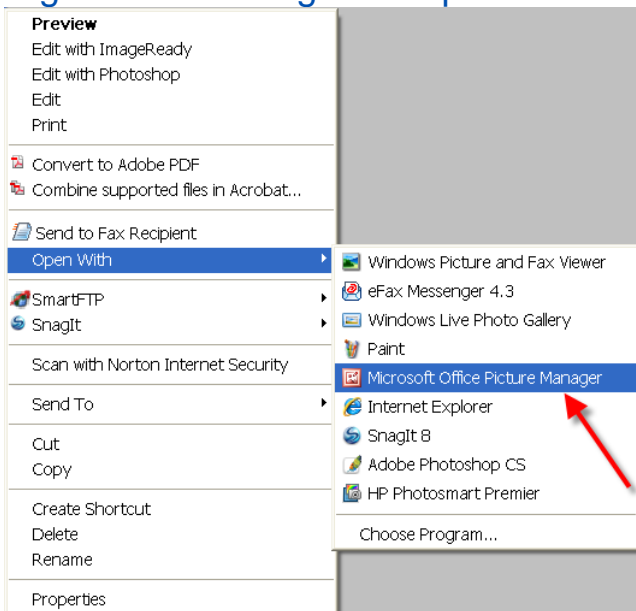
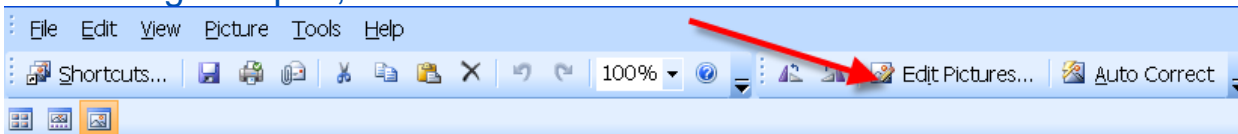


Resizing Logos and Icons on a PC Using Microsoft Office Picture Manager

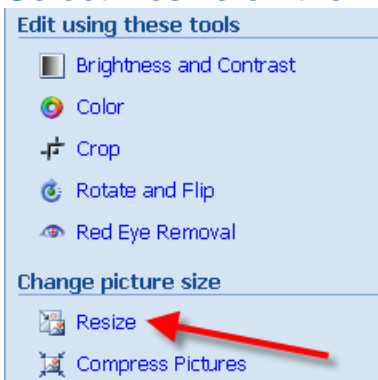
Right click on image and open with Microsoft Office Picture Manager.



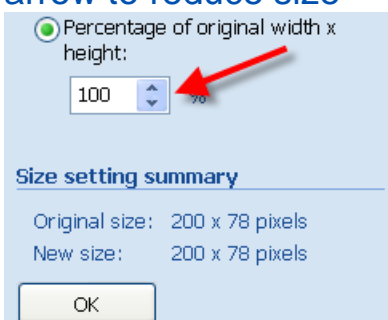
Once image is open, click on Edit Pictures



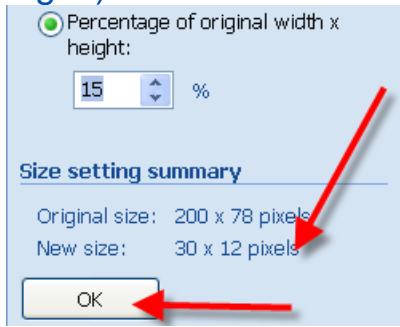
Select Resize on the Edit Pictures panel



Change percentage of original either by entering a percentage or select the down arrow to reduce size



Once pixel size for both height and width is 30 or below (for icons) or 200 or below (for logos) select OK



Save image to your computer.