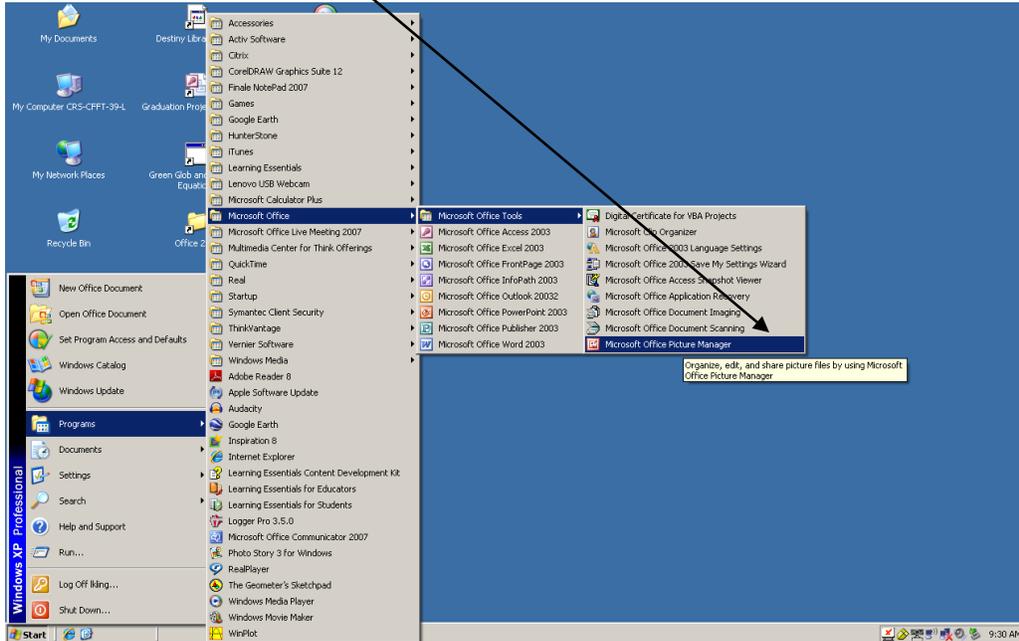


Preparing a Picture or a Group of Pictures for The Web, PhotoStory, MovieMaker, PowerPoint, etc.

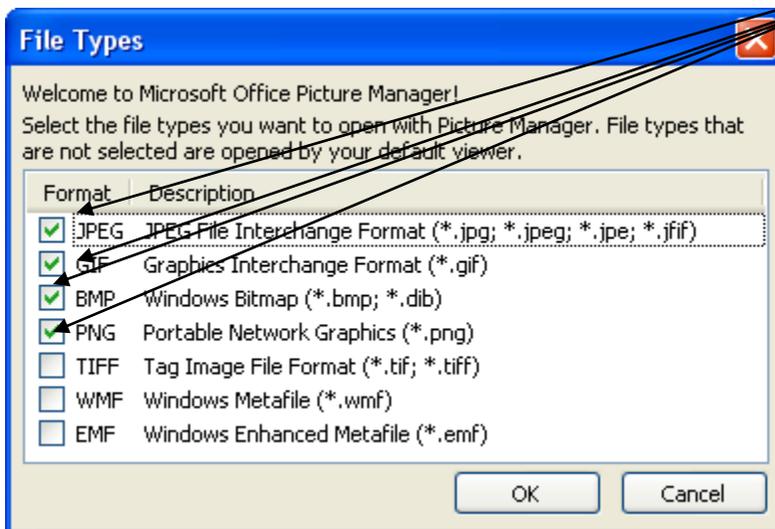
The file sizes saved by the Digital Cameras are huge! Use this procedure to reduce the file size of a picture or group of pictures. Pictures will load faster on your web site, your PhotoStory or Movie will not crawl and you will save space on your “H” Drive.

Students can use this procedure also.

