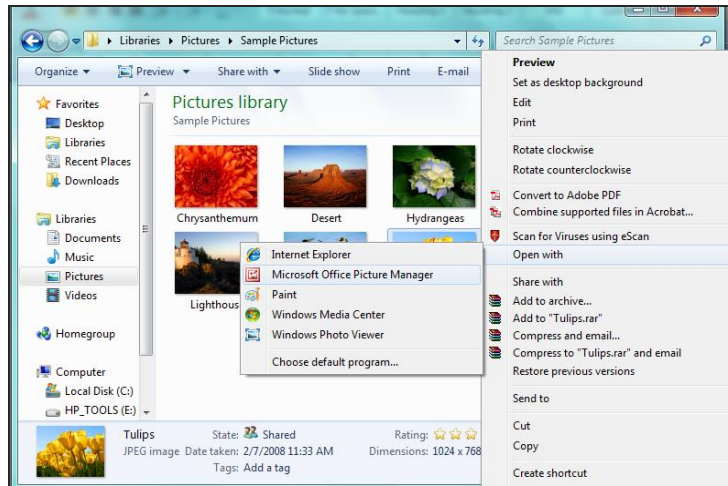


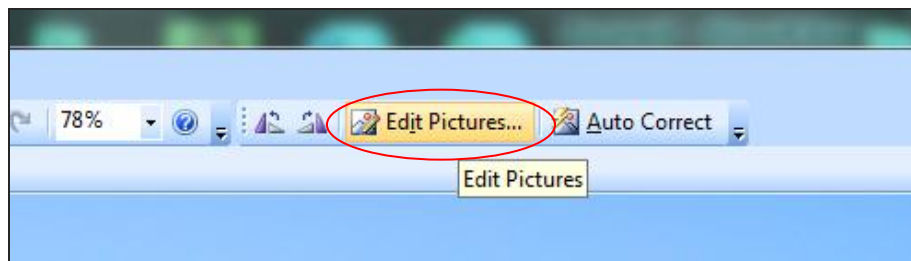
## How do I resize/reduce document and product images that I have scanned?

Document and images scanned as images (JPEG) can be reduced using any image editor such as adobe Photoshop, adobe fireworks, paint, Microsoft Office Picture Manager, e.t.c. (Note the example here uses Microsoft Office Picture Manager)

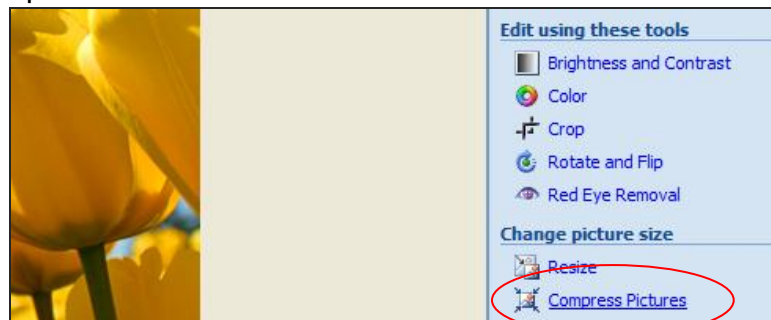
- I. Right-click on the image file to open
- II. Select **Open with -> Microsoft Office Picture Manager**



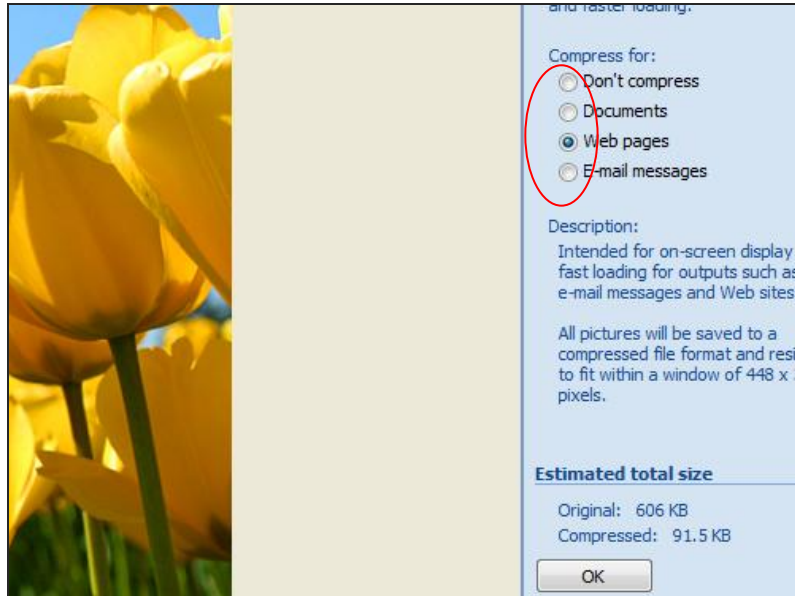
- III. Click on **Edit Pictures**



- IV. Click Compress pictures



- V. Select an option from the list and click on **OK**



VI. Click **File** -> **Save** or **Save As** to save the changes made

