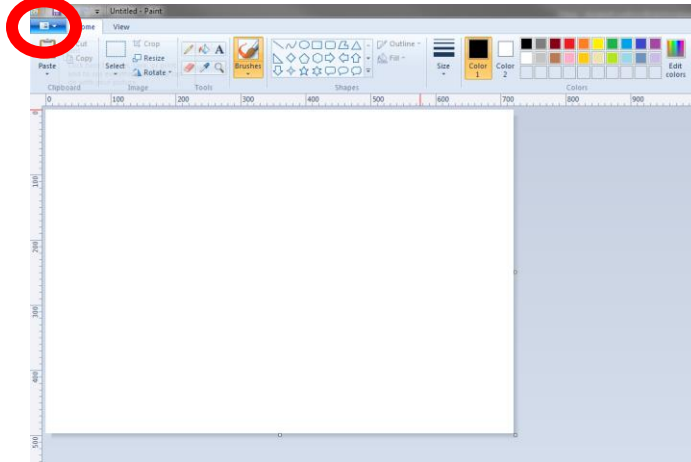


How to Resize a Photo for My St. John's (Windows version)

1. Choose your photo. It helps if it is already wider than it is tall.

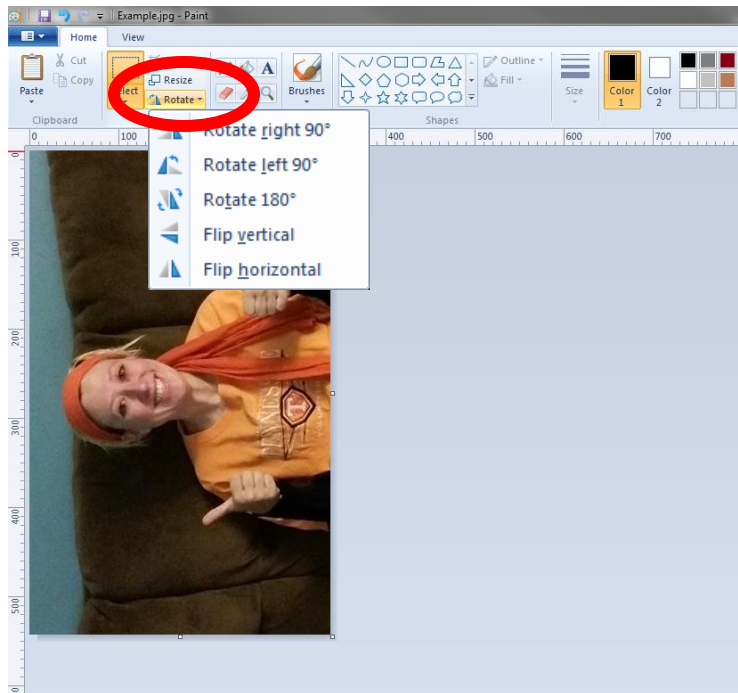
2. Open your photo in Microsoft Paint:

- Open Microsoft Paint
- Click on the “file tab”:

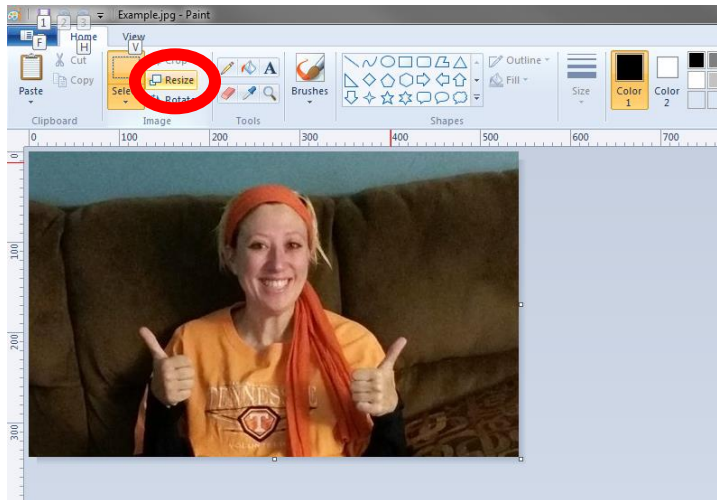


- Choose “Open” and find your photo.

