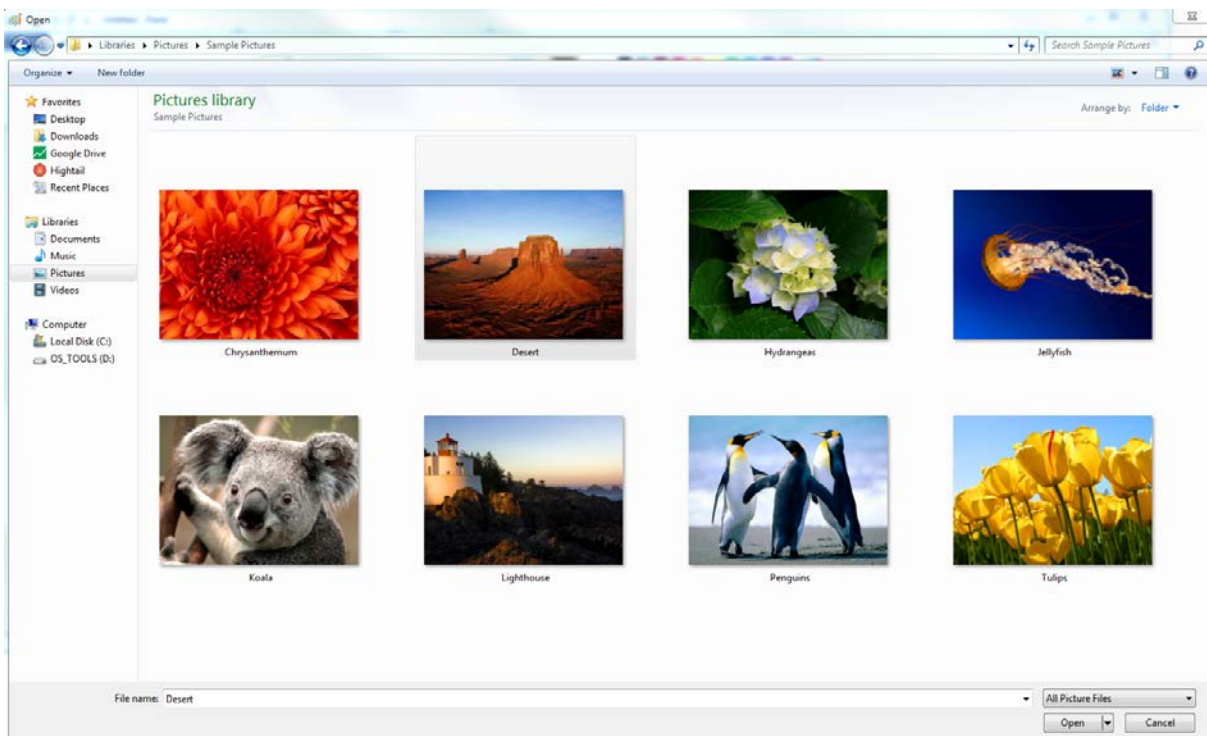
2. This should open the software, which will look like below;



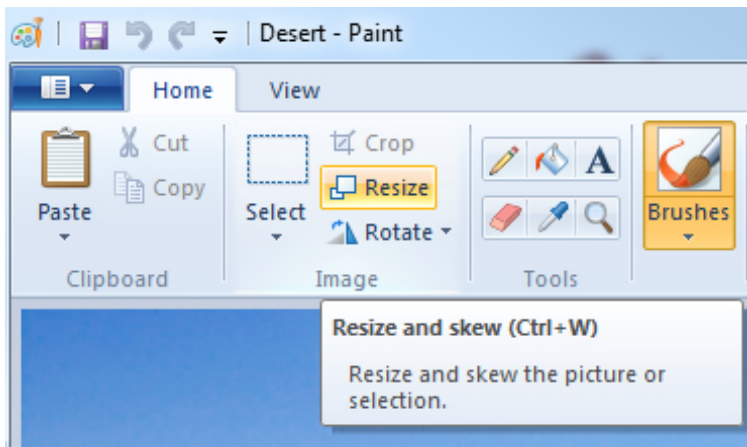
3. Click the blue button in the top left corner. This should show a drop down menu, select 'open'.



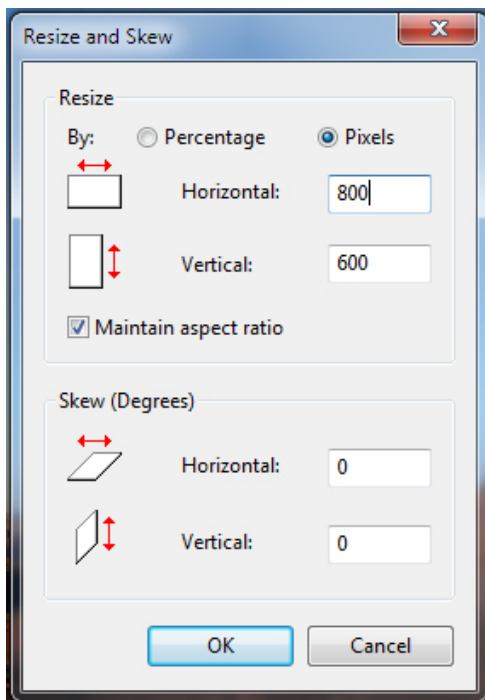
4. This will open a new window showing the folders on your computer. Locate where you have saved the original image, select the image and click the 'open' button at the bottom of the window.