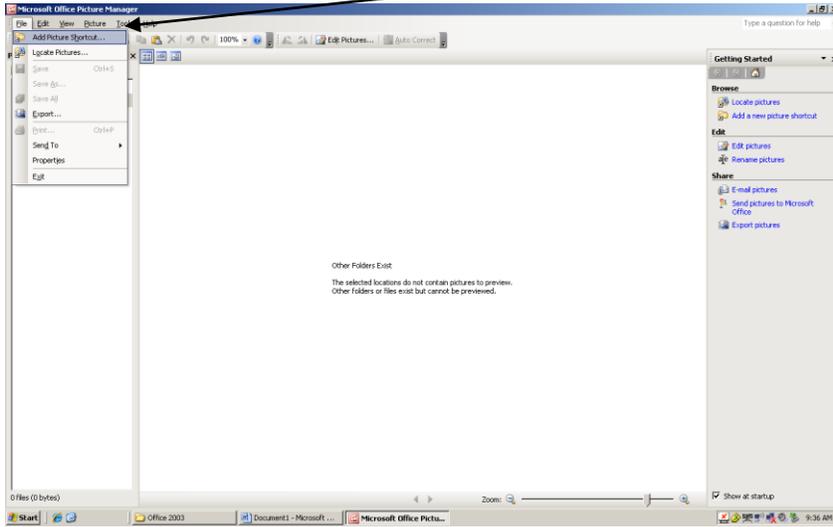
Click on Start, Programs, Microsoft Office, Microsoft Office Tools, then Microsoft Office Picture Manager



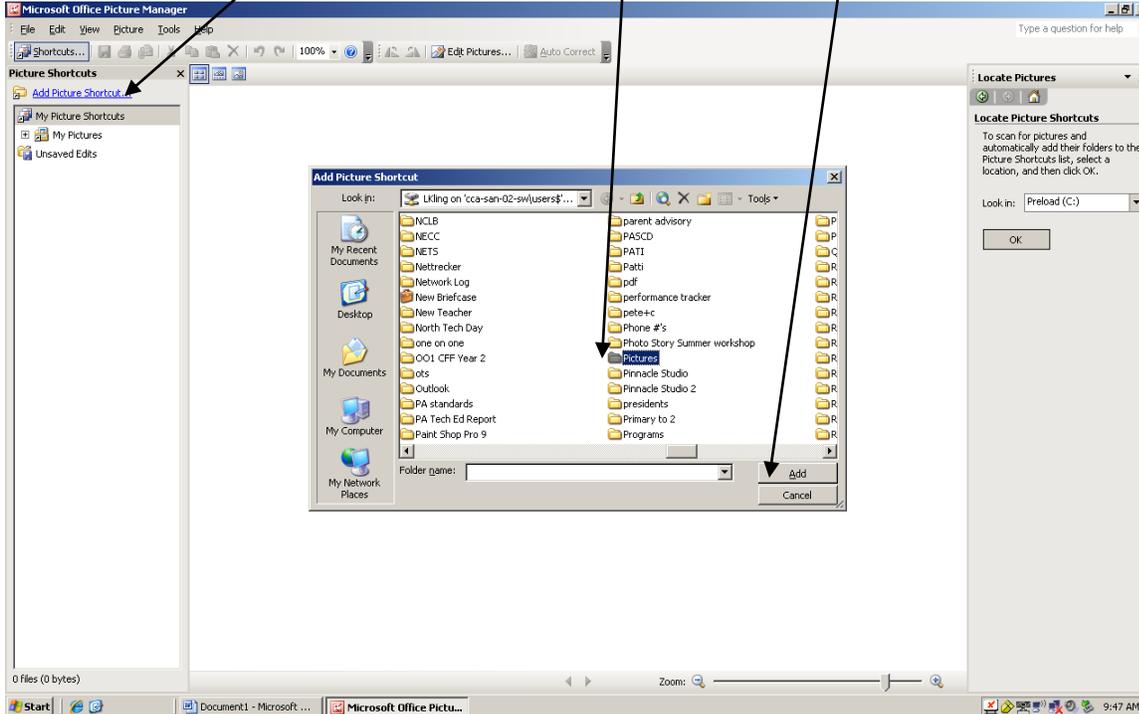
When Picture Manager opens, the dialog box below might open. If it does, **uncheck** the boxes, then click **OK**.