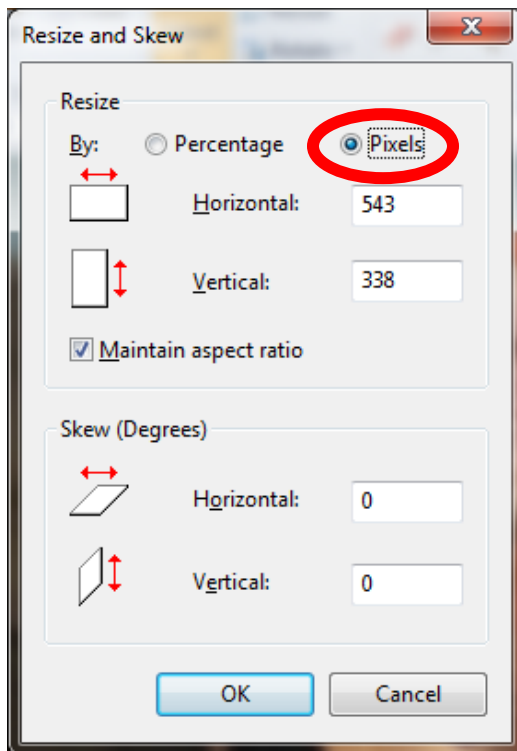
3. Optional step: if your photo needs to be rotated, click Rotate and choose from the drop-down:



4. Click “Resize”:



5. Click the “Pixels” radio button:



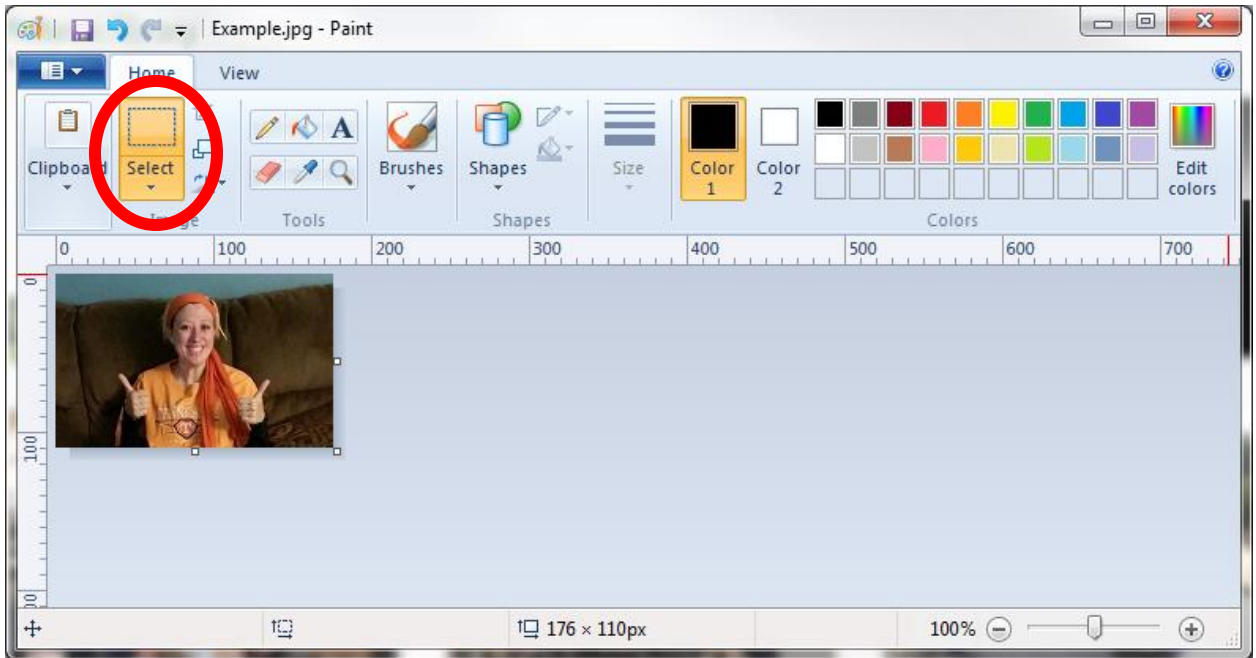
6. Do one of the following actions:

If your photo is WIDER than it is tall: enter 110 in the Vertical box.

