

Guidelines for changing parameters/resizing an oversized image to given parameters:

1. To resize a given scanned image to specific parameters, first “**Right Click**” on the image, go to “**Open with**” and then click on “**Paint**”.
2. This will open the image in “**MS Paint**” for editing. See below given Fig. 1

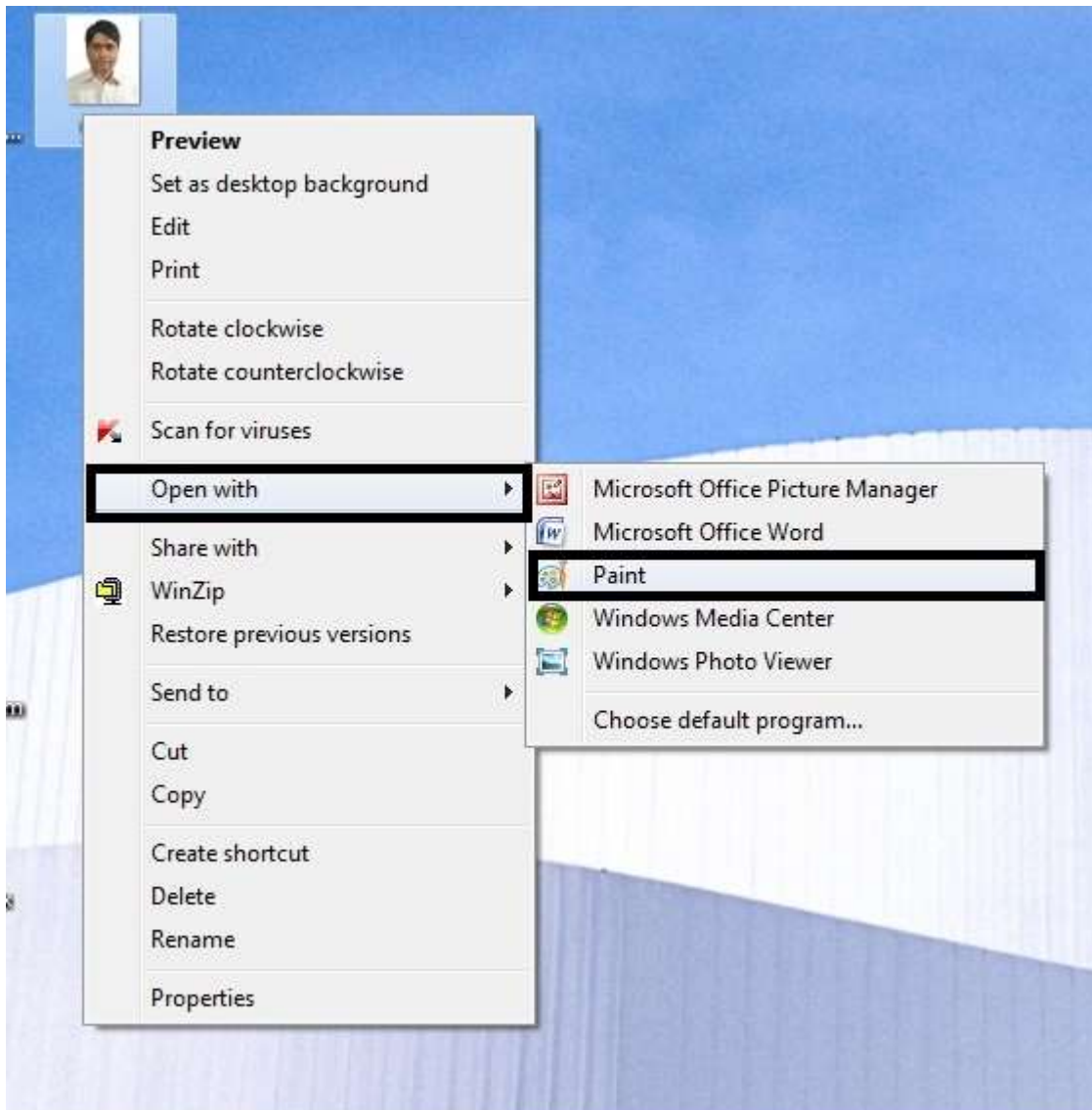


Fig. 1

3. In paint one can see the Dimensions of image in The **Status Bar**, as shown in Fig.2

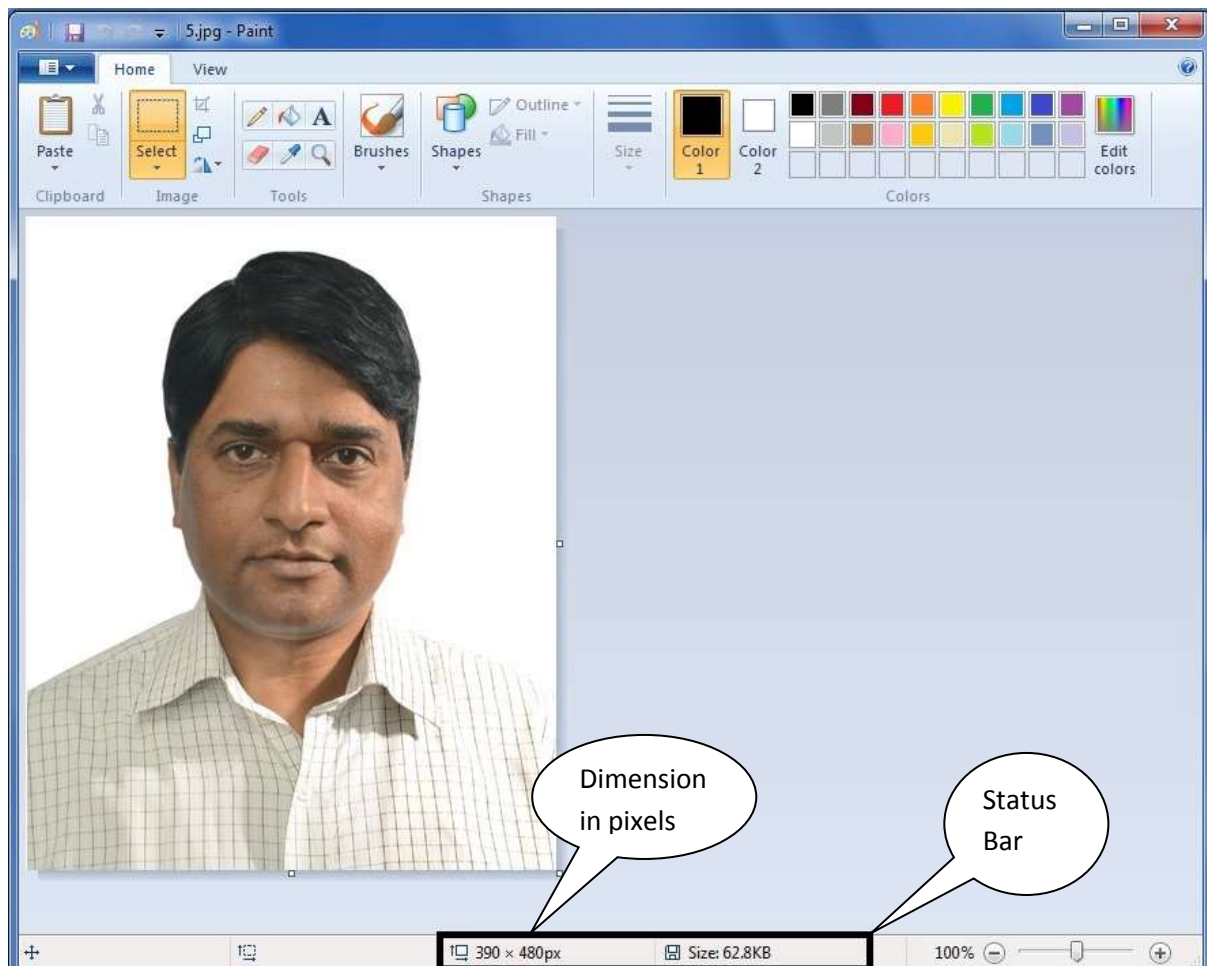


Fig.2

4. Click on **Resize icon** as shown in the below image and change the photograph size according to the guideline. As shown in Fig. 5

