

## Resizing Pictures

A. Did it come as an attachment or as an embedded files (right on the email itself)?  
If as an attachment, download the file to your My Pictures folder. Then if you're using XP you can simply rightclick the picture file in your My Pictures folder, click on Resize and select SMALL, MEDIUM OR LARGE. A new file will be created with the same name but it will have (sm) (med) or (lg) added to the name of the file depending upon your choice of size. The original picture will not be changed.

If the pic was sent embedded into the email itself, rightclick the picture and select SAVE Picture As....give it a name and save it as a .jpg file. Then reduce the size using the XP Image Resizer.

You can download the free XP Image Resizer (XP Power Toys from [www.microsoft.com](http://www.microsoft.com)). At Microsoft, type XP Power Toys in the search box. A list of downloadable power toys will be shown on the left side of the next screen.

When you download the XP Image Resizer, you will not see a blue line as in usual downloads and you don't do anything to install. Any time after it has been downloaded, and you rightclick a picture, you'll see ReSize on the drop down list.

IF you are running Vista, you cannot use the XP Power Toys, but you can download the free VSO Image Resizer at this site.  
[http://www.vso-software.fr/products/image\\_resizer/image\\_resizer.php](http://www.vso-software.fr/products/image_resizer/image_resizer.php) It works just like the XP Image Resizer.

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