

A HowTo *Document:*

Step by Step Guide for resizing & compressing image

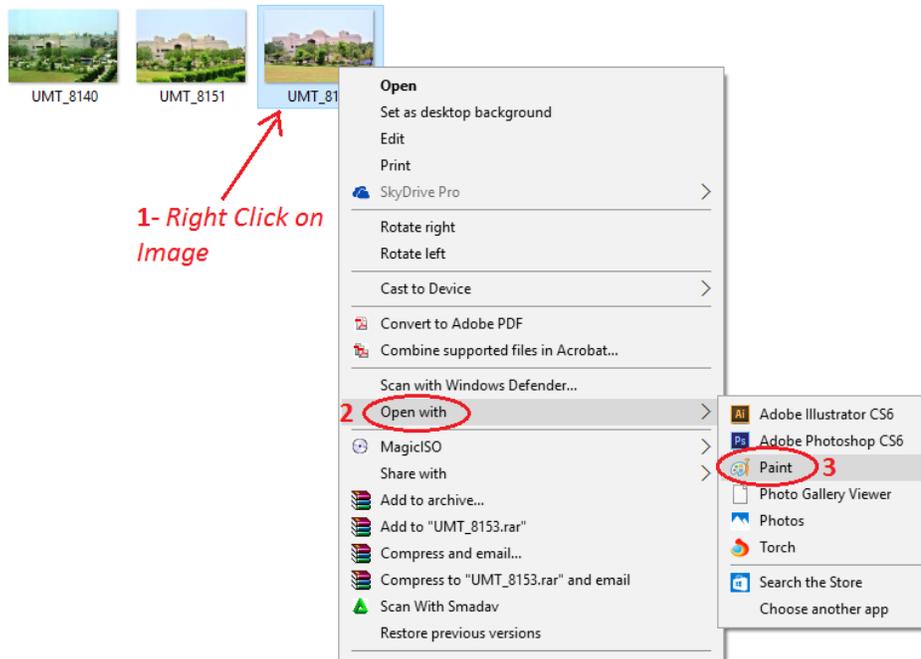
Table of Contents

1. Resizing through MS Paint (*A built-in MS Windows tool*)
2. Resizing through Online Tool (<http://imageresize.org/>)

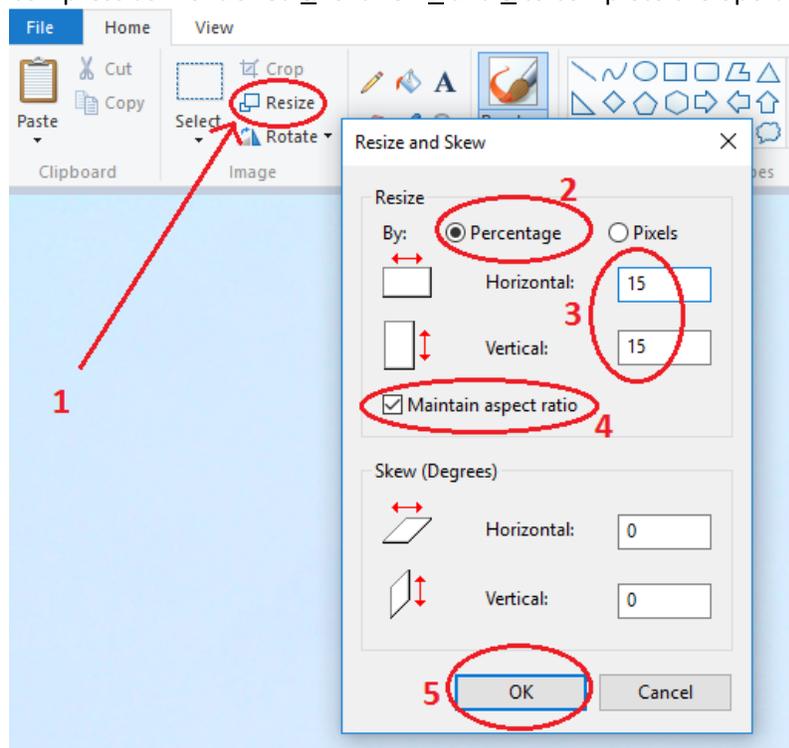
Step by Step Guide for Resizing & Compressing image

Resizing through MS Paint (A built-in MS Windows tool)

- 1- First Right Click on the image you want to resize. Goto **Open with** option and click on **Paint**.