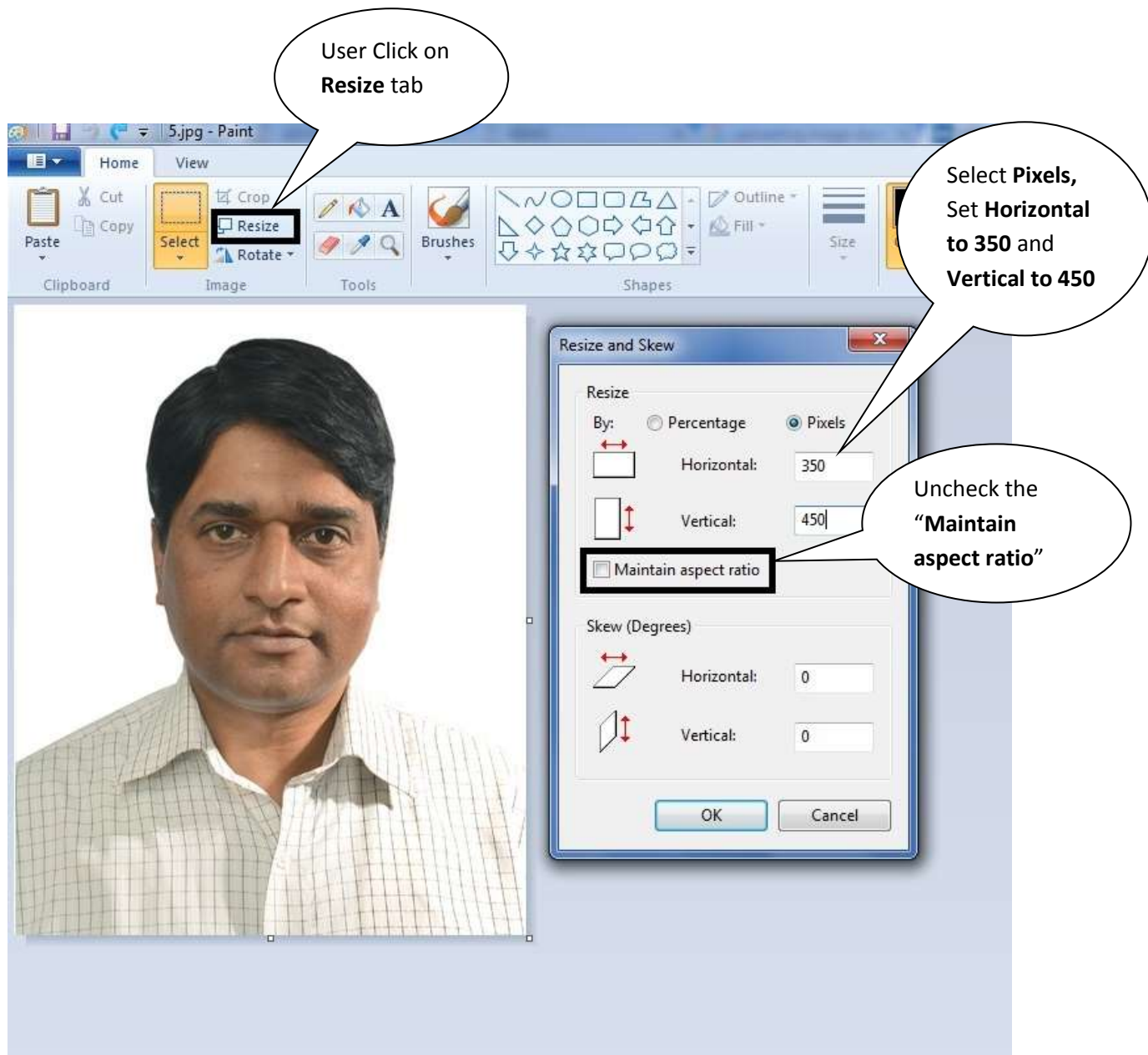


Fig. 3

5. When the size matched with the guideline, save the image by clicking on the icon as mention in the below in Fig. 4

