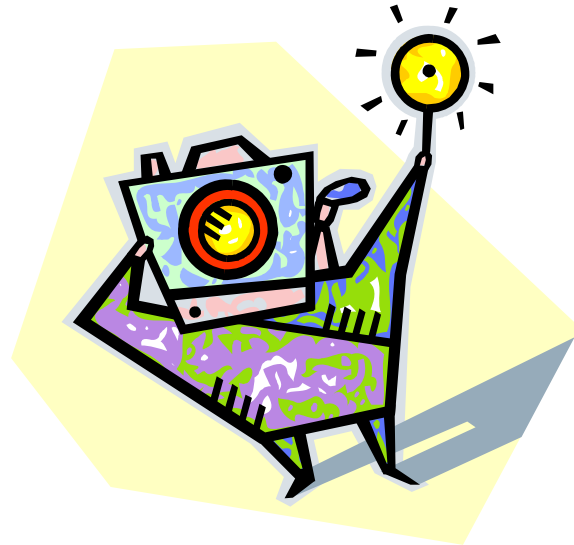


## Reducing the Size of Your Images

### Reducing the Size of Images

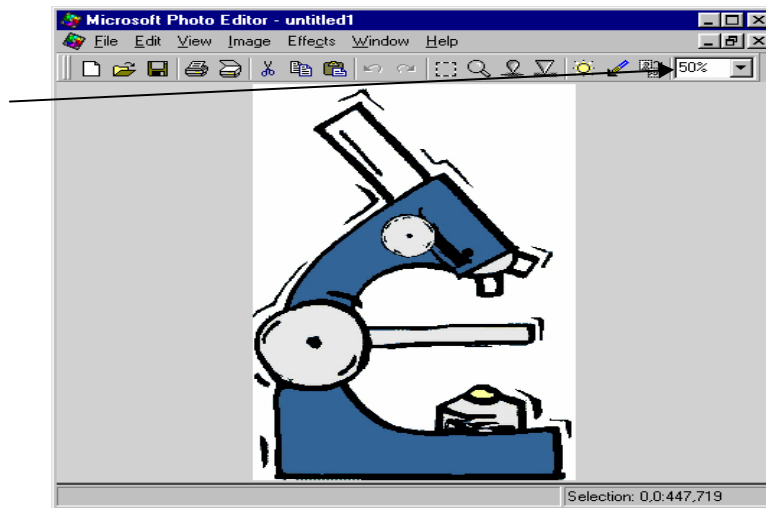
If you have inserted images within your documents and presentations that you have downloaded from the Internet, you may need to reduce the image with an image processing program, such as Microsoft Photo Editor. Reducing the size of images from within a document or presentation does not reduce the file size properties of the image, unless you are working with Microsoft ClipArt.



To reduce the size of your images you will need to use Microsoft Photo Editor. This program is installed when you custom-install Microsoft Office. If you cannot locate Microsoft Photo Editor, you may need to install it. See **Installing Microsoft Office XP** in the **Resources, Software Help** folder on the Program CD-ROM.

1. Locate the image you would like to resize.
2. Right click on the image, select **Copy**.
3. From the **Start** menu, point to **Programs**, select **Microsoft Office Tools**, click **Microsoft Photo Editor**. (The location may vary depending on your installation.)
4. From the **Edit** menu, select **Paste as New Image**.
5. You should see your image on the clipboard.

6. Your image may appear at only 50% of its actual size. Use the Zoom control to see your image at 100%.



7. From the **Image** menu, select **Resize**.
8. You can resize your image by Pixels or Inches.
9. Depending on the size of your image, you may want to reduce the size 60% or more.
10. Click **OK** when you have finished resizing your picture.
11. Save your resized image into your **Images\_Sounds** folder. You will usually want to save your image as a .gif or .jpg file.
12. Return to your document or presentation.
13. Delete the original picture.
14. From the **Insert** menu, point to **Picture**, select **From File**.
15. Locate your image, click **Insert**.
16. **Save** your document.
17. Recheck your file size.
18. Repeat the steps with other images within documents.

