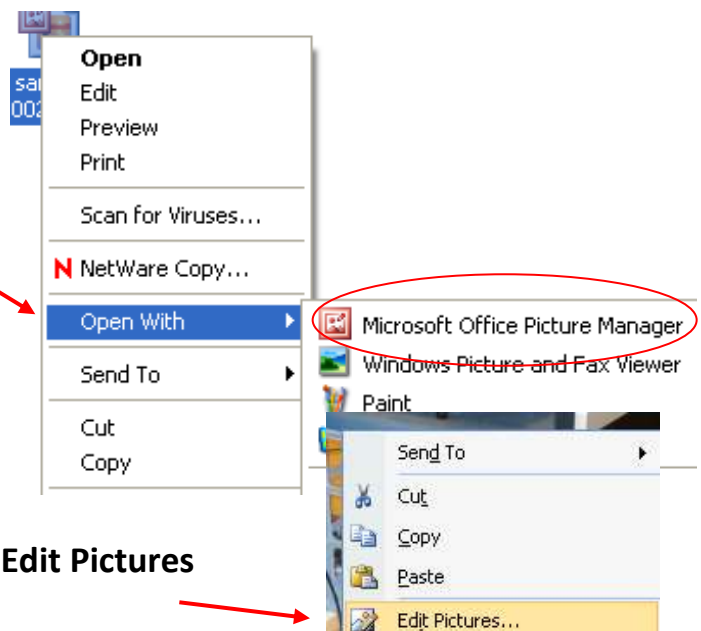# Tech Tip:
Compressing Photos for Easier Printing and Email

Digital cameras are becoming increasingly capable of taking high quality pictures. One side effect of this is that the file size of those pictures is also growing. It's not unusual for a single photo to have a file size of several Mb.

Microsoft Office 2007 has a tool built in to allow you to compress the size of your photos relieving these problems
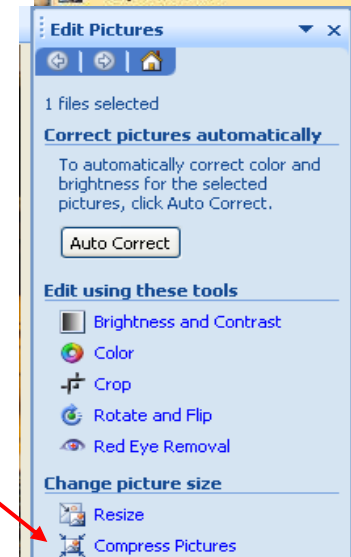
Try these easy steps to compress photos and reduce their file size.

1. Go to your **My Pictures** folder (or wherever you have saved the picture files) and **right-click** on a picture

2. In the window that opens – select **Open With**, and then choose **Microsoft Office Picture Manager,**

3. When the picture opens in the Picture Manager – **right-click** on the picture.

   Open
   Edit
   Preview
   Print

   Scan for Viruses...

   N NetWare Copy...

   Open With ▶   [x] Microsoft Office Picture Manager
                     Windows Picture and Fax Viewer
   Send To ▶   Paint

   Cut   Send To ▶
   Copy
                    Cut
                    Copy
                    Paste

4. A new window will open – select the **Edit Pictures** choice.

                    Edit Pictures...

   Edit Pictures   ▼ ✕
   ← | → | ⌂

   1 files selected

   Correct pictures automatically

   To automatically correct color and brightness for the selected pictures, click Auto Correct.

   Auto Correct

5. The edit menu that appears to the right of your picture shows you the choices you have for making changes – there are many things you can do to enhance the photo, but at this time select the **Compress Pictures** option.

   Edit using these tools
   ■ Brightness and Contrast
   ● Color
   ✛ Crop
   ⟳ Rotate and Flip
   ◉ Red Eye Removal

   Change picture size
   Resize
   Compress Pictures

6. If you would like to compress more than one picture at a time, click on the "**Thumbnail View**" button in the top left and then click **Ctrl + A** to select all of them before moving on to the next step.

7. You now need to determine what you want to do with the picture. Will you compress it to put into a Word document, to put into a Web page, or to attach it to an e-mail message? When you click on your choice you will see a description of the change that will take place – including the original size of the photo and how that size will change. Make your selection, then press **OK.** Your picture now takes up much less file space, yet the quality appears the same on your screen.

8. Go to **File** in the **Menu Bar** and select **Save**. This will overwrite the original picture with the compressed picture file. If you want to preserve the picture with its original file size (because you may want to work with it again in some other way) you should do a **Save As** … and give the file a new name.