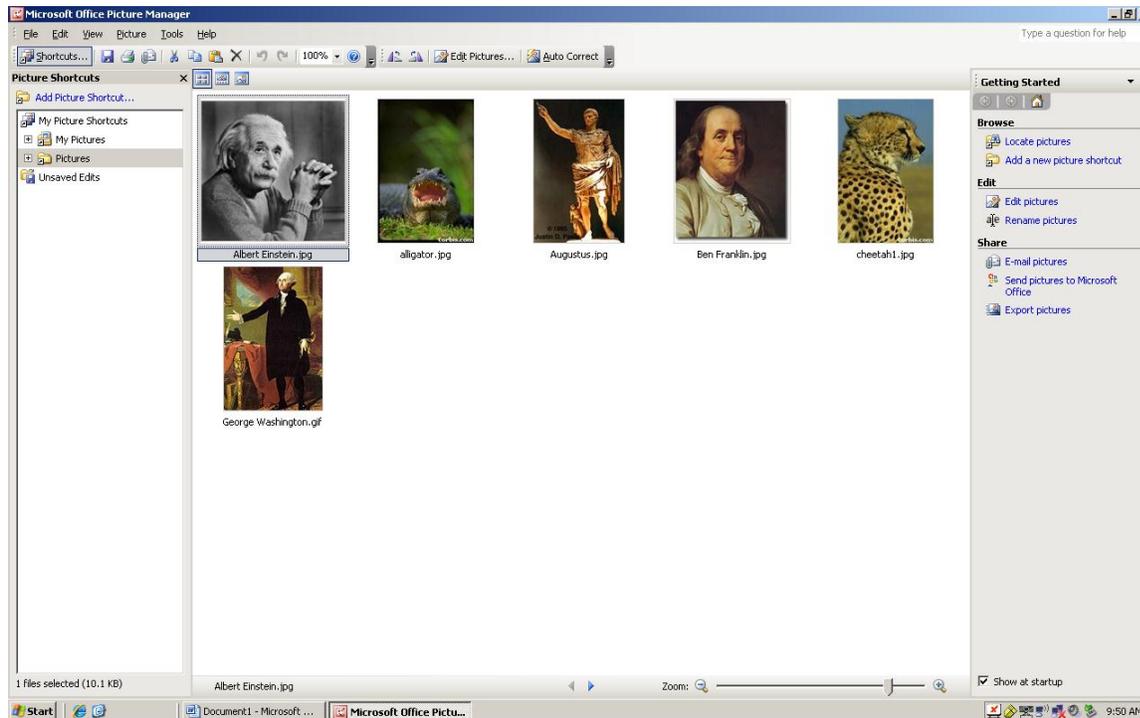
When the next Picture Manager window opens, Select File / Add Picture Shortcut.



Click on Add Picture Shortcut again and then **Browse to the Folder** where you have stored your pictures. **Click Add.**



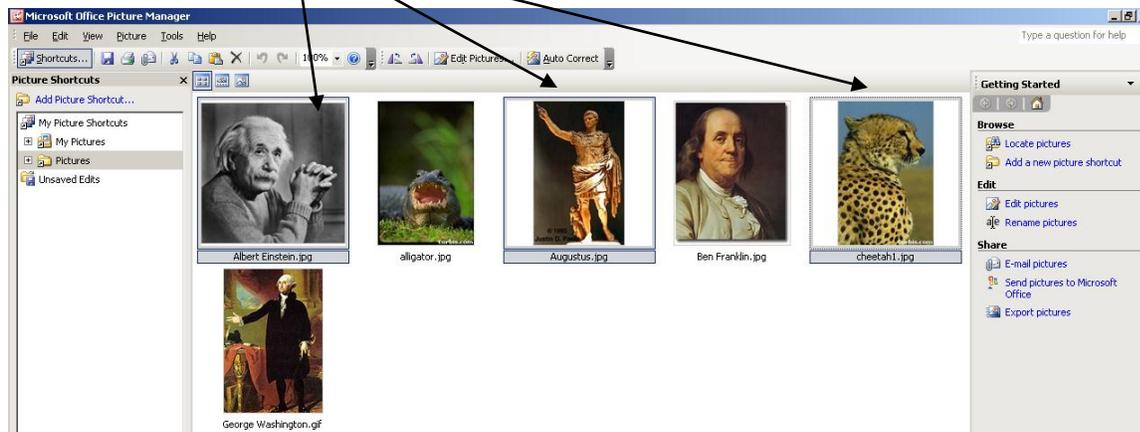
Your pictures have now been added into Picture Manager and appear as thumbnail images. Select the images that you wish to reduce their file size.



