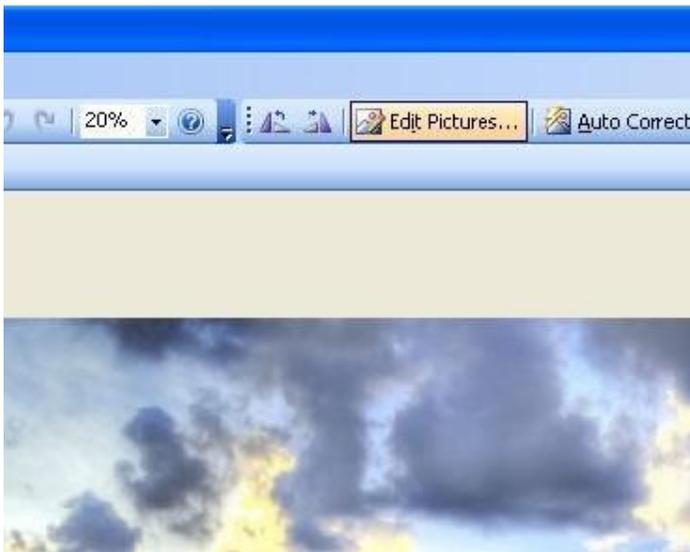


## Reducing file sizes in Microsoft Office



### How to Resize an Image Using Microsoft Office Picture Manager?

These instructions are for images that will be used in a PowerPoint or on a web page, and have a file size of over 500k or a physical dimension of over 1024 pixels. Usually, these are very large images that have been downloaded from the Internet, or from a digital camera.

1. After starting up Microsoft Office Picture Manager, you should see a list of folders that contains images on the left side of the window

If the folder that contains the image you need to resize is not listed, you can click on the “Add Picture Shortcut” link, located at the top of the list of folders. This will allow you to find the folder that you need and add it to the list.

Click on the folder that contains your image and you should see your image in the main part of the window.

2. Double click on your image so that it fills the entire main part of the window.

Then click on the “Edit Pictures” button, located near the top center of the window.



3. Along the right side of the window, about half way down, click on the “Resize” link.

4. Along the right side of the window, type the new width for your image in the width box. As you type, you will notice that the program will calculate the proportionally correct height for your image and display this information further down the page.

Click on the “OK” button after you have entered the new dimensions.

If you are resizing your image to be posted on a web page, you can type 600 for the width.

If you are resizing your image to be inserted into a PowerPoint, you can type 800 for the width.

Depending on how the image is encoded, an image of 800 pixels for one of its dimension may fill up the entire PowerPoint slide, or it may not. If it does not, you should be able to enlarge the image from within PowerPoint without degrading the quality of the image.



5. Click on “File” in the menu bar at the top of the window. Then click on “Save As”.

This will allow you to save your new image with a different file name so that your original image with its original size is not lost.

6. In the “Save As” window, type a new name of your new image. However, please make sure you DO NOT erase the period and the last 3 characters of the original file name, as indicated here by the red circle.

Double check the save location and then click on “Save” button to save your new image.

7. When you Quit or Exit the Picture Manager program, it may ask you if you want to save changes you made to your original image. Please click on “NO” so that your original image is not changed.