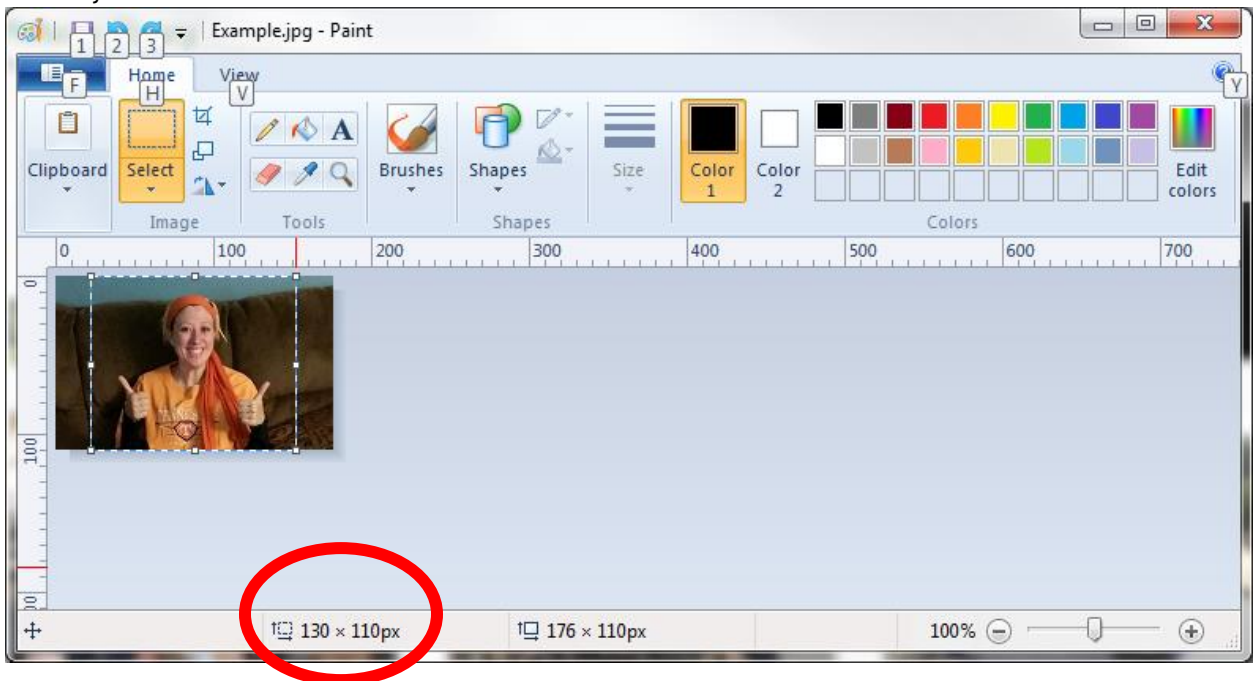
If your photo is TALLER than it is wide: enter 130 in the Horizontal box.

Then hit OK.

- Click "Select":

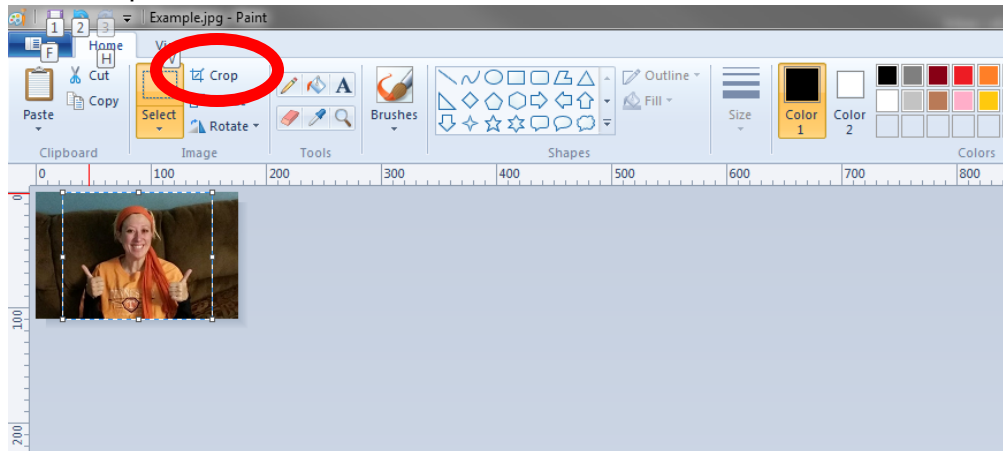


- Click and drag to select a portion of the photo that is **130x110 pixels**. You can see the size of your selection at the bottom of the window.

