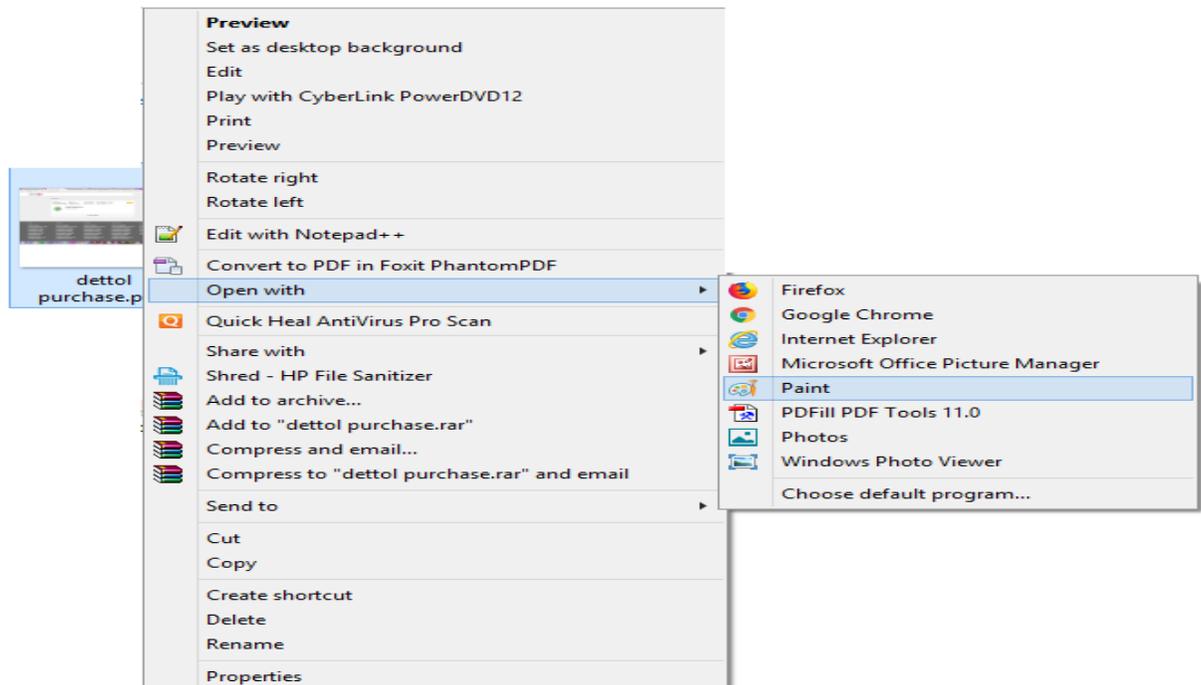


The below mentioned MS Paint tool and Mac tool are given for sample purpose only. There are various tools or software available online which can be used for resizing the images and file.

Using MS Paint Tool to Resize Images on Windows

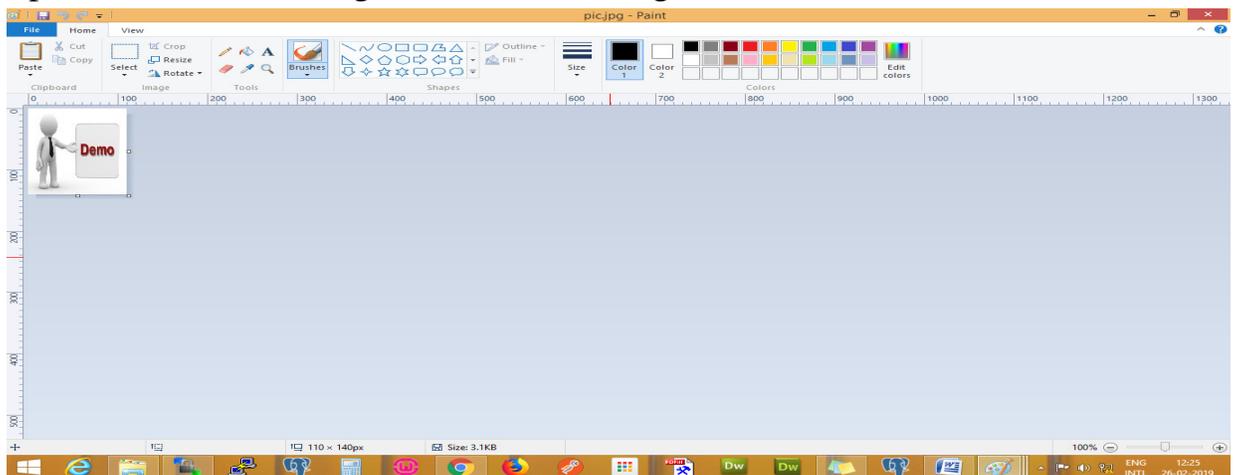
1. Right click on the image file, select Open With, Paint.



