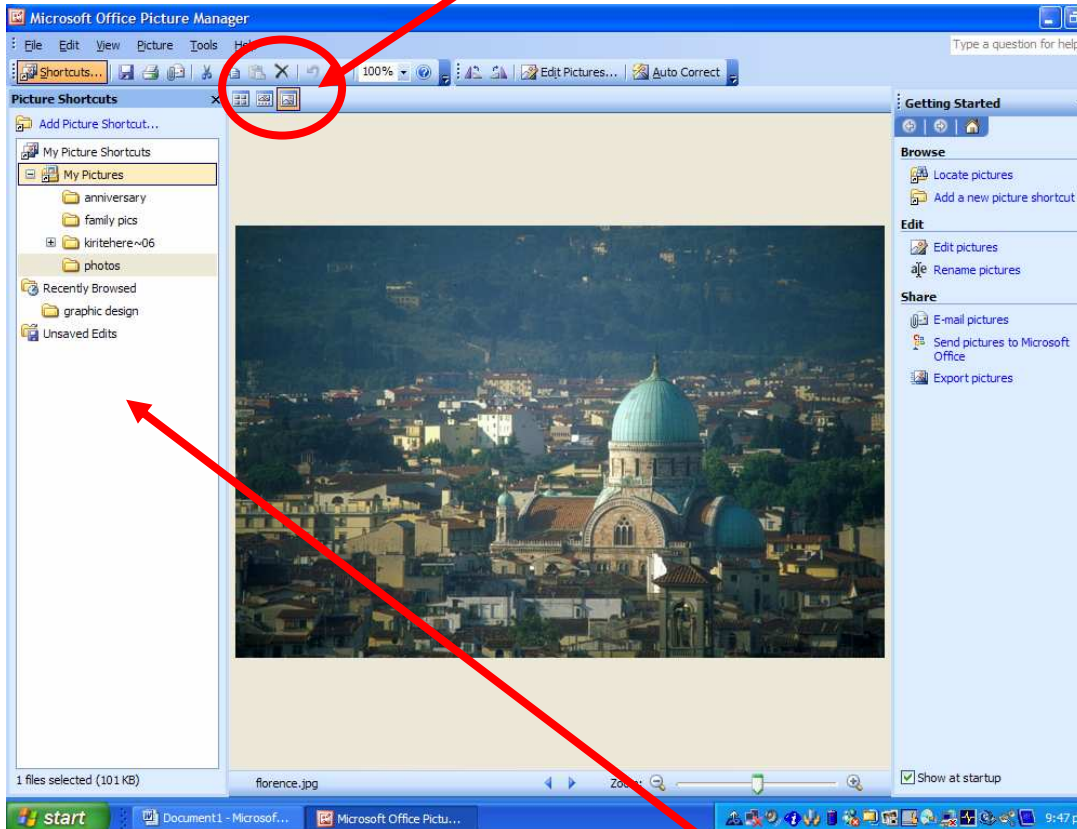


Microsoft Office Picture Manager

1. Start > Programs > Microsoft Office > Microsoft Office Tools > Microsoft office picture manager
2. Choose Single Picture View



3. Click View > Shortcuts (the panel as shown above will appear)
4. At the bottom of the side panel you will see the name of the file and the size of the file. You will also see the option to scroll through your picture files and to zoom in or out.
5. To compress your pictures, click on Edit Pictures and the "Edit Pictures Panel will appear on the right side of your window.
6. Select "Compress Pictures"
7. Select whether you wish to compress for a: Document, Web Page or E-mail. You will note at the bottom of the panel you will be given the compressed size.
8. To save the new compressed image select > File > Save As > rename the file (if you do not want to replace the original) and save to your web folder)

Part Three – Picture Manager

Another option is to select **File > Export**

This panel will come up to the right of your window. It will allow you to change the file format (e.g. from a JPEG to a GIF – a GIF will allow you to have a transparent background).

You can also change the file name and the size of the file by selecting the drop down options on each of these boxes:

Export with this file name
Export with this file format
Export using this size.

Once finished select **OK**