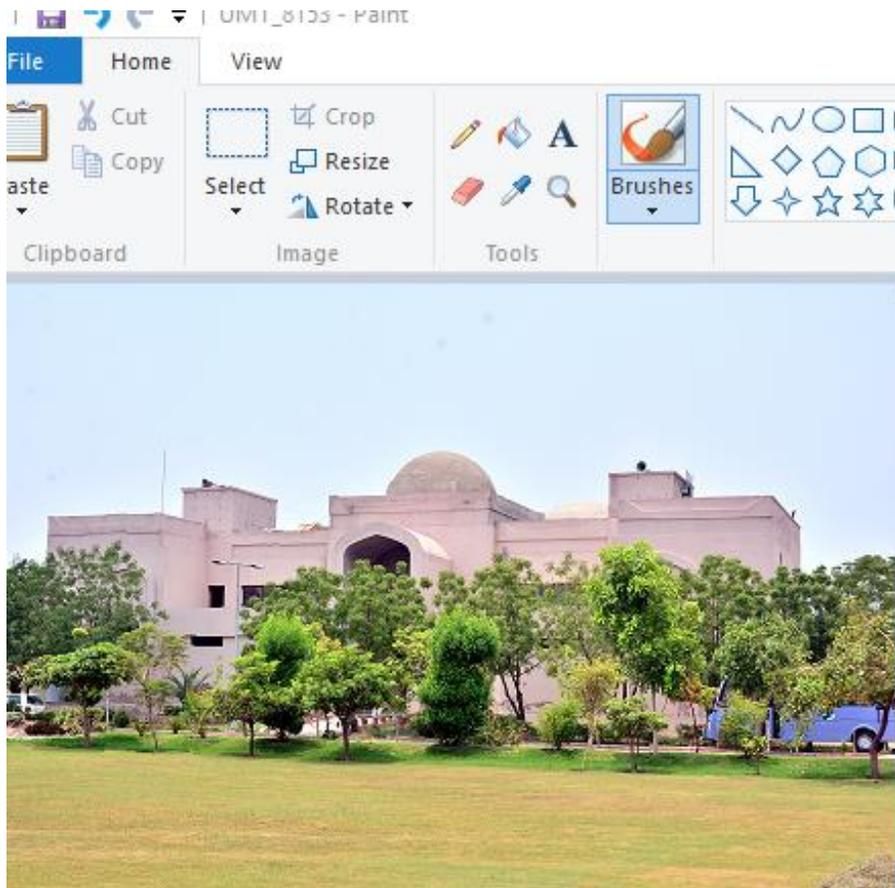


- 2- When image is opened in MS Paint, you will find **Resize** button on top left as mentioned **1** in the image, Click on it. Now click on **Percentage** button. Now type the required size you want that image to compress as mentioned **3**. Click on **4** and **5** to complete the operation properly.



Step by Step Guide for Resizing & Compressing image

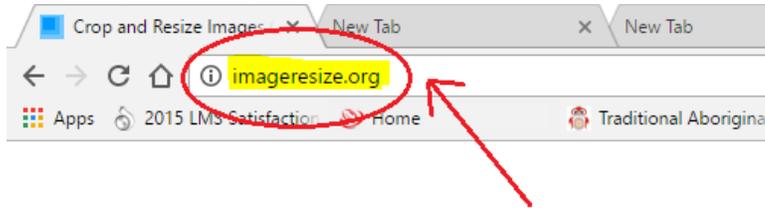
- 3- Now, you have resized your image successfully. Save that image to work with it.



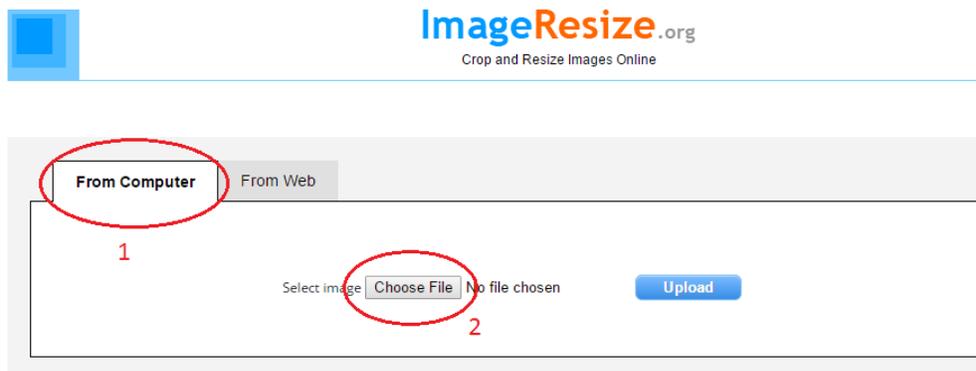
Step by Step Guide for Resizing & Compressing image

