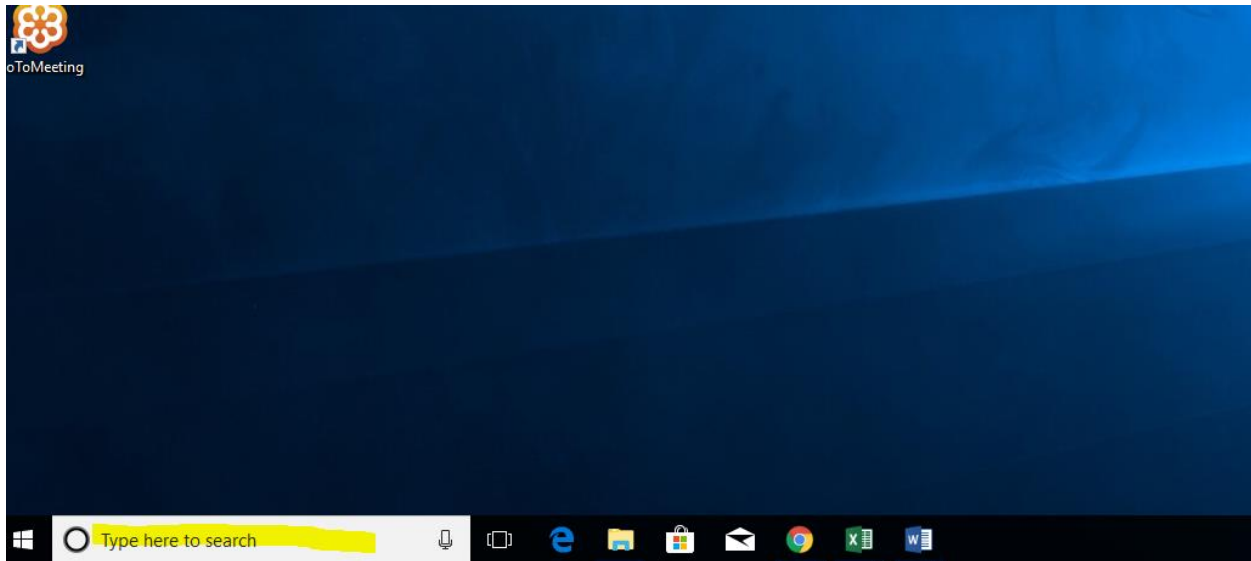
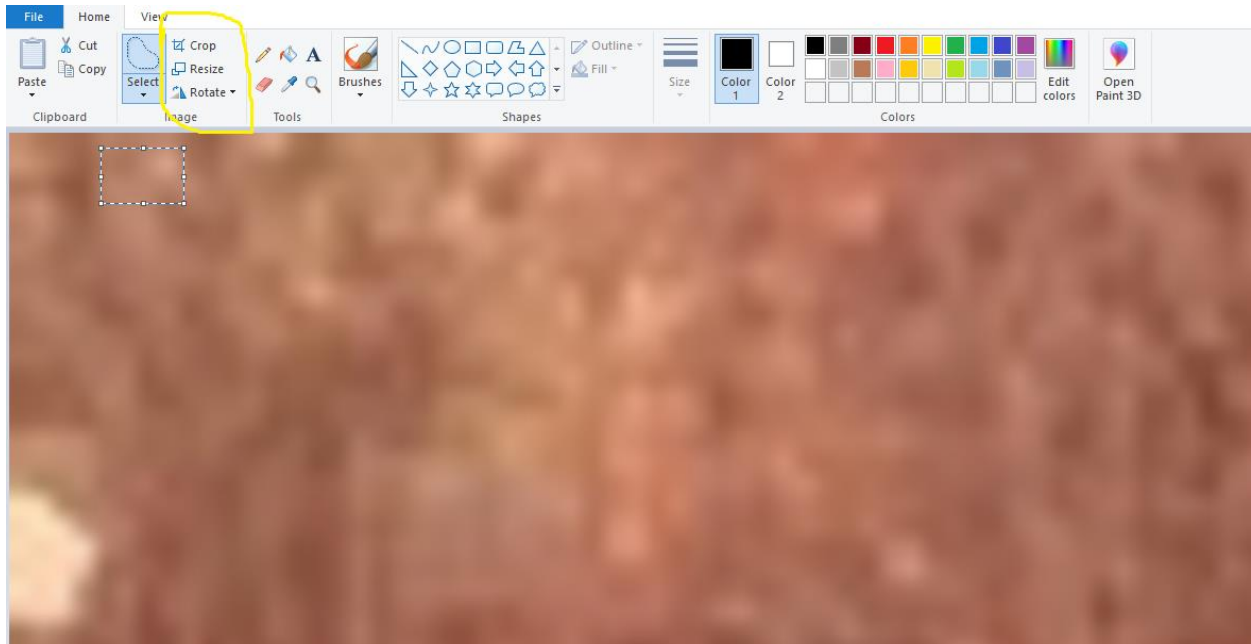


