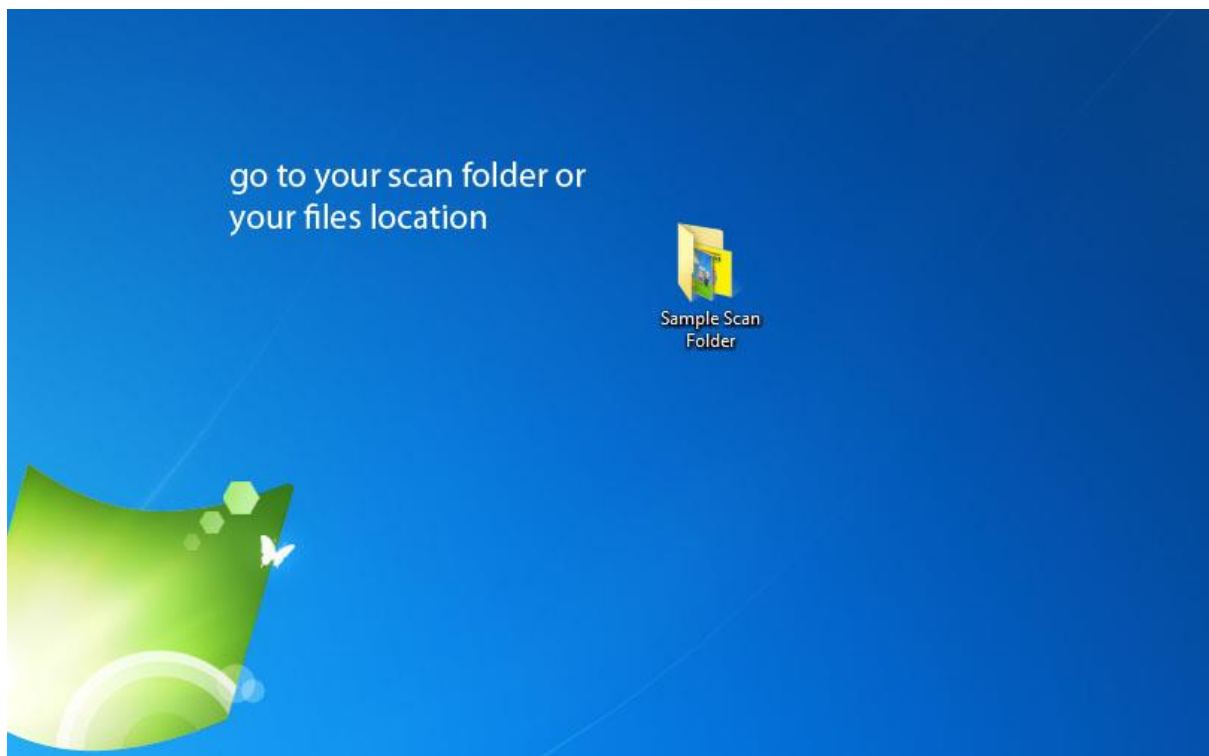


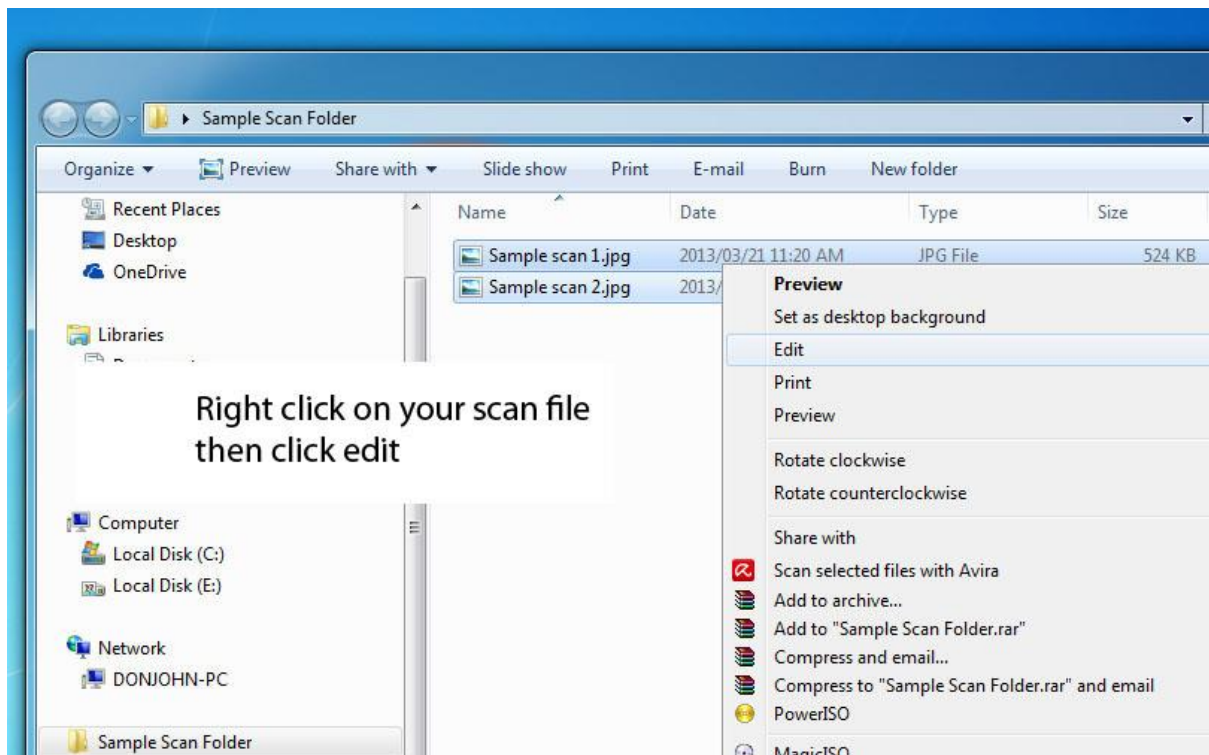
COFFEECUP ATTACHMENT TUTORIAL