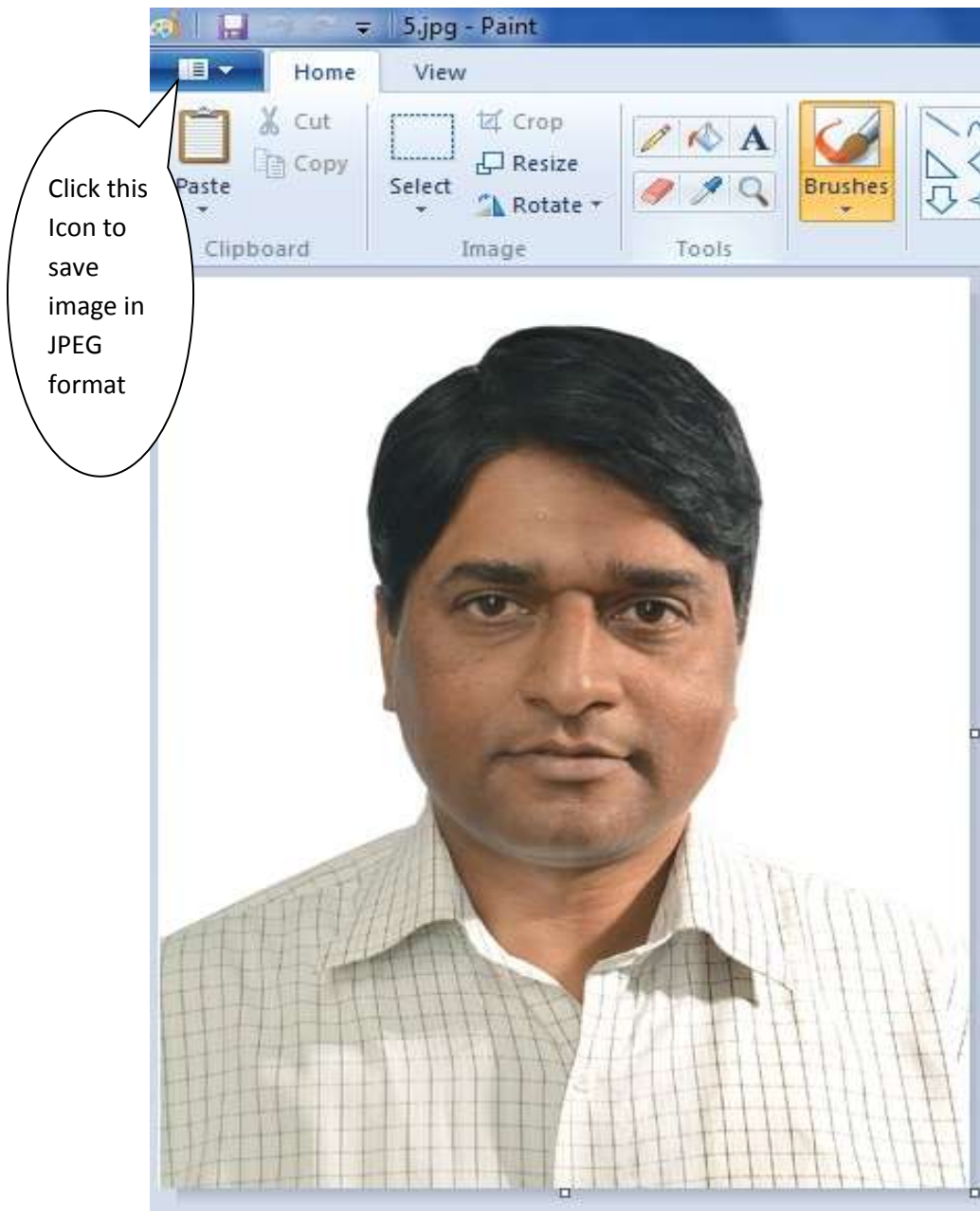


Fig. 4

6. After clicking the above said icon “**Save As**” link appears, click on “**JPEG Picture**” link to save the image in JPEG format, as shown in Fig. 5

