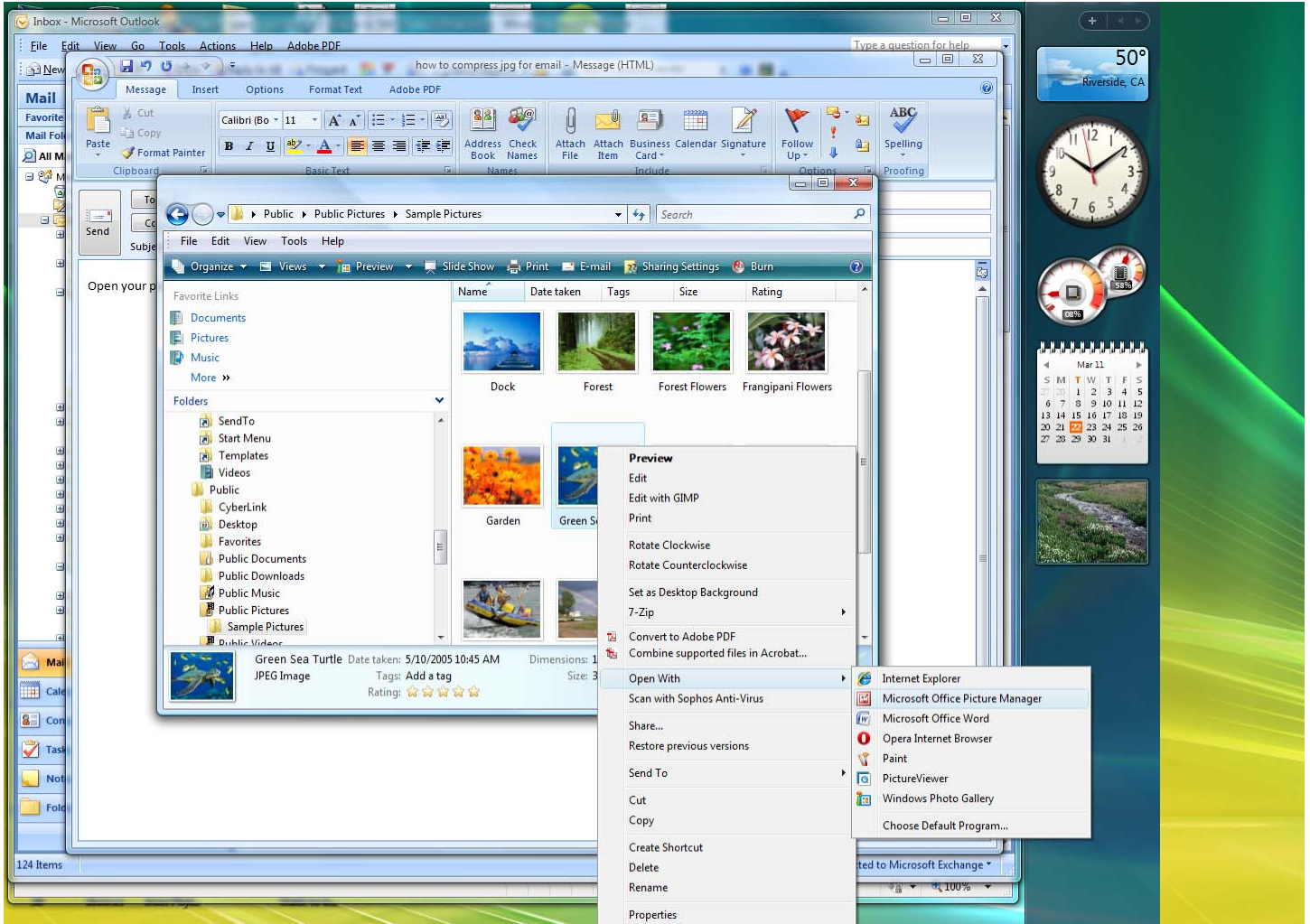


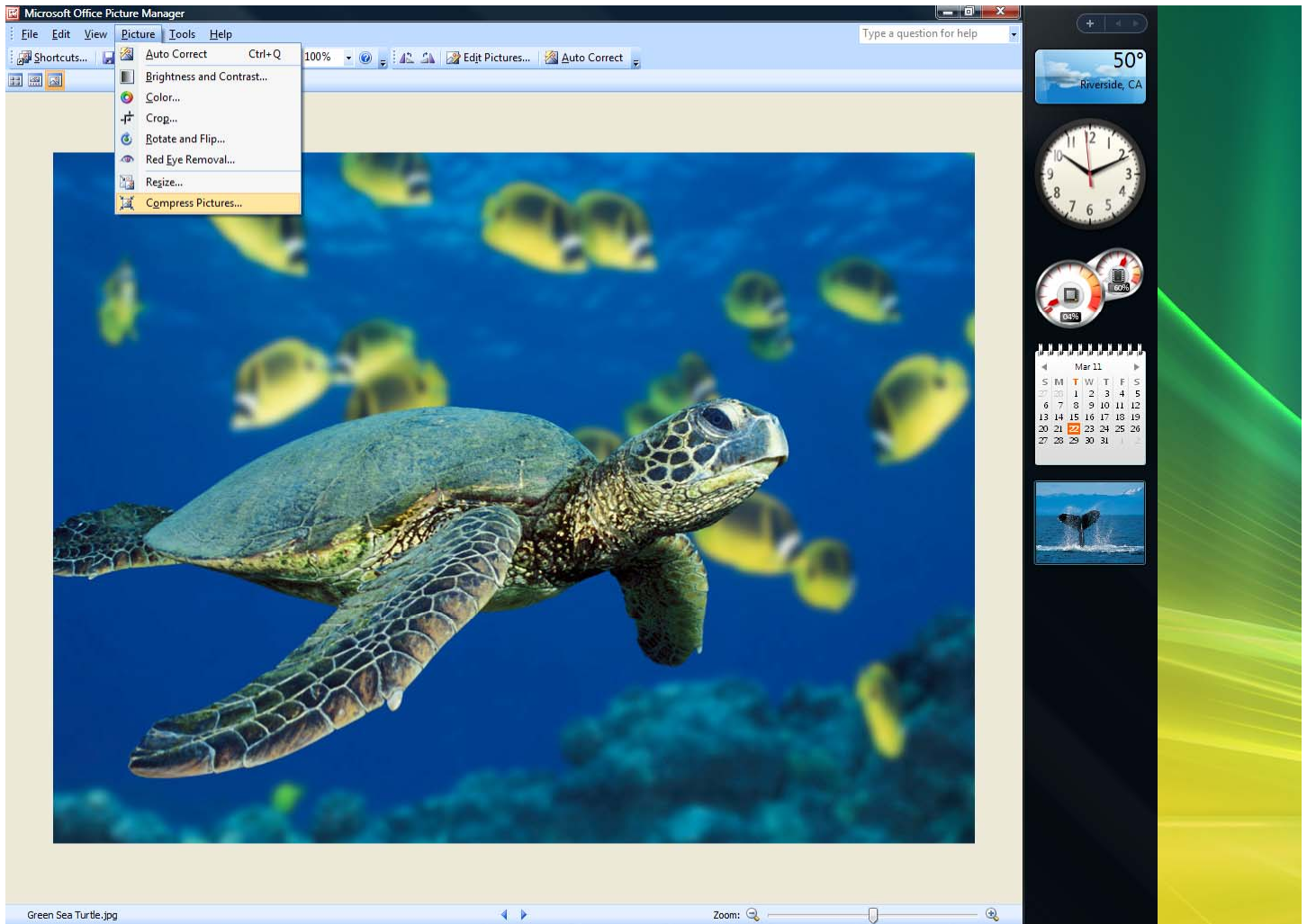
McCarthy, Louie

Subject: how to compress jpg for email

Open a copy of your picture file [jpg, jpeg] with Microsoft office picture manager
[very important that you make a copy first as you will want to retain the original High Quality Large file format]