(Sample Image)

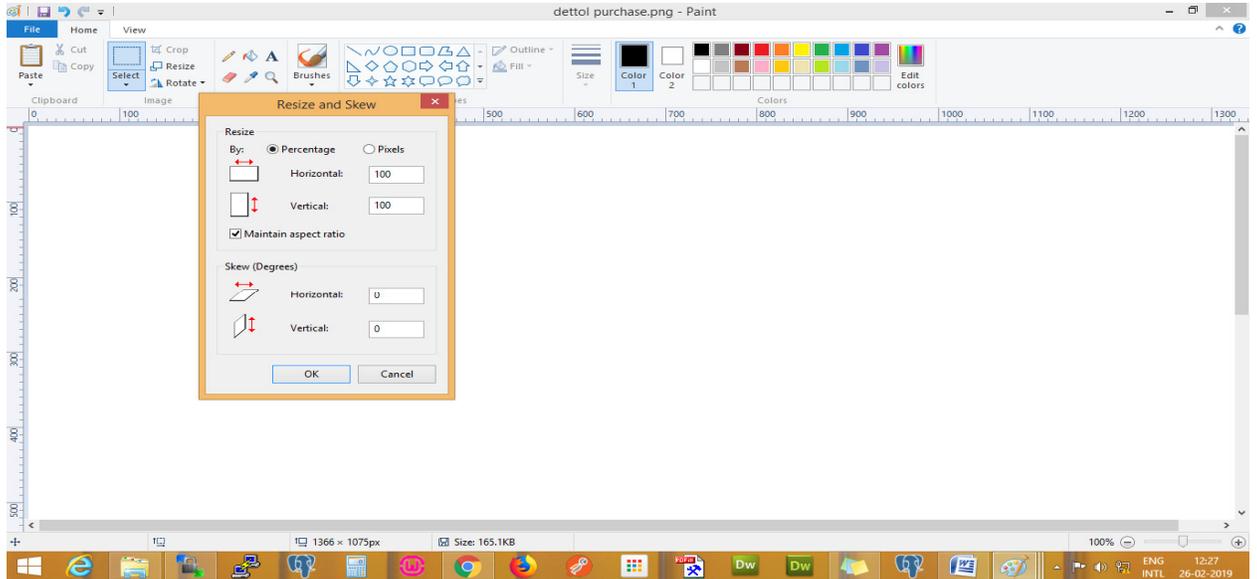
OR

1. Open Microsoft Painting Tool and load image in Paint.



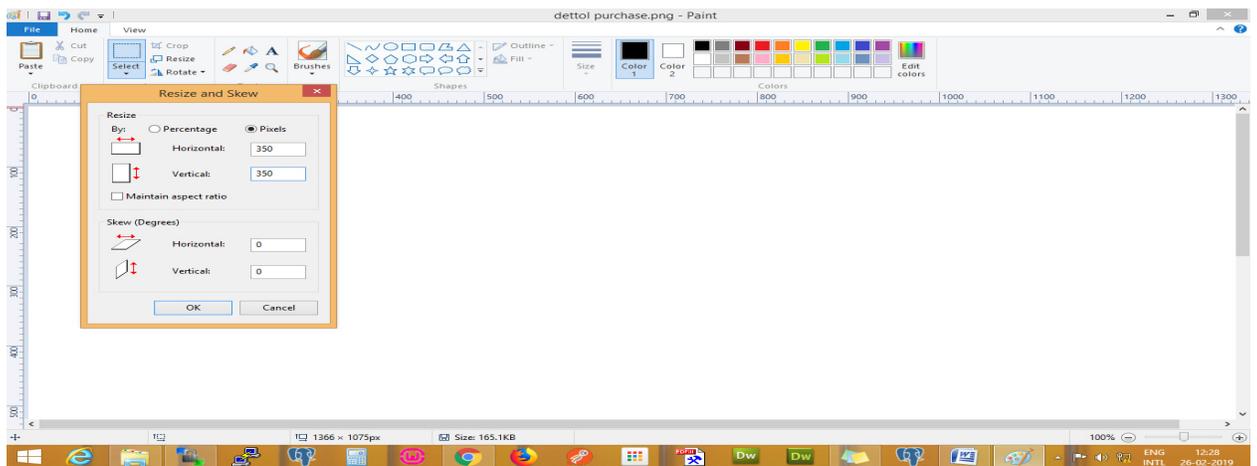
(Sample Image)

