

Instruction for resizing your picture for the Personnel Recovery Pro-File

1. After the picture is taken, save it to a file on your computer so you can access it
2. After it is saved, right click on the picture and open with Microsoft Picture Manager
3. From the tool bar go to picture and select resize
4. Click on resize setting
5. Click on predefined height and width
6. click on e-mail large
7. click on OK
8. Save the new picture in a place where you can access it.
9. When you get the point in Pro-file where you need to insert your picture, click on browse and access your new picture and insert it.