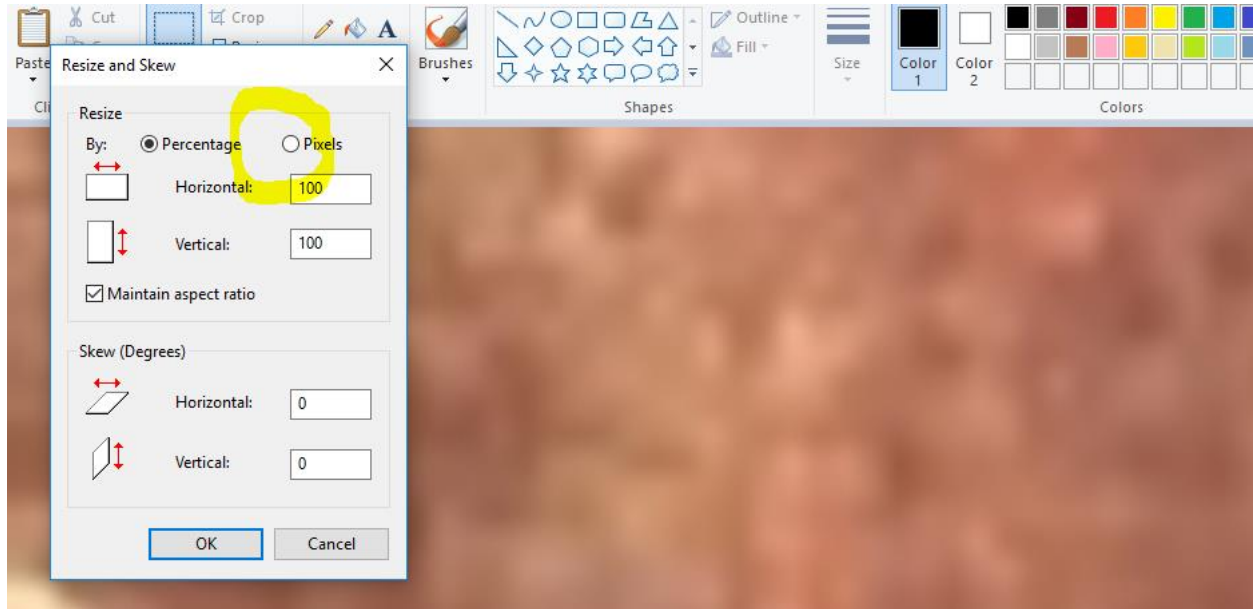
Picture sizing – the system asks for the pictures uploaded to be horizontal 150 pixels and vertical 200 pixels.



