



Reducing File Sizes of Photographs (Pictures)

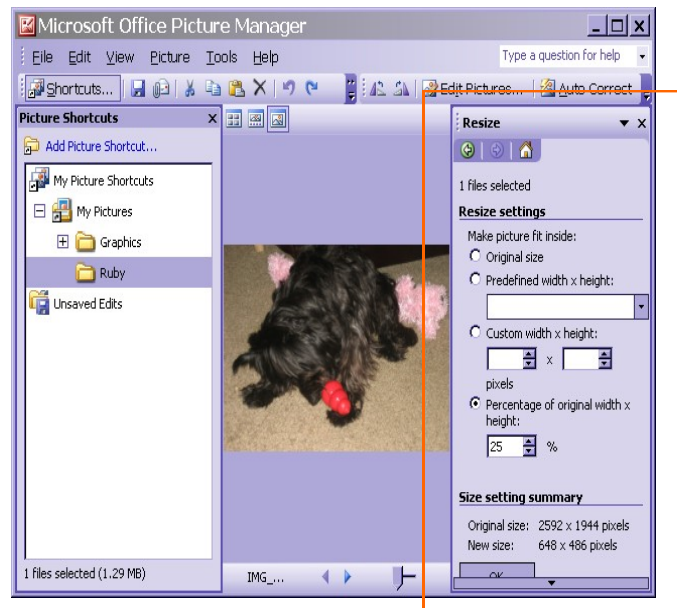
Many of today's cameras produce very large-sized file sizes. Those large file sizes are for printing photos, not using them in a digital applications like PowerPoint.

Reducing the actual file size of the image is not just resizing it as an object. You will use an application that comes with Office 2007, **Microsoft Office Picture Manager**.

- Open your **start menu**, click on **Programs**
- **Find Microsoft Office Tools** (sometimes inside of the **Microsoft Office Folder**, sometimes in its own folder named **Microsoft Office Tools**.)
- Click on File | Locate Pictures (this looks in any folder window)
- In the Resize Pane, select Percentage of original width and height depending on the original size, change the percentage (the image above reduced from **1329 KB to 103 KB**, with no loss of on-screen viewing quality).
- Save your image using the Save As command (**File | Save As**).

This gives you two images—the original image with the greater resolution and the newer compressed sized image. This options allows for better viewing for this presentation with the smaller image, while still having the higher resolution for printing

You can also do some basic editing here. Explore the options on the toolbars, or in the menus (Edit, View, Picture, Tools).



TIP: give the new picture the same file name, but **add the word “reduced”** at the end. This helps to organize and then find the original and reduced images later.