Resizing through MS Paint (A built-in MS Windows tool)

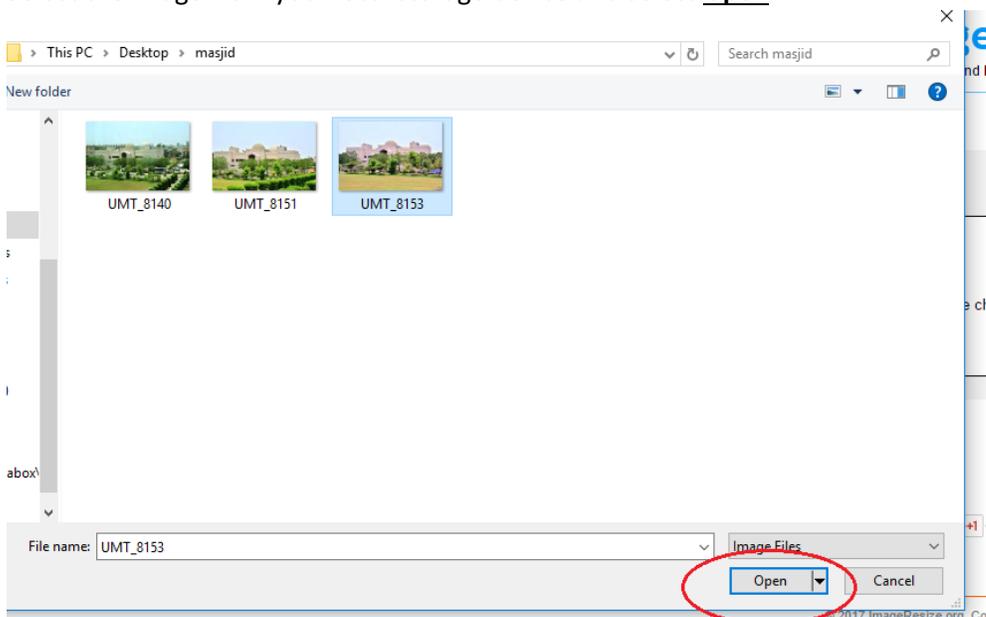
- 1- Type **imageresize.org** in your internet browser.



- 2- Click on **From Computer** option if your image is located on your Computer. Then click on **Choose File** option.

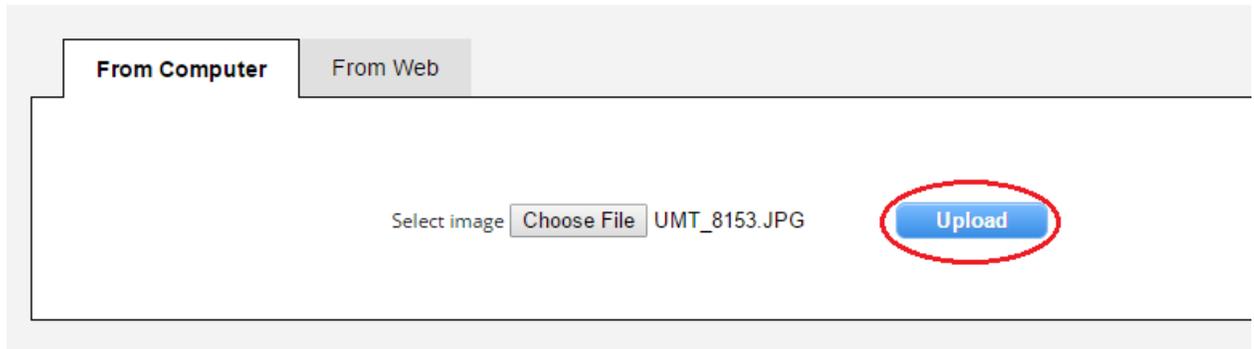


- 3- Select the image from your local storage device and select **Open**.