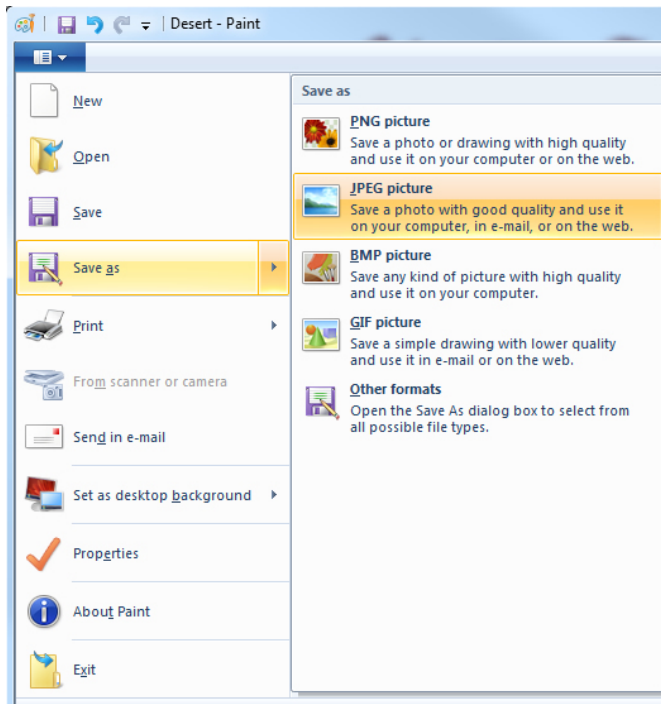
5. This should open your chosen image. In the top bar click the 'resize' button in the 'image' section.



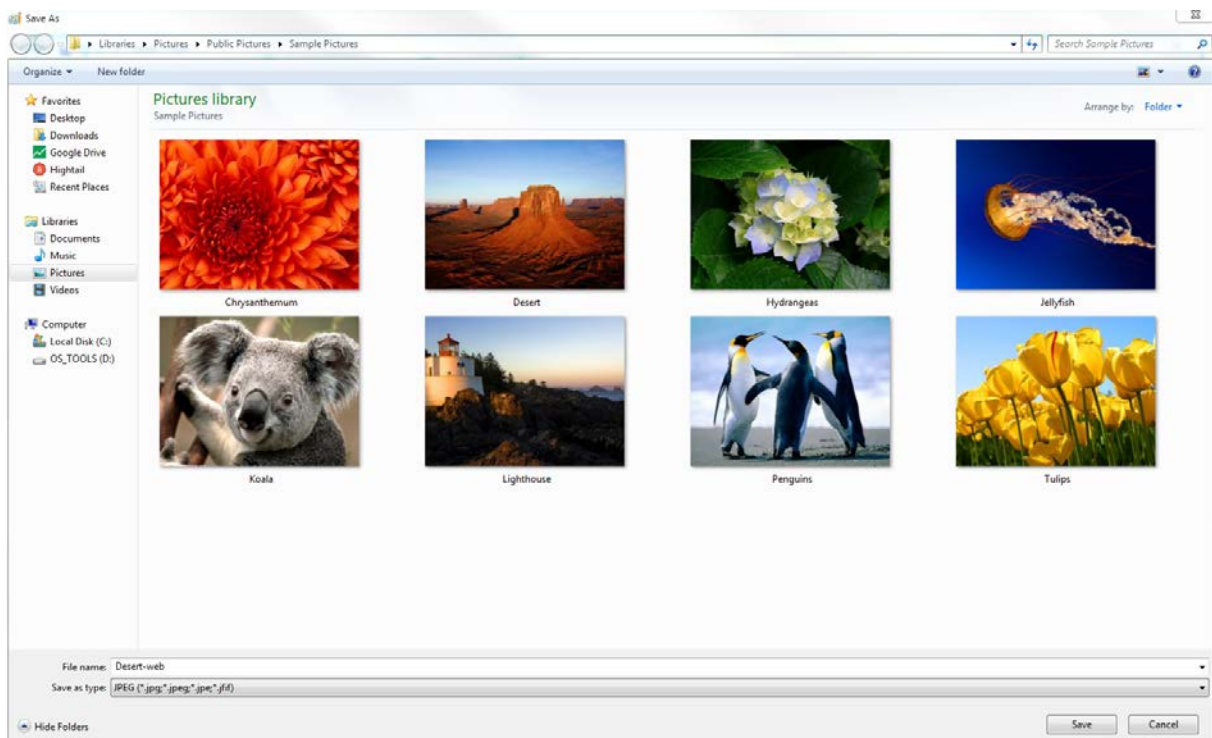
6. A pop up window will open. Make sure 'pixels' and 'maintain aspect ratio' are selected. In the horizontal box reduce the size to 800. The vertical should adjust accordingly. Click OK. If the horizontal value is less than 800 you will be able to upload the image without resizing it.



7. Once the image has been resized. Click the blue button in the top left corner again. This time select 'save as' some more options will appear on the left, select 'JPEG Picture'.



8. A window will open, change the filename, for example add 'web' on the end. For the filename remove all spaces and special characters e.g. &% etc. This will mean you have the original file and the resized file. Choose a location to save the image and click the 'save' button.



9. Once the image has saved close Paint. Go to the website, click the 'choose file' button. A window will pop up, locate where you have saved your edited image and click the 'choose' button.