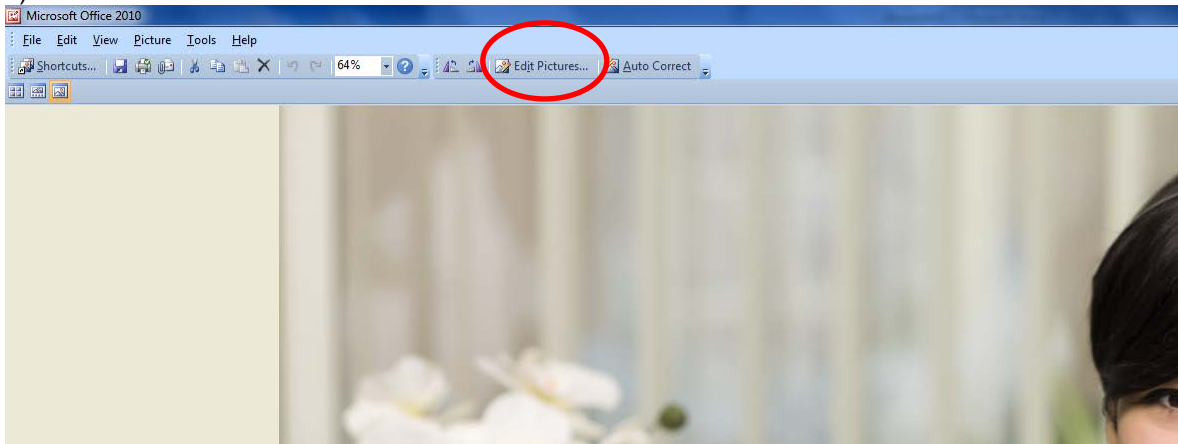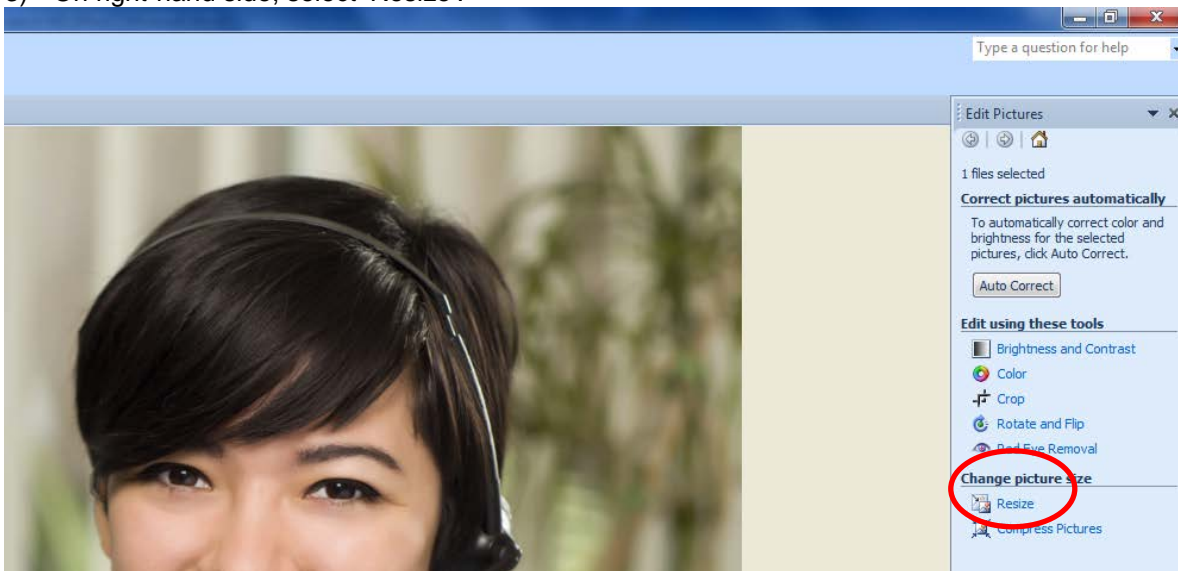**How to reduce photo size in MS Office**
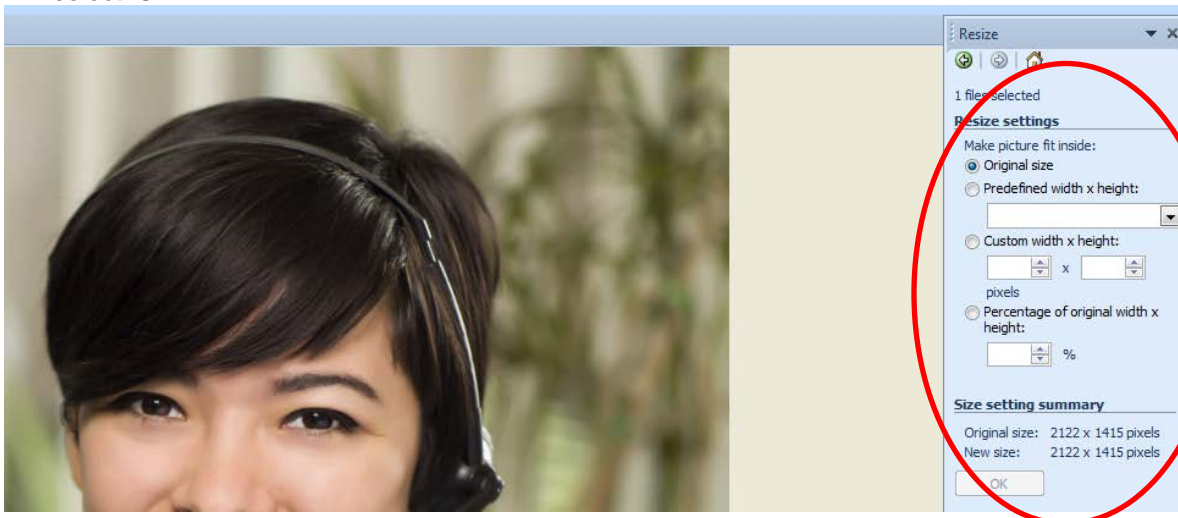
1) Open your photo in Microsoft Office 2010. (Right-click photo, select 'Open with", select 'Microsoft Office 2010'.)

2) Select 'Edit Pictures'.

3) On right-hand side, select 'Resize'.

4) Select picture size from predefined width x height, create custom width x height or select a percentage, then select 'OK'.

5) When picture is resized, save it for insertion into websites, social media, documents, presentations, etc.