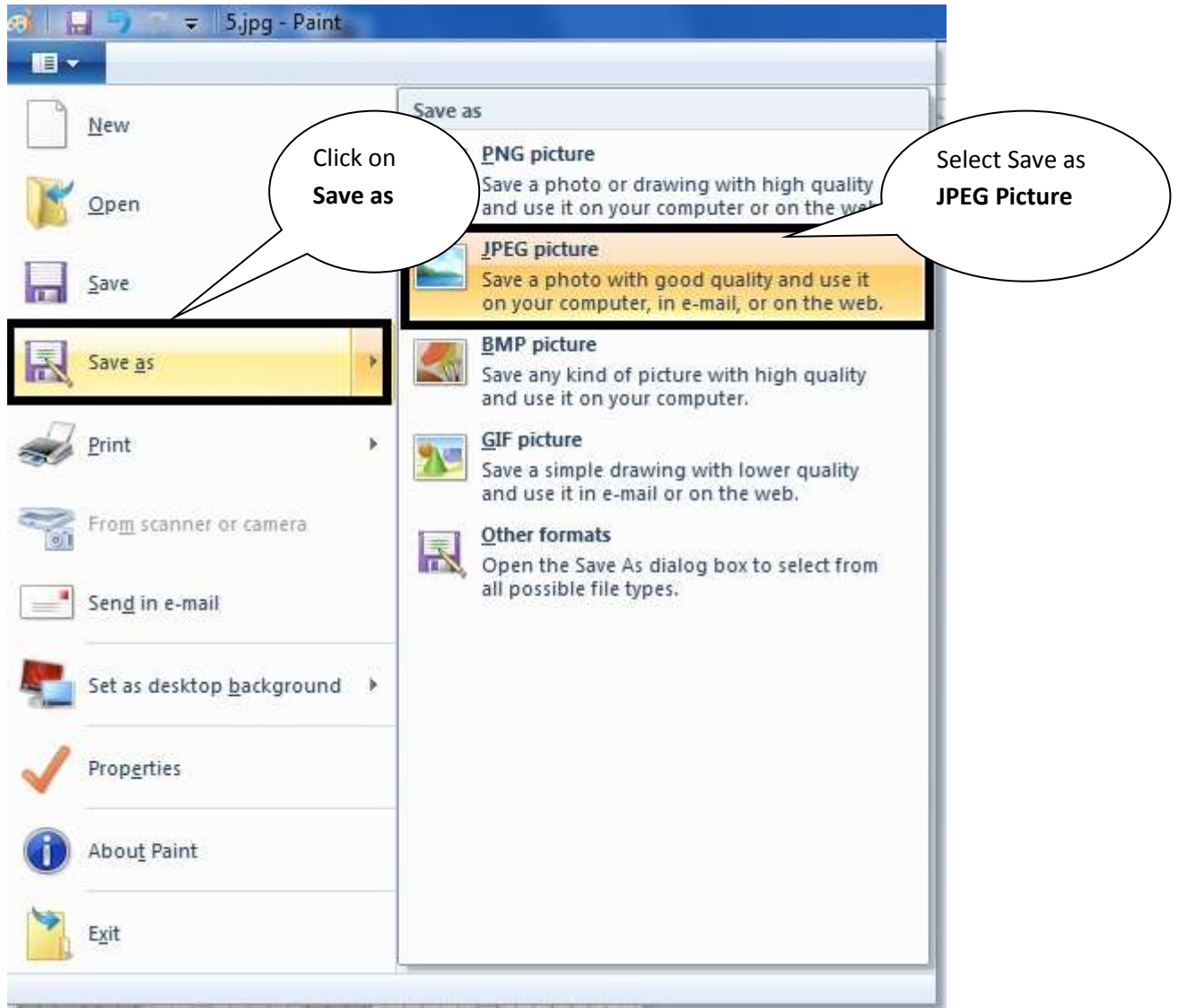


Fig. 5

7. After clicking “JPEG Picture” the following screen appears as shown in Fig. 6