Step1. Locate your files



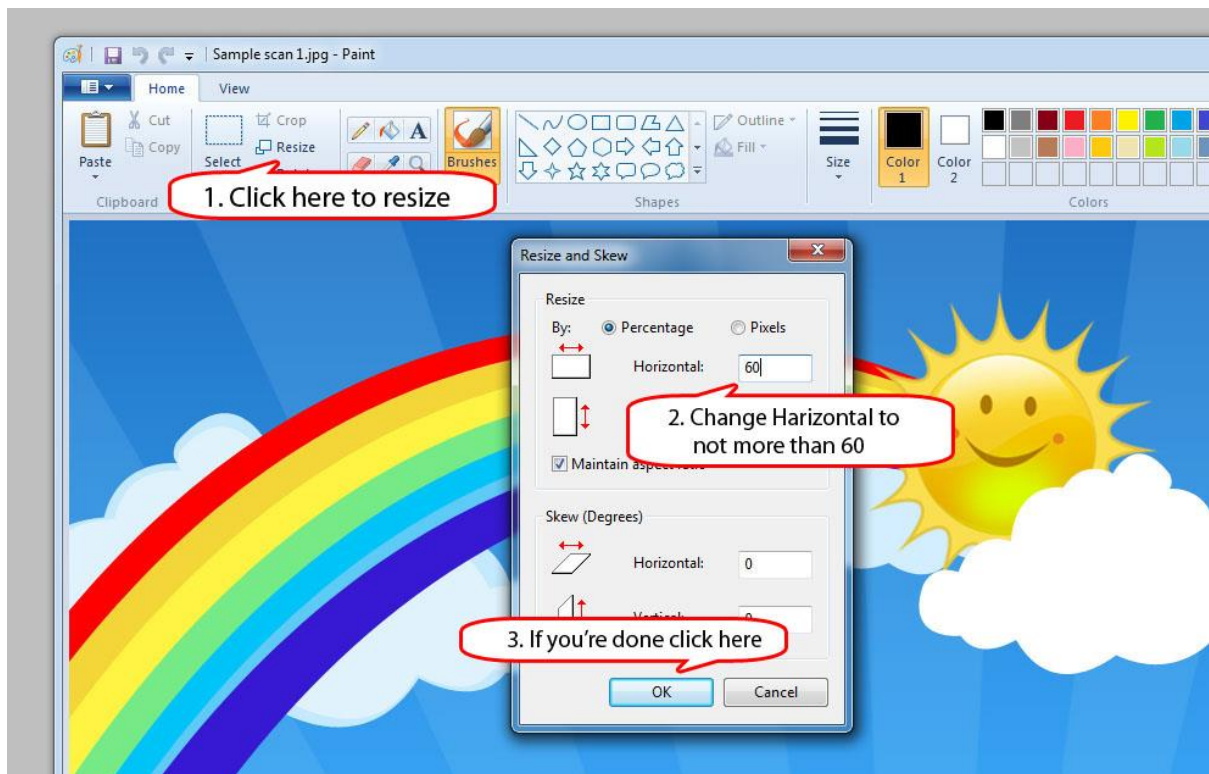
Step2. Open Image Editor.

