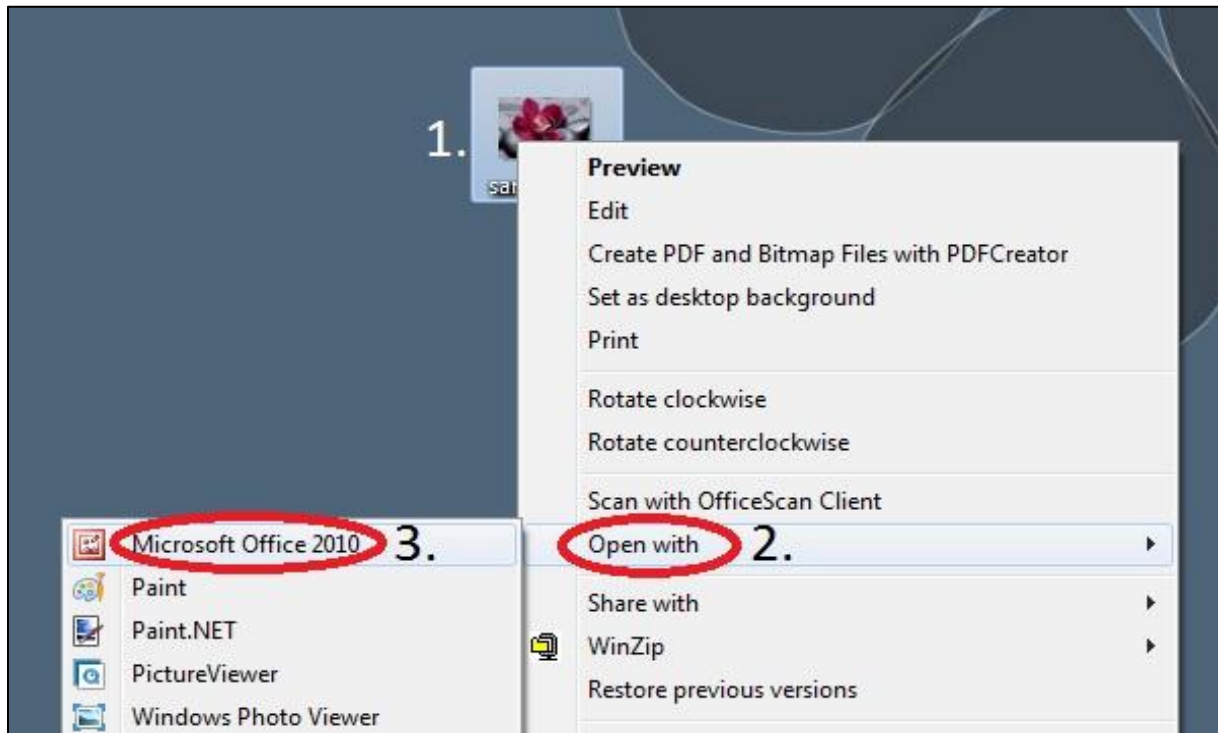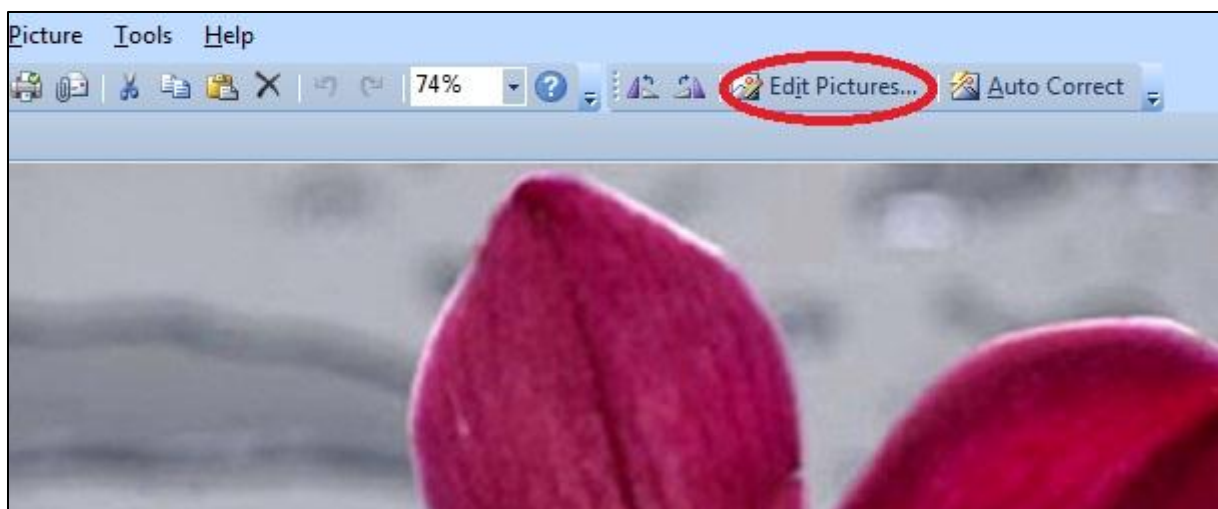# How to resize your image

Right click on the image (1.) -> Open with (2.) -> Microsoft Office Picture Manager (3.):

On the top part of the screen, select „Edit Pictures" from the toolbar:

On the right side of the screen, select „resize":

Here you can type the width and height of your image, which should be 500 px (1.)

Press OK (2.), save the image and upload on the website.