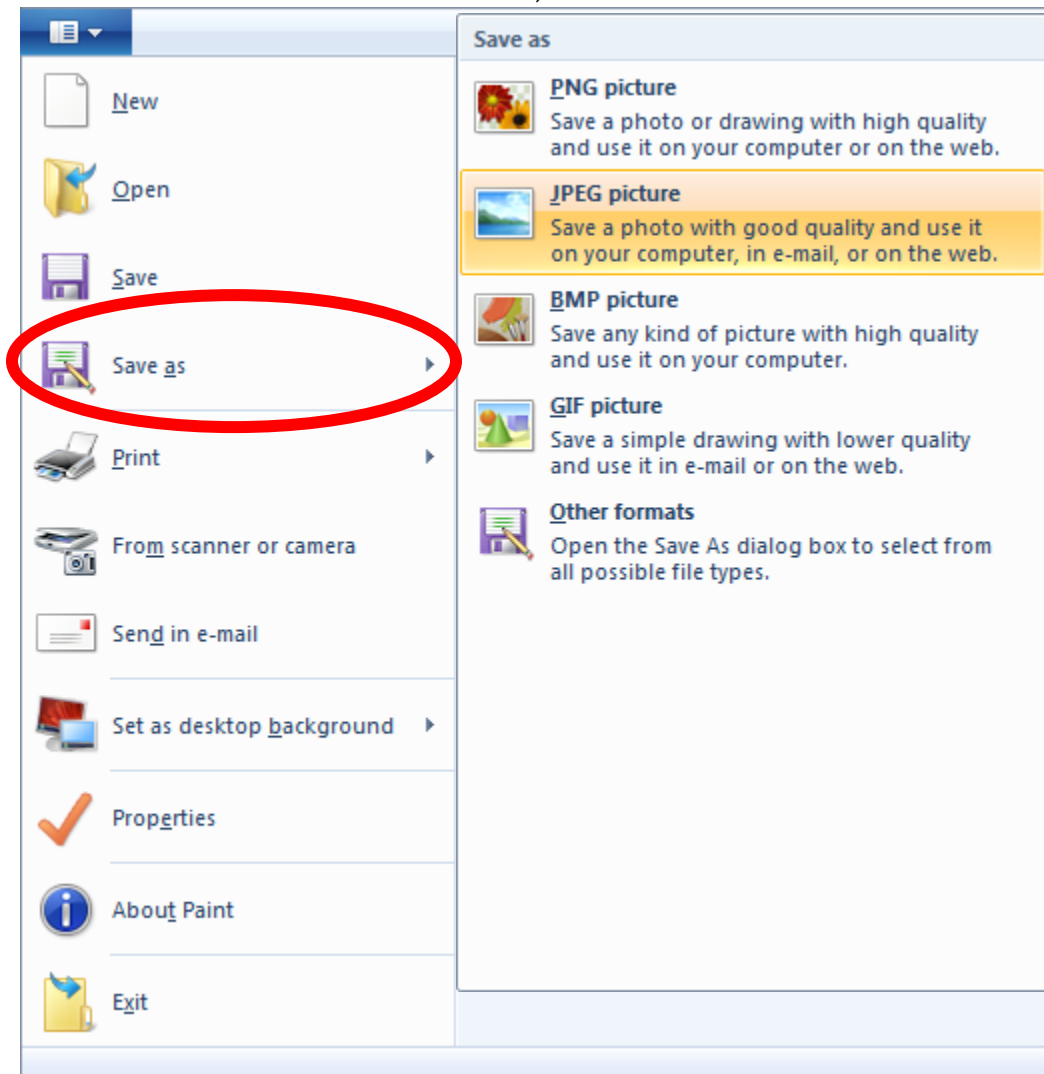


If you need to reset your selection to start over, just click in the empty gray portion of the window.

9. Click “Crop”



10. Click on the “file tab” and choose Save As, then click JPEG Picture.



11. Save your cropped photo. Now it's ready to upload to My St. John's!