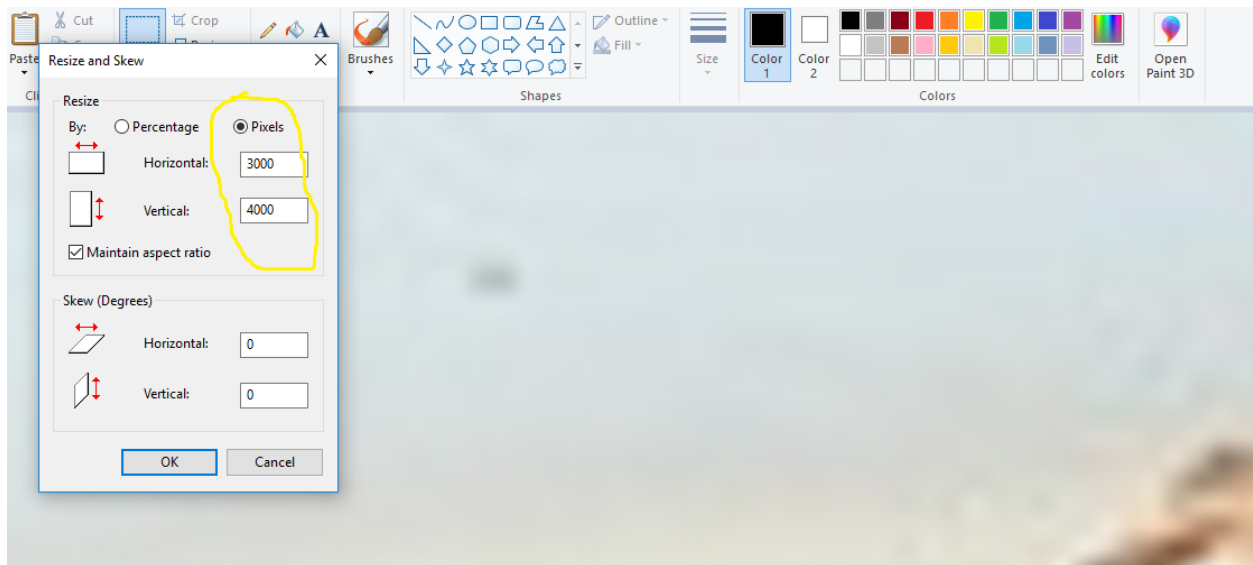
On a Windows pc in the task bar (lower left), also may say "type here to search", type paint (the word paint). Select the Paint application, not Paint 3d. Once in Paint, click File open and select the picture you want to upload.



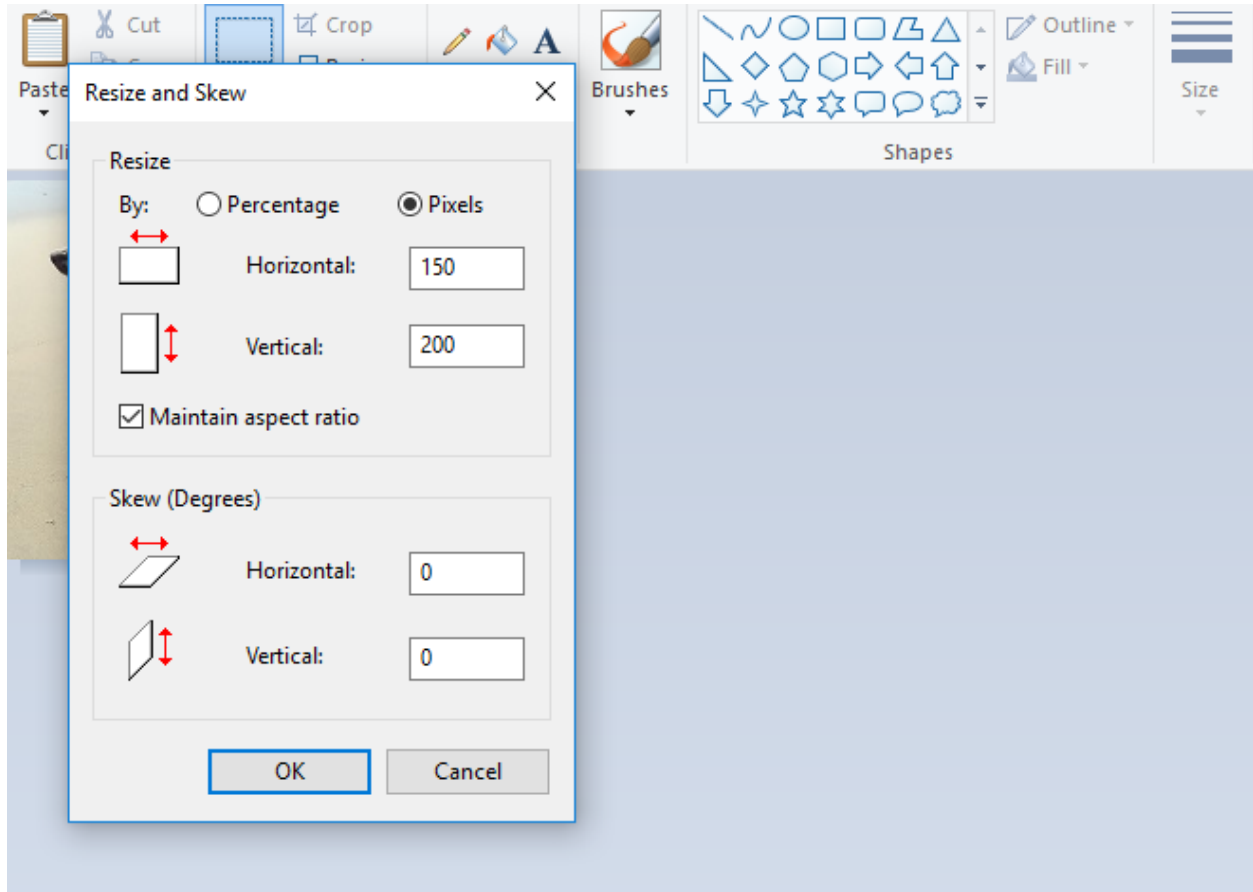
The picture will often look like this because it is too large. Select Resize as highlighted above.



