

# Image Preparation when using a Windows PC.

We are not Windows users, so are relying on information that we have taken from the Internet. We believe it to be highly reputable, but do not give any confirmations.


These Instructions are kindly provided by :-



They can be viewed directly from [this link](#).

[http://www.ctimls.com/Support/KB/How%20To/Reduce\\_Image\\_Size.htm](http://www.ctimls.com/Support/KB/How%20To/Reduce_Image_Size.htm)

To Resize a picture or image using "Paint" in Windows 10, 8, 7 or Vista ([click here for video](#))

1. Open Paint:
  - In Windows 10: click the Search icon or box, type Paint, and click on the Paint desktop app.
  - In Windows 8: on the Tiles screen, type Paint, and click on the App icon for Paint 
  - In Windows 7 or Vista: click the Start button > click All Programs > click Accessories > then click Paint.
2. Click File in Windows 10 or 8 or on the Paint button in Windows 7/Vista > click Open > select the picture or image you want to resize > then click Open.
- 3.
4. On the Home tab, in the Image group, click Resize.
5. In the Resize and Skew dialog box, select the Maintain aspect ratio check box so that the resized image will have the same aspect ratio as the original picture. If the Maintain aspect ratio check box is selected, you only need to enter the horizontal value (width) or vertical value (height). The other box in the Resize area is updated automatically.
6. Do one of the following in the Resize area, and then click OK:
  - To resize your picture by a certain percentage, click Percentage, and then enter a percentage to reduce the width by in the Horizontal box, or a percentage to reduce the height by in the Vertical box.

- To resize the picture so it's a specific size, click Pixels, and then enter a new width in the Horizontal box, or new height in the Vertical box.

7. Click File in Windows 10 or 8 or the Paint button in Windows 7/Vista > point to Save as > then click the picture file type for the resized image.

8. Type a new file name in the File name box, and then click Save.

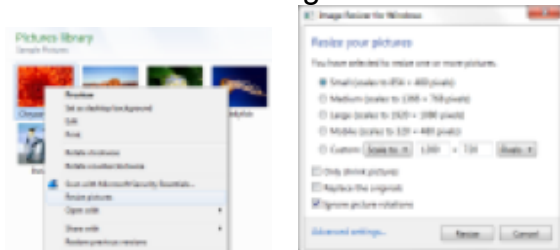
To Resize a picture or image using "Paint" in Windows XP

1. Click Start > All Programs > Accessories > Paint
2. On the Paint Menu, click File > Open > change "Look In" to the location of the image to be resized > click Open
3. On the Paint Menu click > Image > Stretch/Skew
4. To maintain the original width-to-height aspect ratio, enter the same percent (such as 50%) for both Horizontal and Vertical under Stretch. Note: Do not enter any Horizontal or Vertical Degree value under Skew.
5. Click Okay to preview the resized image
6. Click File > "Save As" > enter a filename > click Save.

In Windows XP you also can use the "Windows Picture and Fax Viewer" to reduce the size of an image:

- Double-click on the image file to open it
- Right-click on the image
- Select Resize Picture
- Select Small or Medium
- Click the OK button.

In any version of Windows, you can download and install "[Image Resizer for Windows](#)" from [Microsoft's free open source project hosting website](#). "Image Resizer for Windows" is a free utility that lets you resize one or more selected image files directly from Windows Explorer or File Explorer by right-clicking on the file and selecting a preferred size. (Left-click on thumbnail images below to enlarge.)



Third-party photo editing programs (such as Photo Shop or Paint Shop Pro) also can be used to resize graphical image files.

Alternatively, you can use free photo editing programs such as [PIXresizer](#) (download), [Shrink Pictures](#) (online), [FlipMyPhotos](#) (online), Google's [Picasa](#) (download), [Google Photos](#), or [GIMP](#) to easily reduce the size of an image.