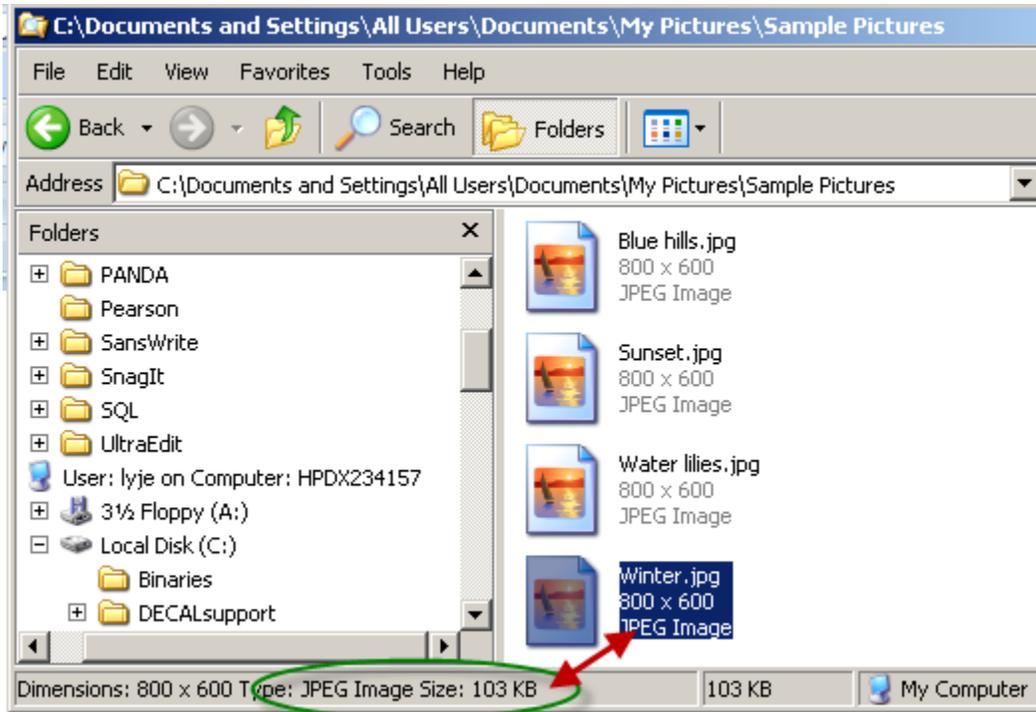


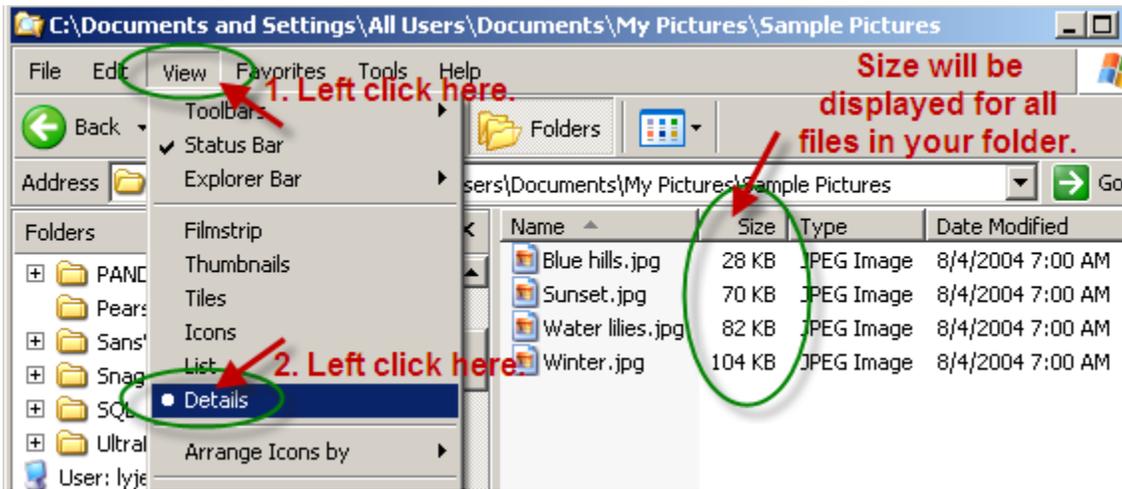
WSO How To: Resize Pictures To Upload to WSO

NOTE: It is only necessary to resize your picture if your picture is larger than the allowed limit of 1024KB. You can determine the size of your picture file in one of the following two ways:

1. If your files are displayed as shown below, the size will be displayed at the bottom of the screen for the corresponding file you have clicked on.