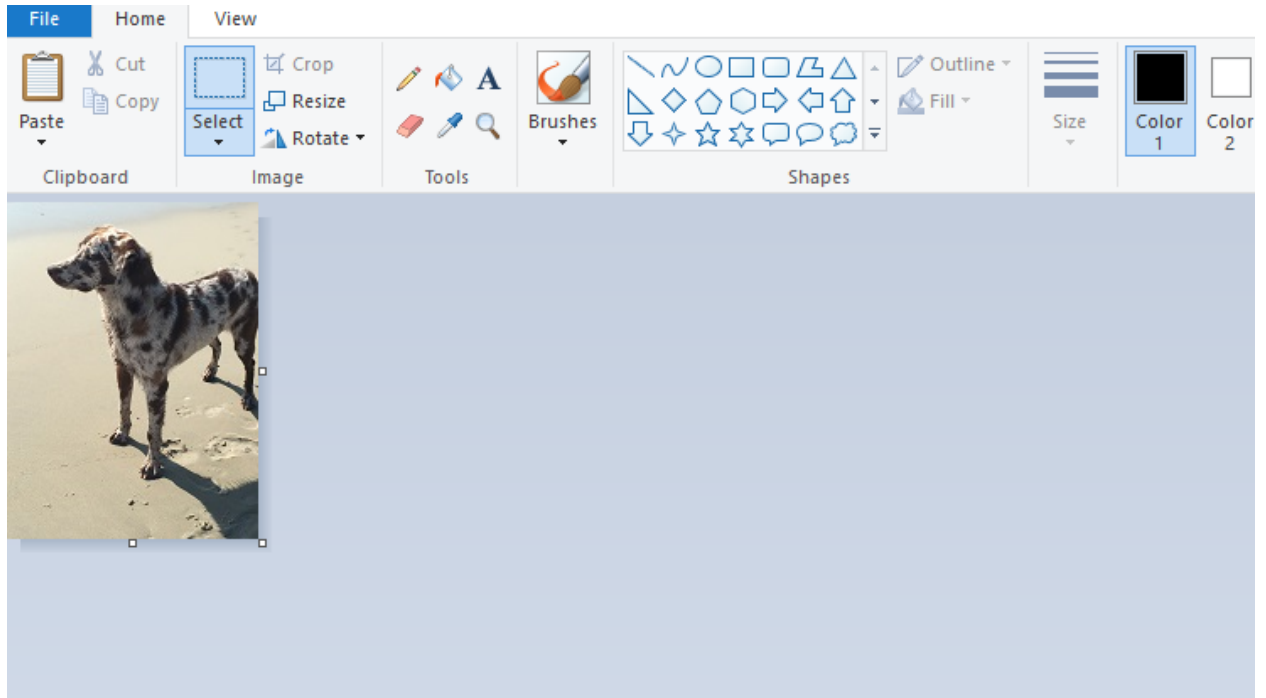
You will see this page when you click Resize. It says Resize by: and has percentage or pixels. Select pixels.



Change the horizontal to 150. The vertical should then automatically change to 200.



Click OK



The picture is now the proper size. Select File and save the picture.