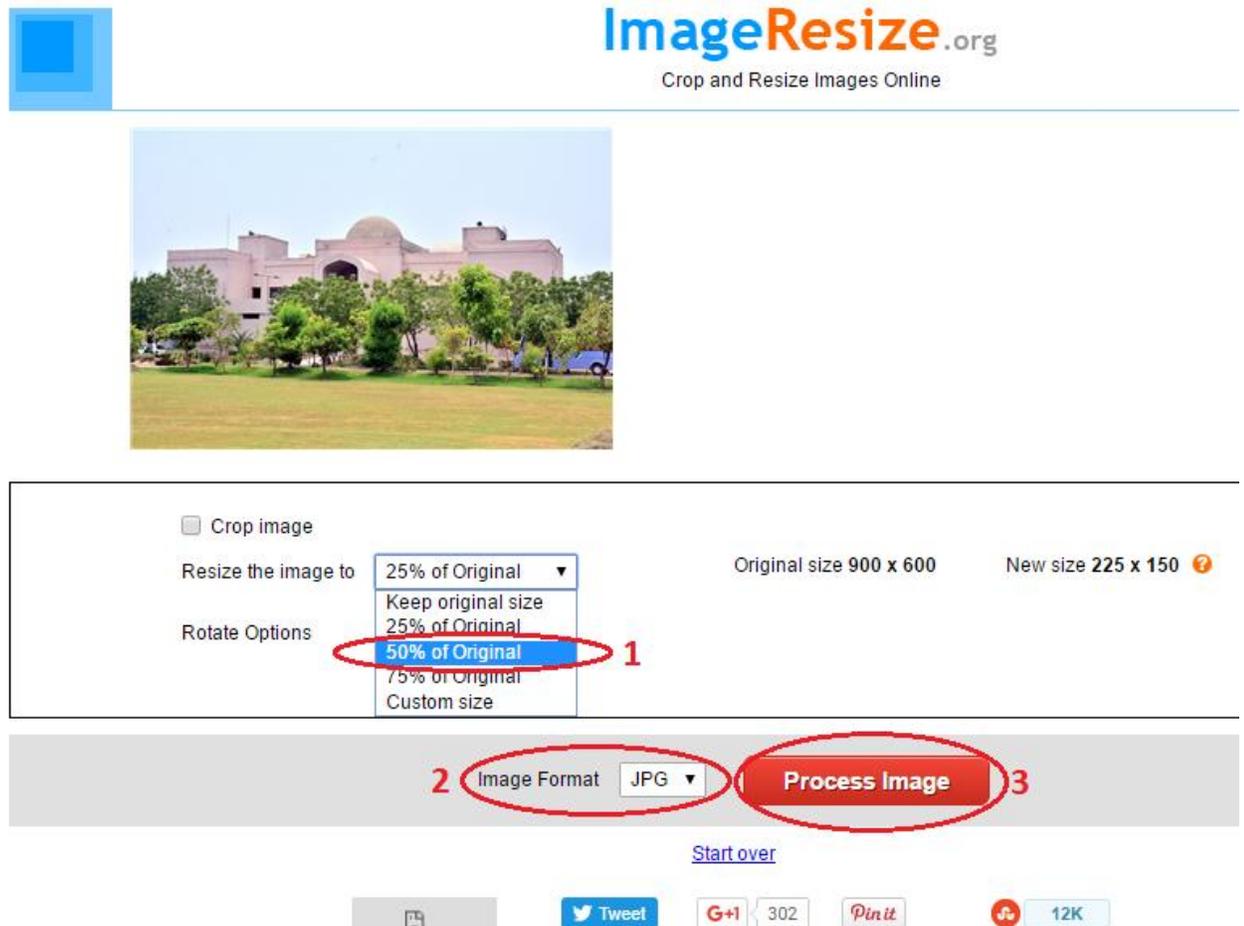


Step by Step Guide for Resizing & Compressing image

- 4- Once the image is loaded, Click **Upload**.



- 5- Now select the percentage of the image you want to keep. You can select the image format too in the provided options. Click **Process Image** to proceed.



Step by Step Guide for Resizing & Compressing image

- 6- Next, Right click on the resized image and select **Save image as...** Now you have successfully resized the image.



The screenshot shows the ImageResize.org website interface. At the top, the logo "ImageResize.org" is displayed with the tagline "Crop and Resize Images Online". Below the logo, the text "Here is your resized image" is centered. A large image of a building with a dome is shown. A red arrow points to the image with the text "1- Right Click on the image". A context menu is open over the image, with the "Save image as..." option circled in red and labeled with a red "2". Below the image, a red oval contains the text: "This is a shrunk image, when you save it you will see it in full size. Right click on the image and select **Save image as** to save or [Resize another image](#)".