ASYCUDA – HOW TO

Subject	How to resize scanned documents for ASYCUDAWorld
Version	AW 4.3.1
Issue date	04/09/2018
File	How To Resize Scanned Documents for ASYCUDAWorld

Objective :

> Message
>
> The file is too large (File size : 876209, maximum size authorised : 150000).
>
> ✔

The purpose of this documentation is to assist the user with the resizing of the scanned document when it exceeds the file limit that can be uploaded. Please keep in mind that the file size limit for all scanned documents to be uploaded on ASYCUDAWorld is **150 KB**.
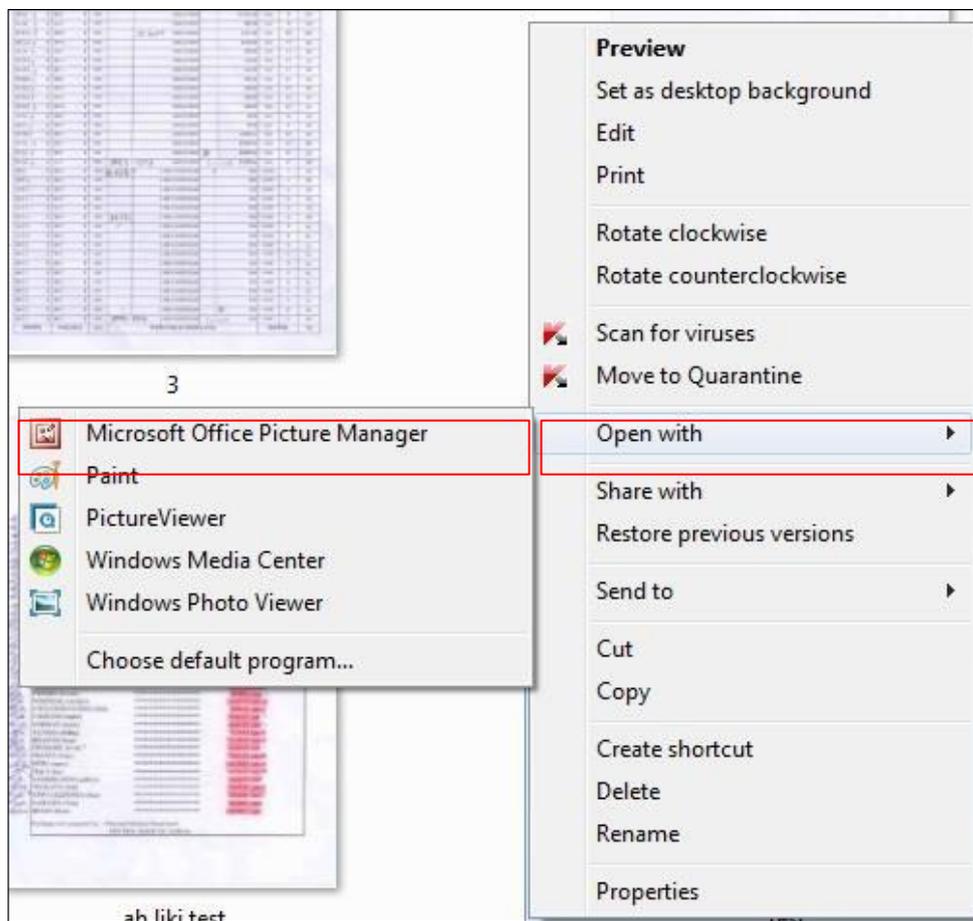
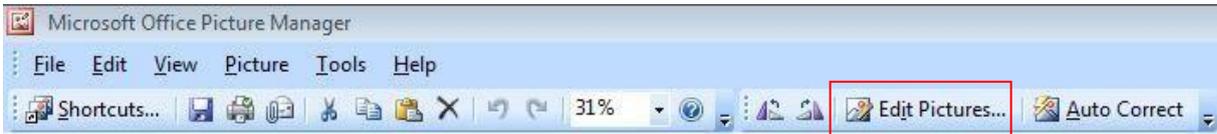**Related documentation :**

Keywords :

Information :

Must ensure that when the file is scanned that it is scanned as a **JPEG (image file)** and not a **PDF**.

1.   Right click on the image file and select 'Open with' → open with 'Microsoft Office Picture Manager'

2. Select 'Edit Pictures' from the tool bar.

3. Select 'Resize' from the Edit Pictures pane.

4. Select the option 'Predefined width x height:' → select 'Web - Large (640 x 480 px)' → click OK.