XP IMAGE RESIZER

1. Go to www.microsoft.com
2. Type in the search box, XP Power Toys.
3. Scroll down the list of Power Toys on the right side of the screen and select Image Resizer. Download.
4. You will not have to install. When you download it, it adds Resizer to your rightclick. IF you rightclick a picture, you will have the option to Resize and can select small, medium or large. The original will remain the same, you'll have another pic file and in the title it will now say (small, med or large).
5. IF sending via the internet, a picture, send it as small.
6. If you create a Print Scr of a document or web page, and paste it to an email form, rightclick it before sending and select Resize-Full Page so it will look exactly as it did on your computer screen. If you fail to resize a print scr, it will be too small to read by the recipient.

Revised 6/22/2009 JMM