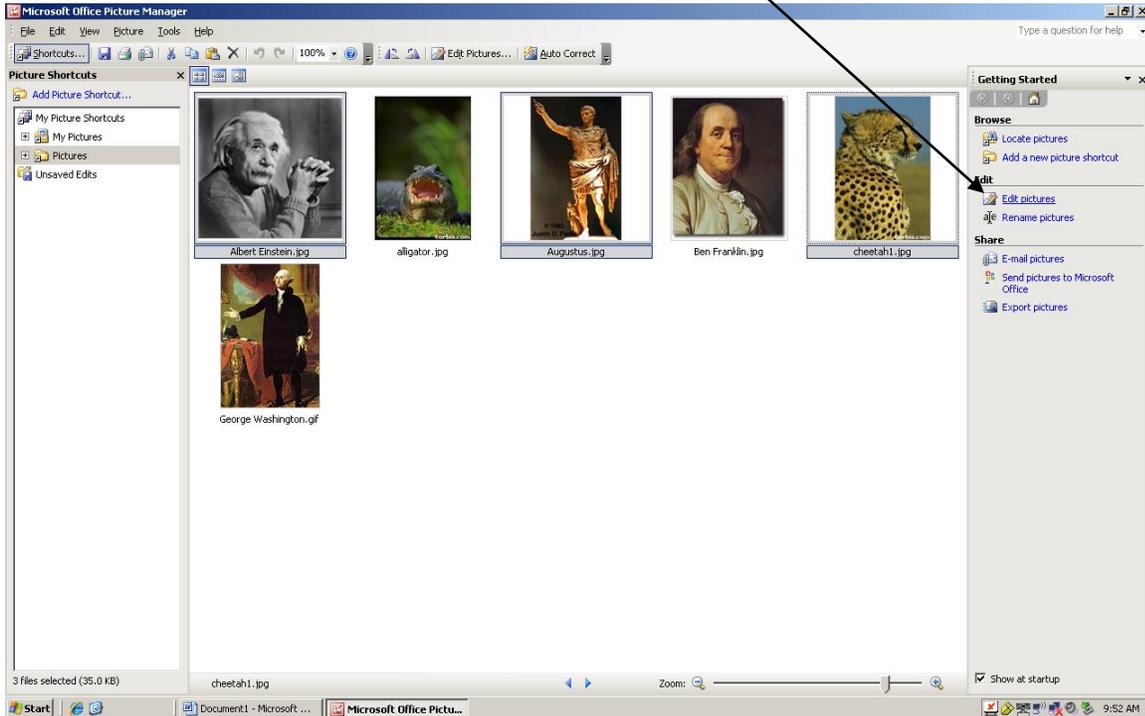
You can select:

- An individual picture by clicking on the image
- Several pictures holding down the Control Key and clicking on the images
- All of your pictures by clicking on Edit/Select All

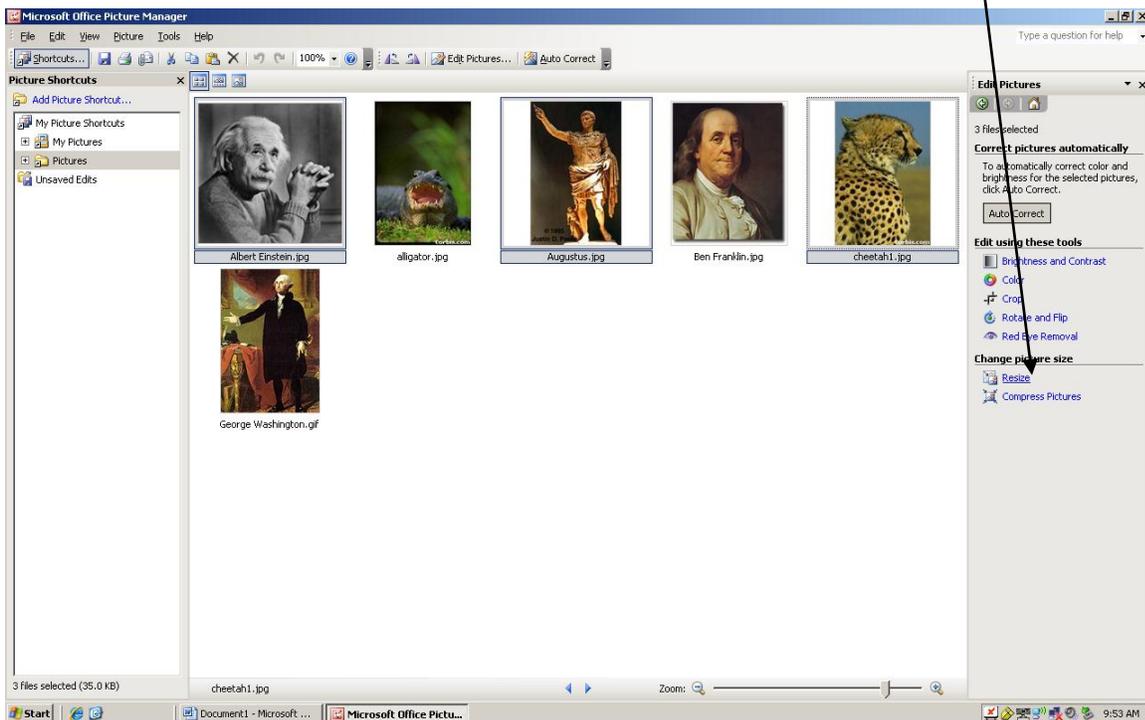
I have selected three pictures, out of order, by holding down the Control Key and clicking on the image.