To perform, right+click on image then click "EDIT" or right+click on image click "Open with PAINT"



Step3. This step is to teach you how to resize image.

To perform, click on RESIZE icon then change HORIZONTAL IMAGE from 100 to not more than 6%.



Step4. Save Your Changes.

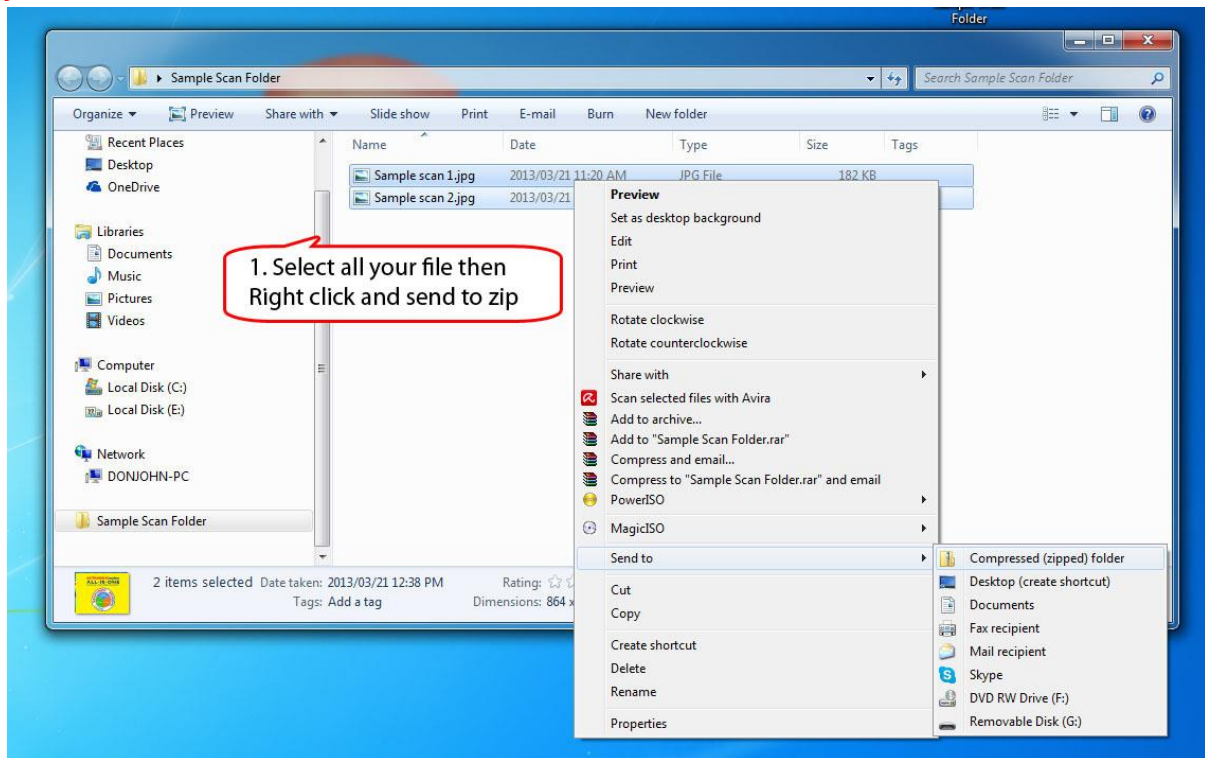
After resizing image, close your image editor and please always perform SAVE.

NOTE: perform the same steps to all image files



Step5. Compressed your edited images.

Go to your scan folder then select all images then right click, then select **Sent to** then click **Compressed (zipped) folder**.



Step6. Zip or Compressed file has been created.

You can see that there is a new zip file has been created. Make sure your zip file size is not more than coffeecup attachment limit size. Zip file or compressed file is ready for attachment to your coffeecup Request Management.