2. Click the resize button in paint and Resize and Skew dialog box will be opened to resize the image.



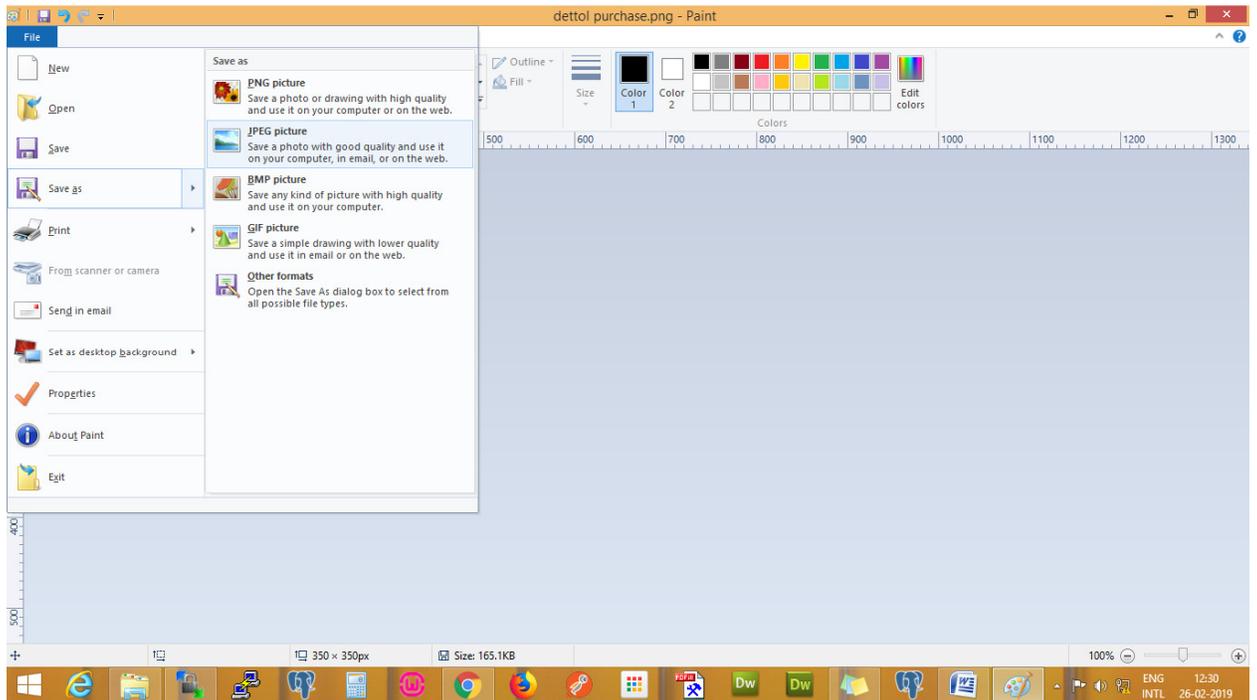
(Sample Image)

3. Then click the radio option Pixels and uncheck the maintain aspect ratio.
4. Enter the horizontal and vertical values i.e. minimum (horizontal = 350 and vertical = 350) and maximum (horizontal = 1000 and vertical = 1000).



(Sample Image)

5. After entering the horizontal and vertical values as mentioned in point 4, click the ok button.
6. Click on File menu on the top left corner and click on 'Save As' then choose the jpg/jpeg picture format.



(Sample Image)

7. After saving the image file, check the image file size and file size should be between 20 KB (Minimum) and 300 KB (Maximum).

Resize image on Mac

Step 1: Select the image file you want to resize.

Step 2: Right click on image file and select “Open with Preview.”

Step 3: In Preview, go to Edit > Select image.

Step 4: Image is selected, go to Tools > Adjust Size.

Step 5: Enter the width or height value to resize your image to your liking. If you're only going to resize the width for example, make sure “Scale Proportionally” is selected. This will ensure that your image is proportionally resized. The width and height value of minimum (width = 350 and height = 350) and maximum (width = 1000 and height = 1000).



(Sample Image)

Step 6: Save and close.

Step 7: After saving the image file, check the image file size and file size should be between 20 KB (Minimum) and 300 KB (Maximum).