On the Right Hand Side of the window Select – **EDIT PICTURES**.



A new Menu will appear on the Right Hand Side of the window you have the choice of **RESIZE** the selected pictures or **COMPRESS PICTURES**.



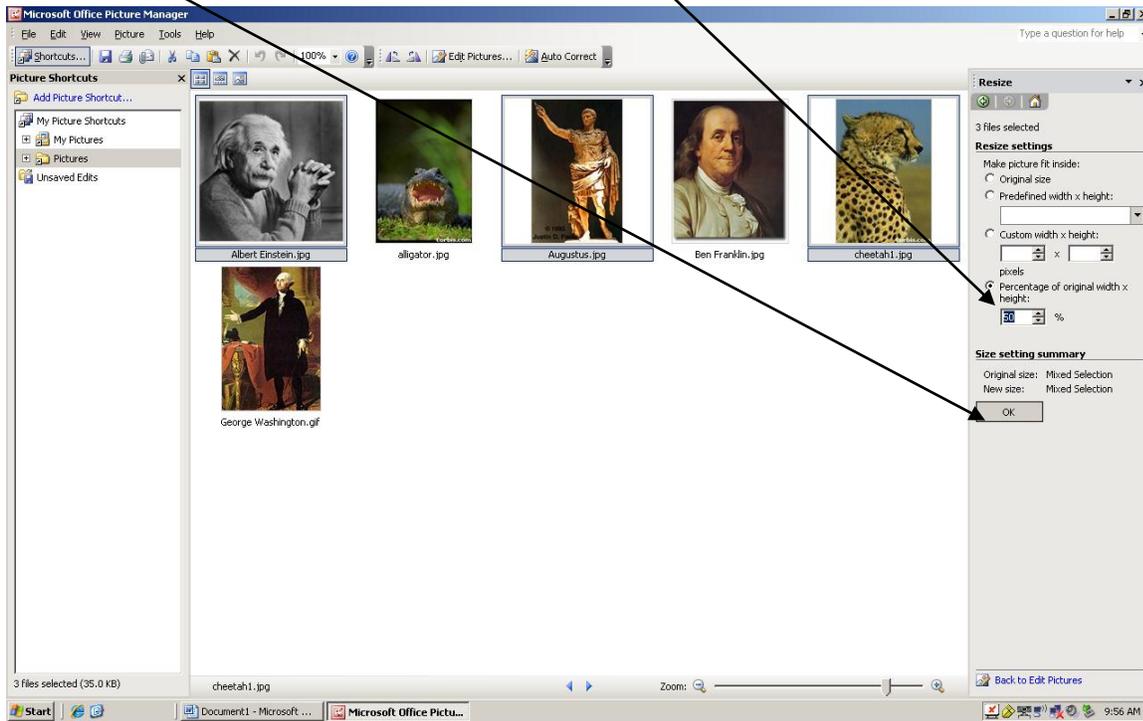
What is the difference between Resize and Compress Pictures?

