

## Resizing Photos for HIS Database (for Paint Shop Pro version 6 or 7 only)

1. Save the photo to a file on your computer.
2. Open Paint Shop Pro. Click **File** then **Open** and select the photo you want to resize.
3. Click **Image** on the menu bar and select **Resize**.



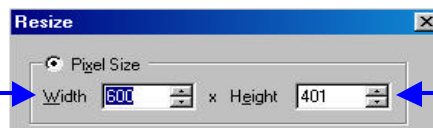
4. Determine if the photo size is greater in width or greater in height on the resolution. For Example, there are two photos below that tell you which is what.



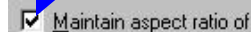
If your photo is greater in width, then enter **600** in the **Width** box and leave the Height box blank.



If your photo is greater in height, then enter **400** in the **Height** box and leave the Width box blank.



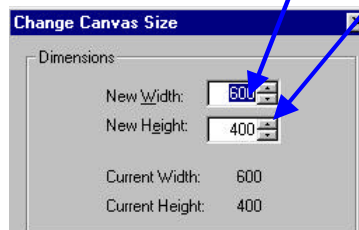
5. Make sure the “**Maintain aspect ratio...**” check box is checked and click **OK**.



6. Click **Image** on the menu bar and select **Canvas Size**. Dimensions need to be **600** and **400**



7. Dimensions “**New Width**” and “**New Height**” need to be **600** and **400**. Click **OK**.



8. Finally, click **File** from the menu bar and select **Save As**. Name your file as **MLS#** follow by the sequence number. Example, 9999901.jpg and save it as .jpg format by selecting **JPEG** in the **Save as type** box.