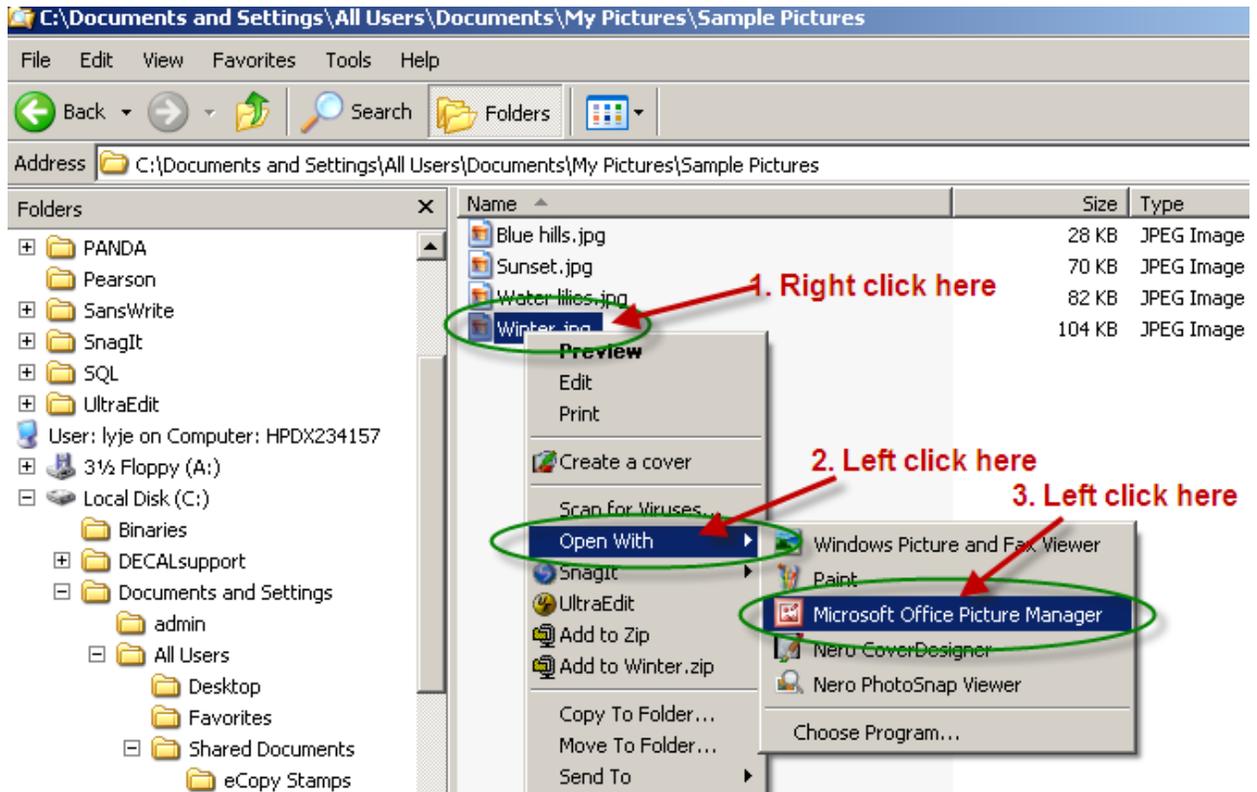


2. Or you can display the specific details about all files by clicking on 'View' and on 'Details'.



To resize your picture, follow the following steps:

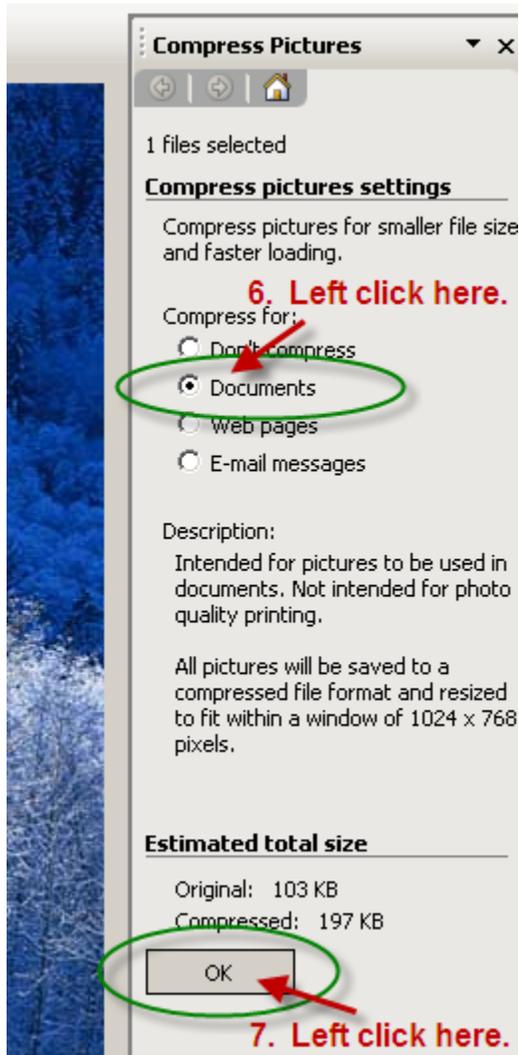
1. Right click on the picture file you are trying to attach.
2. Left click on 'Open With'.
3. Left click again on 'Microsoft Office Picture Manager'.



4. When the picture file opens and the picture is displayed, left click on 'Picture'.
5. Left click on 'Compress Pictures ...'.



6. The Compress Picture options will display on the far right side of your screen. Left click on the radio button next to 'Document'.
7. Left click on 'OK'.



8. Then click on the 'Save File' icon before exiting MS Office Picture Manager.



You should now be able to successfully upload your picture via the WSO Portfolio screen.