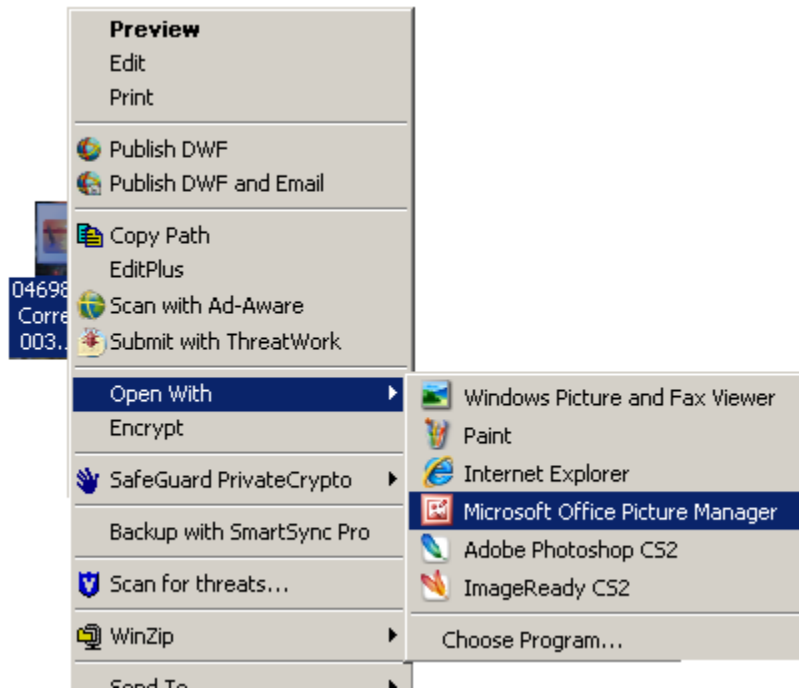


## Resize Image for LPS

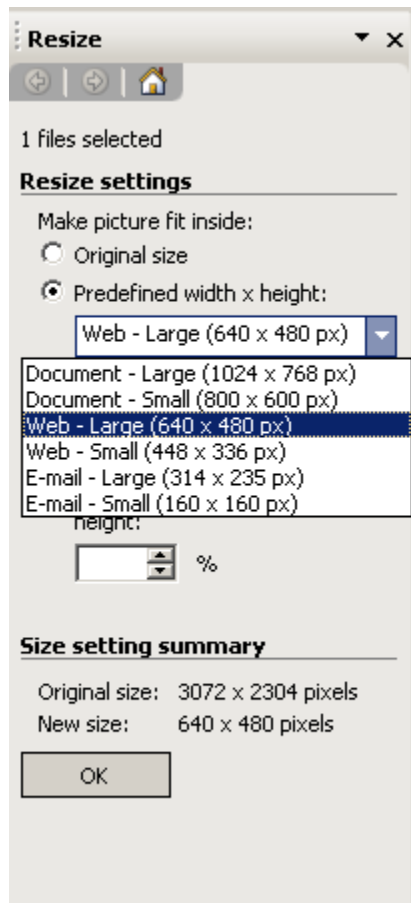
1. Right click on image that is to be uploaded
2. Select Open With / Microsoft Office Picture Manager



3. Select Picture / Resize



4. Select Predefine width x height
5. Select Web – Large (640 x 480 px)



6. Click OK
7. Save Image, you may wish to save under another name to keep original image