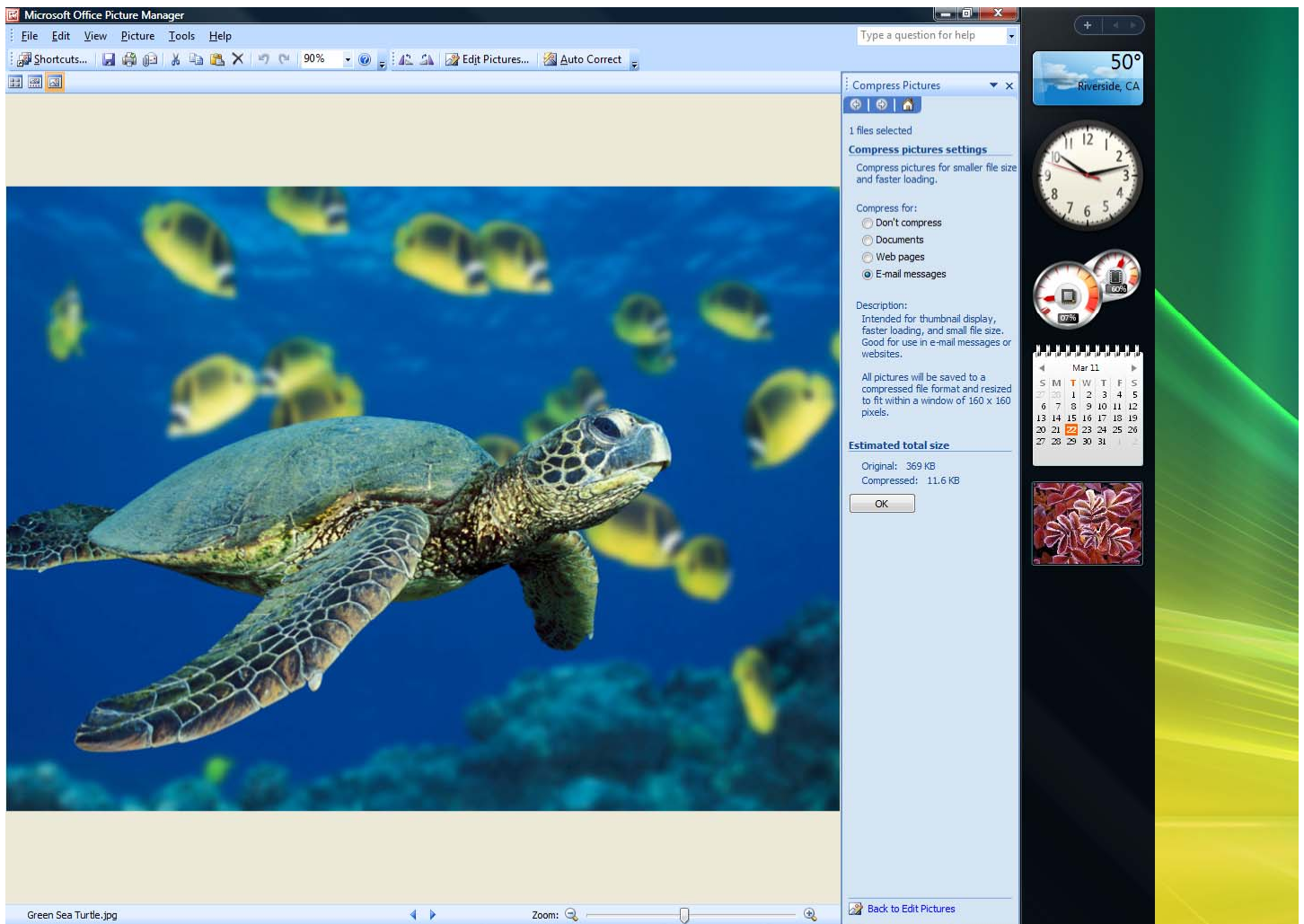


Then choose from the top menu bar [picture – compress pictures]



Next choose “email messages” for the selected picture(s) from the compress pictures window pane. And click on the ok button

Single picture example:



Multiple picture example: using the “thumbnail view” to select multiple pictures

Microsoft Office Picture Manager

File Edit View Picture Tools Help

Type a question for help

Shortcuts... Edit Pictures... Auto Correct

17 files selected

Compress pictures settings

Compress pictures for smaller file size and faster loading.

Compress for:

- Don't compress
- Documents
- Web pages
- E-mail messages

Description:

Intended for thumbnail display, faster loading, and small file size. Good for use in e-mail messages or websites.

All pictures will be saved to a compressed file format and resized to fit within a window of 160 x 160 pixels.

Estimated total size

Original: 4.67 MB
Compressed: 121 KB

OK

Green Sea Turtle.jpg Zoom: Back to Edit Pictures

50°
Riverside, CA

12 1 2 3 4 5 6 7 8 9 10 11 12

4 Mar 11

5	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		