1. Resize –

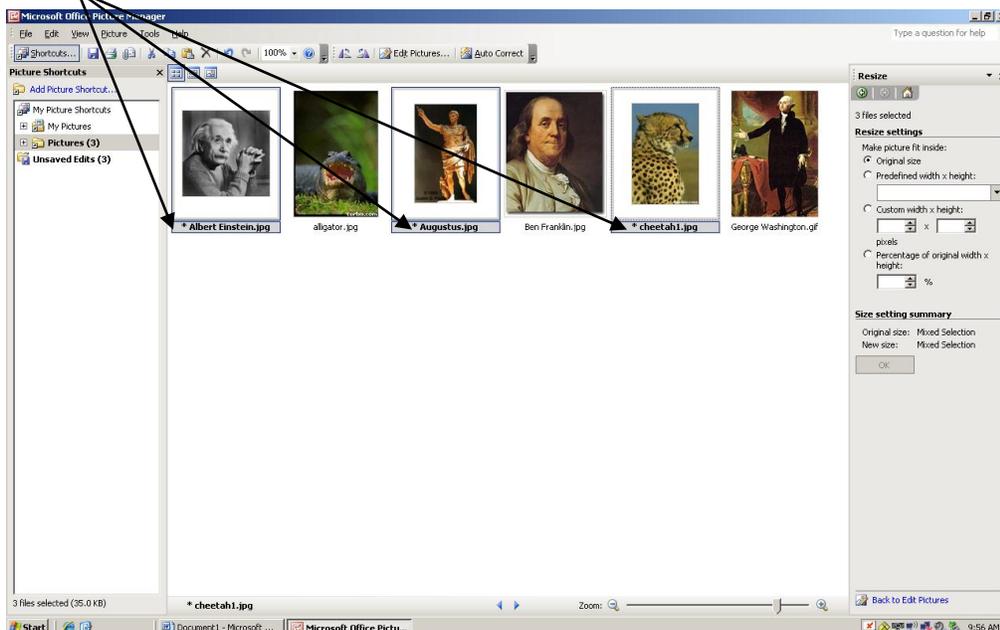
- a. Reduces the picture horizontal and vertical size.
 - i. Example: Original Picture is 8 X 10 Resize Picture to 4 X 5 The resizing will reduce the saved file size.

Click on the RADIO BUTTON for Percentage of Original width and height. Type in a percentage of the original. I have typed in 50 % for 50% percentage of the original size.

Click OK and then SAVE.



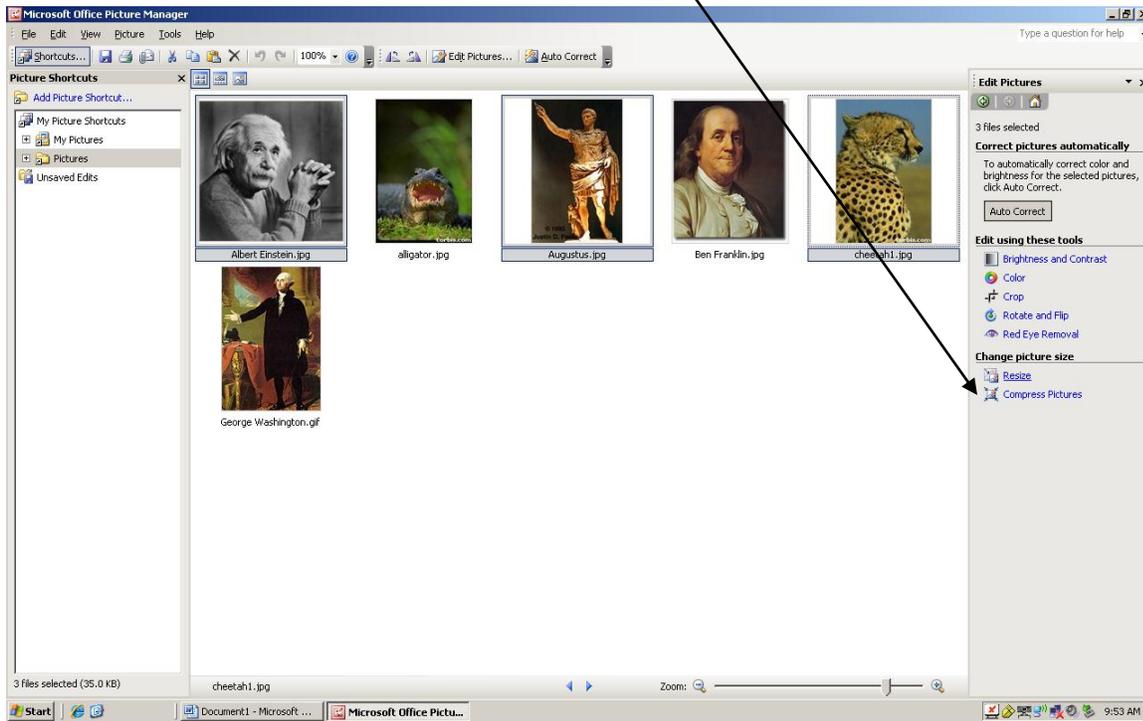
The ASTERISK (*) appearing next to the picture file name indicates that the picture has been RESIZED.



