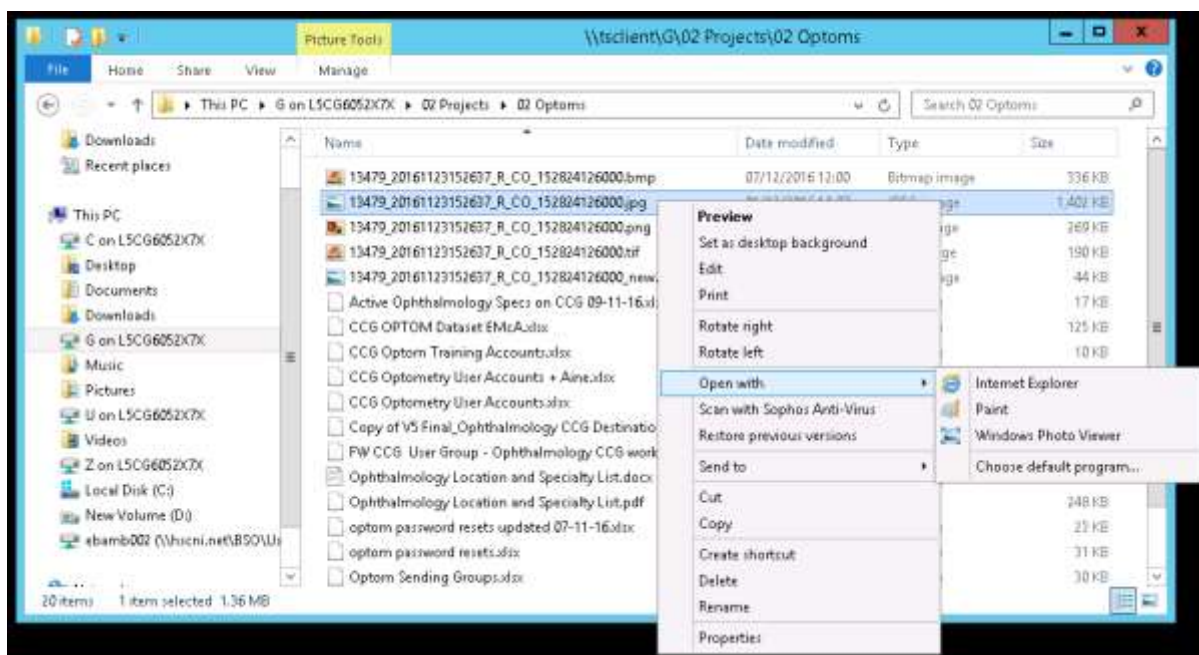


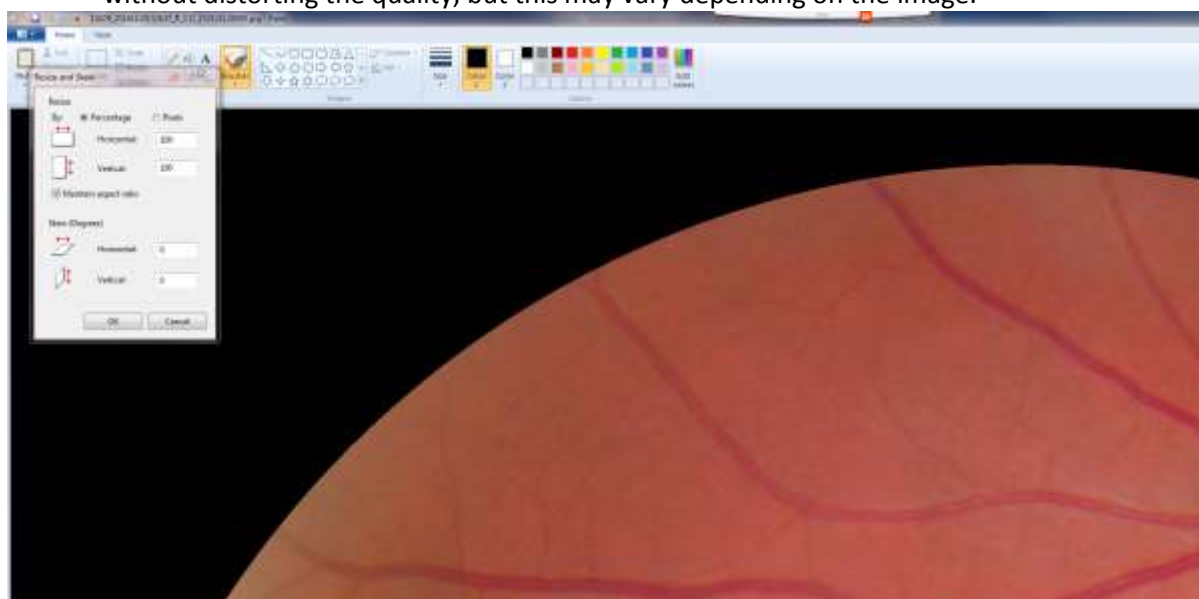
1. Right click on the file and select "Open with" >> "Paint":



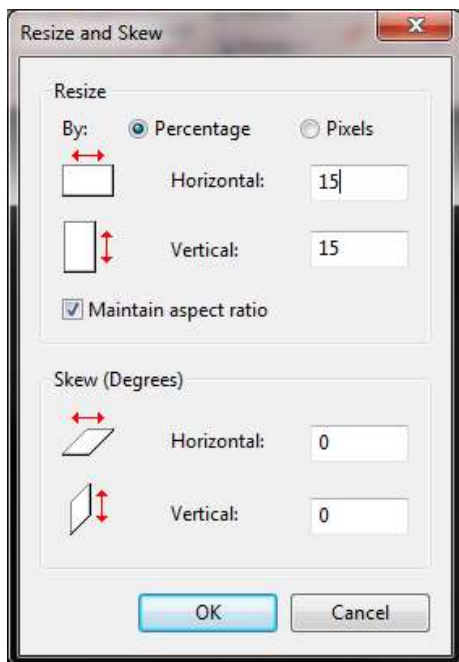
2. Select "Resize" from the toolbar:



3. With "Percentage" selected enter a number lower than 100 for "Horizontal", this will automatically adjust for vertical. Entering 10, 15 or 20% resizes the image to a readable size without distorting the quality, but this may vary depending on the image:



4. Select "OK" once percentage has been entered:



5. The image size will now be adjusted on screen and once "Saved" will result in the image file size being reduced to permit it to be attached to a CCG referral:

