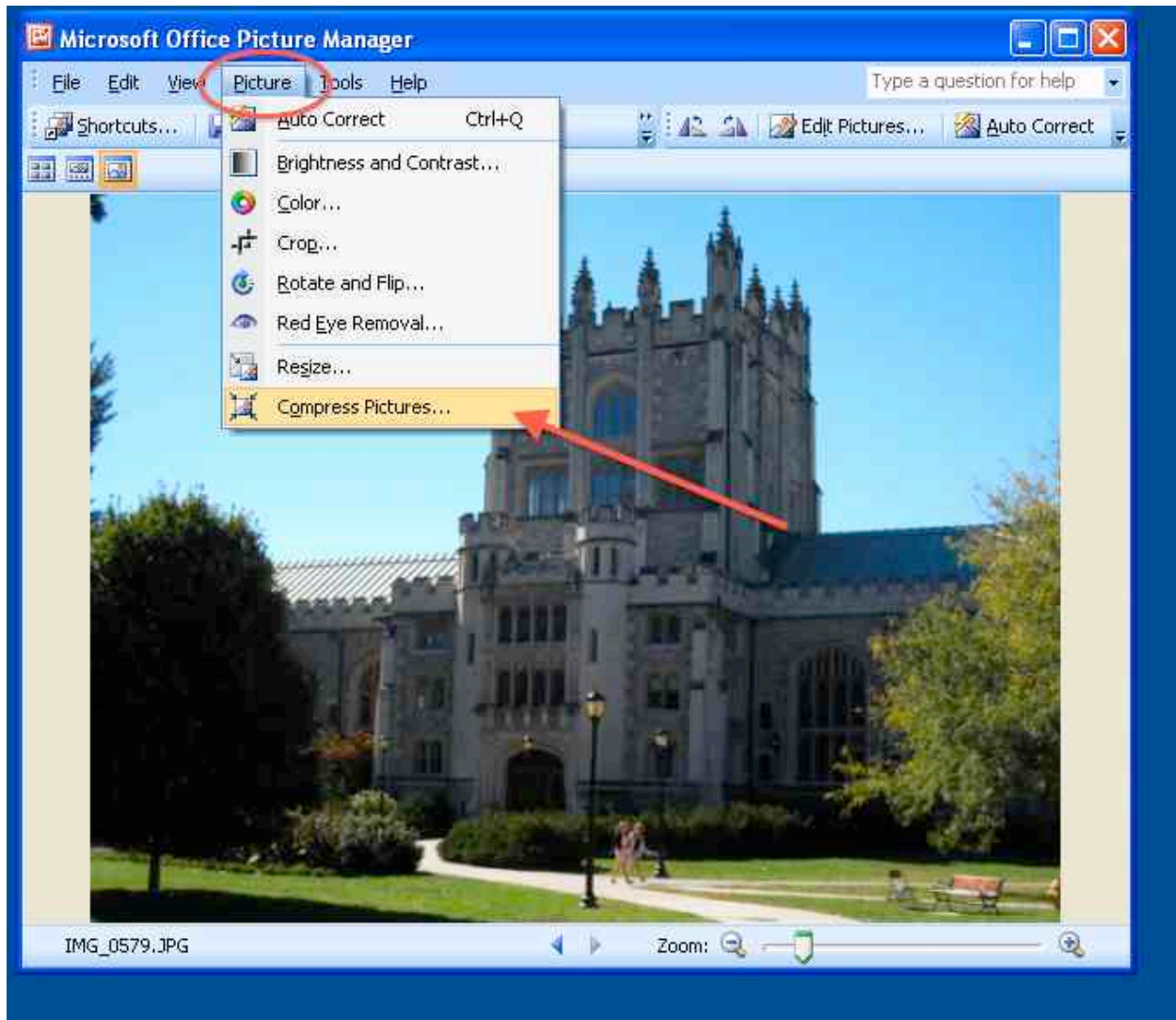


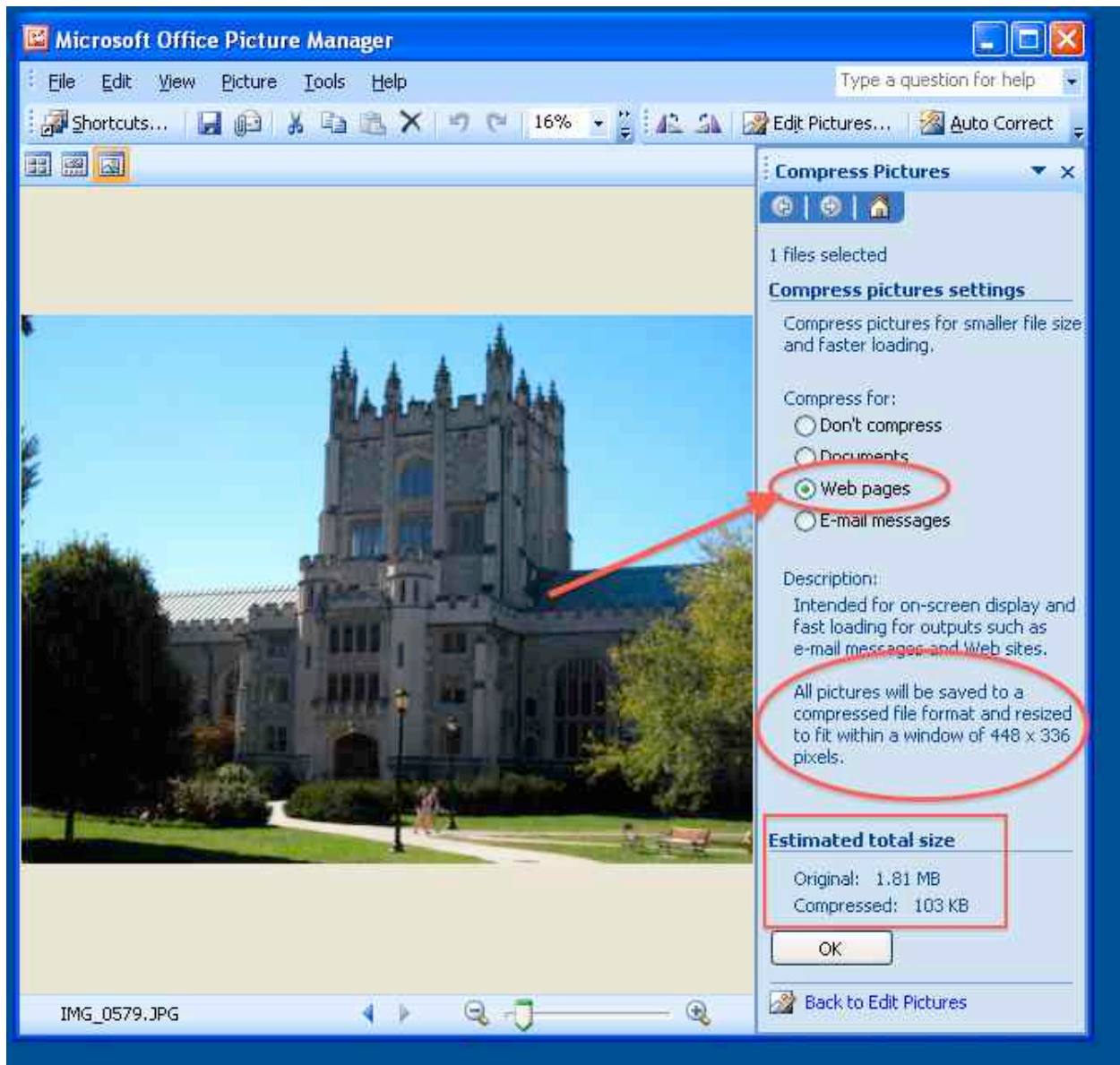
How to Compress An Image with Microsoft Office Picture Manager

1. Open your image in Microsoft Office Picture Manager (in Programs -> Microsoft Office -> Microsoft Tools folder).
2. Go to Picture and select "Compress Picture..." (see image below).

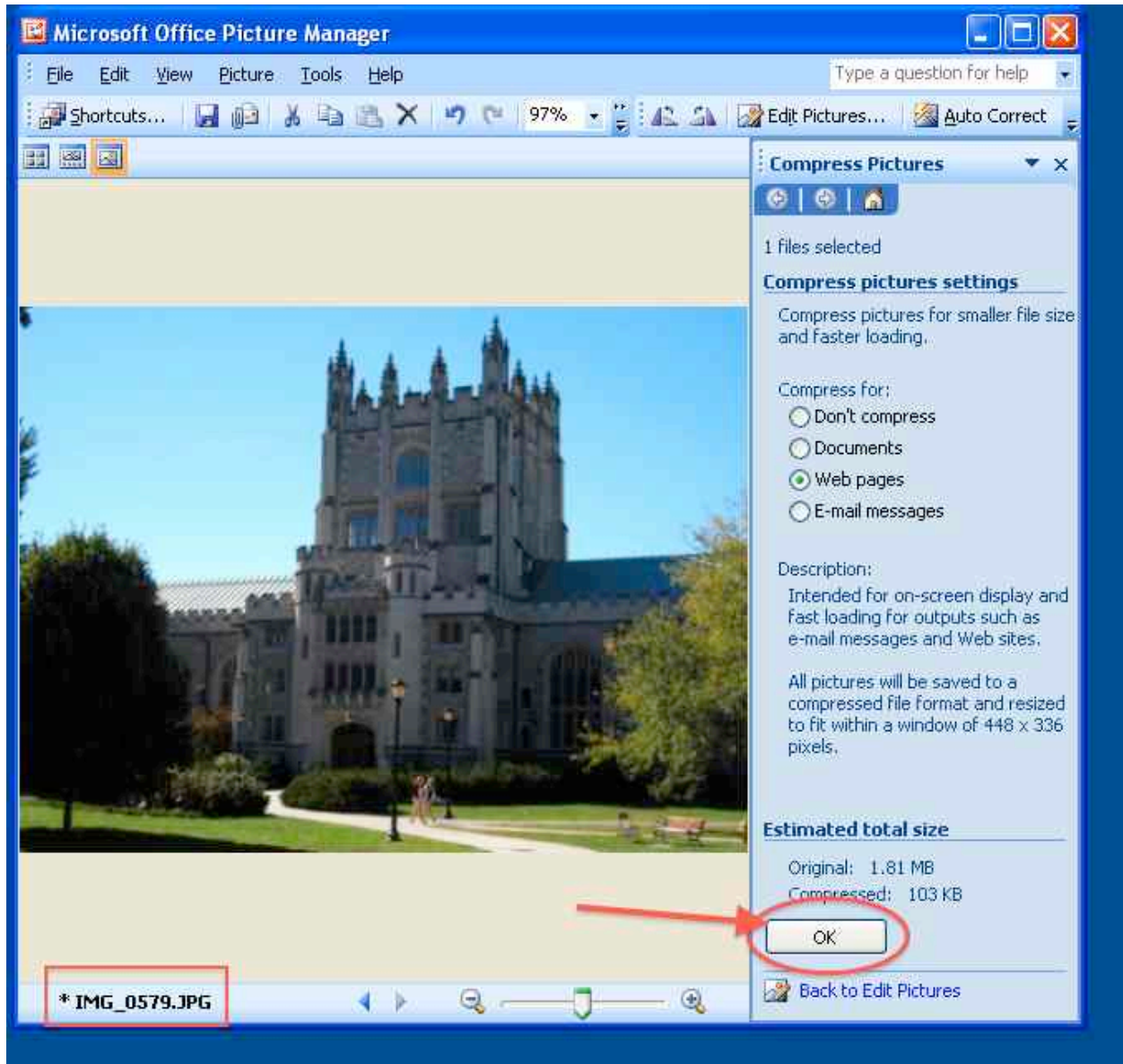


3. The window will change to display the Compress Pictures options on the right side. Choose the radio button next to “Web pages” and note the description that appears, explaining that the image dimensions will be reduced to 448 x 336 pixels as part of the compression (see image below)..

The bottom part of the panel shows the compressed file size, as compared to the original file size.



- Click the OK button to compress the image and note that the file name in the lower left corner is now preceded by an asterisk, to indicate that the file has been changed.



- Under the File menu, choose "Save As..." and save your file with a different file name so that you don't overwrite your original image file.