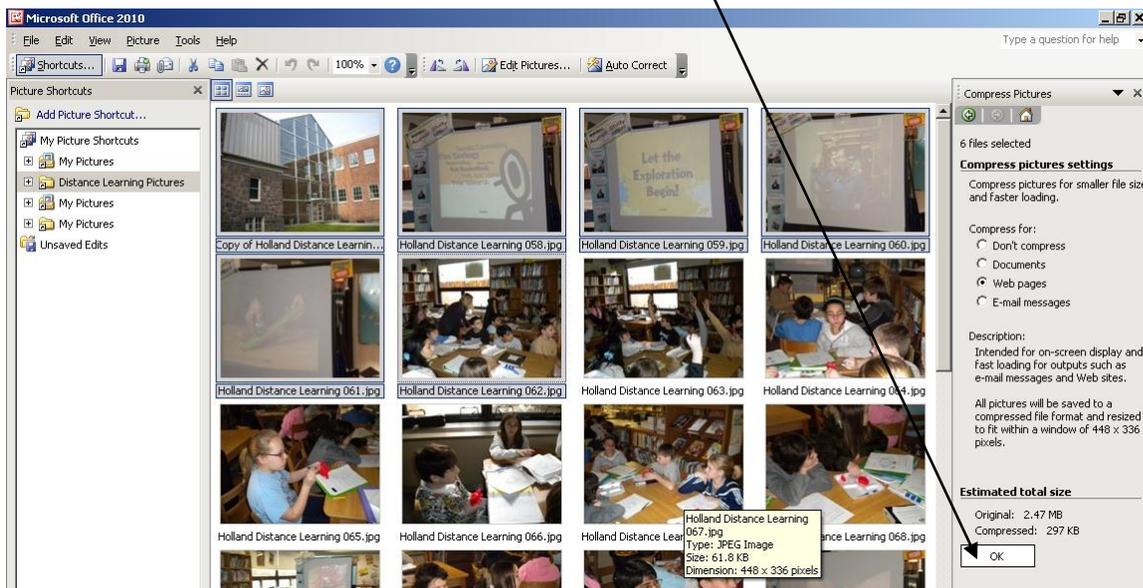
Prepare pictures for the WEB

2. Compress Picture – Compressing a picture removes some of the colors from the picture. Pictures taken with a camera are saved in millions of colors, Many of these colors are not used in the actual picture. Compressing or removing the colors normally does little to the quality of the picture. If you are going to have your pictures professionally printed or dramatically enlarged you do not want to compress them, or make a copy of the original.

Click on the RADIO BUTTON for COMPRESS PICTURES.

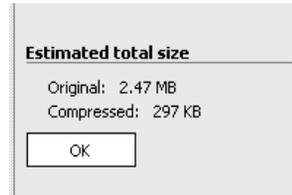


Click on the RADIO BUTTON for Web Pages. Click OK and then SAVE.



In this Example the three selected pictures have been compressed from a file size of:

- Original File Size – 2.47 Megs
- Compressed Size – 297 KB



** The new saved picture files will load dramatically faster on the Web, in PhotoStory, MovieMaker, PowerPoint, etc.

What else can I do with Microsoft Office Picture Manager?

Picture Manager allows you to”

- Adjust Picture – Brightness and Contrast
- Adjust Picture – Color
- Crop the Picture
- Rotate and Flip a Picture
- Remove Red Eye from a Picture
- Compress a Picture File Size

** Consult the Microsoft Office Picture Manager Help Menu for more information on using these tools.