## 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:


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On the right side of the screen, select „resize":
Edit Pictures
1 files selected
Correct pictures automatically
To automatically correct color and
brightness for the selected
pictures, click Auto Correct.
Auto Correct
Edit using these tools
Brightness and Contrast
Color

- Crop
(5) Rotate and Flip
Change picture size
Red Eye Removal
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.


