## ATS : One method to resize an image

The best way to have a small image file size is to adjust a phone or scanner's settings from the start, but an image can be resized one of several ways once it is saved. Here are a few examples using one program that most computers have. The utility used below is Microsoft Paint \* Keep in mind if the camera or scanner was shook or held sideways, the image might be not readable or of poor quality. If you reduce the size it is less likely the image will be readable with a smaller file size. In testing we have been able to fit 200 readable insurance cards or a 20 page PDF in under one meg.



With this sample I scanned an insurance card. As you can see. I scanned an area much bigger than needed. Often with athletes you will see a desk or a hand in the image. This can be to your advantage. You can crop the needed area and end up with a much smaller image. Keep in mind it's likely every phone has edit and crop abilities, this is one example on a PC.

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First Select the needed area.

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Then select crop.



Be sure to save the image, perhaps with a different name, in case you make a mistake.

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After I cropped this image it was 1/37 of one meg and still fully readable in ATS

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To resize an image, choose resize and reduce the size percentage of the image.



You may want to save the image with a different name incase it was reduced to an unreadable level. In this case the card was 1/58 of one meg and very clear in ATS.

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For Microsoft Paint 3D the following information applies with respect to the location for cropping and resizing images.

Once the image is open the crop tool is activated by click this image.



To resize an image click on the "Canvas" icon and use the "Resize Canvas" area.



if needed...