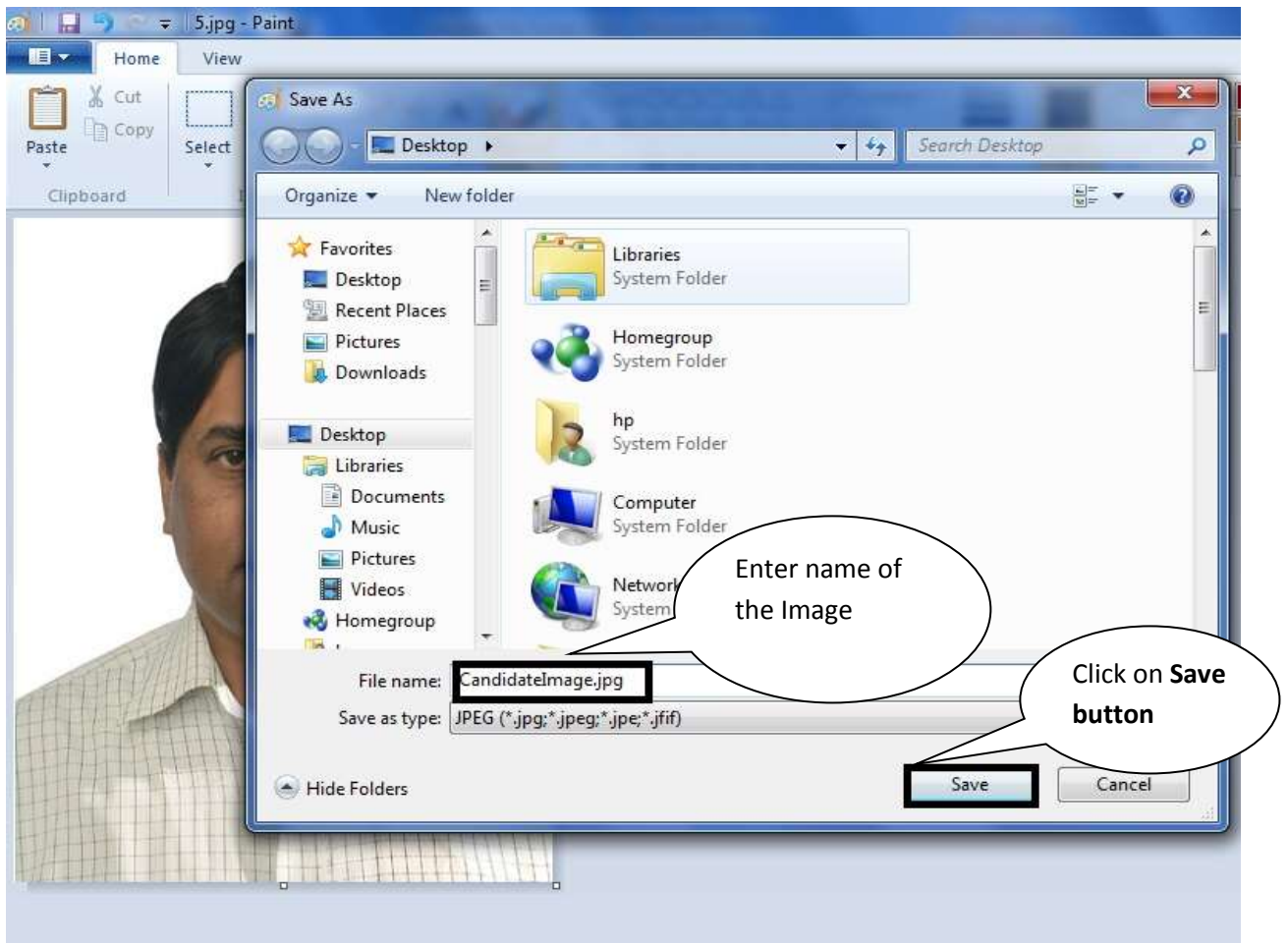


Fig. 6

8. Enter the name of the image in “**File Name**” text box and then click on “**Save**” button to save the image.