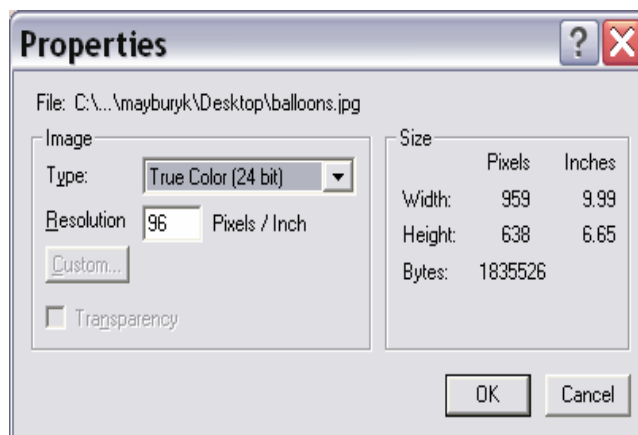




Microsoft Photo Editor

To save room on the storage device or to reduce download time, size your pictures before they are brought into MS Word, Power Point or Dreamweaver. *It is recommended to keep a copy of your pictures in the original size.*

Reduce the file resolution before inserting into MS Word or PowerPoint



- Choose **File, Open**. Select picture.
- Choose **File, Properties**.
- In the Resolution box, enter the number you want:
 - If the image will be printed by a computer printer, a resolution of 200 pixels per inch usually works best.
 - If the image is intended only for monitor display (in a PowerPoint presentation, on a webpage), a resolution of 96 pixels per inch usually works best.
- Click **OK**.

Resize the image before inserting into MS Word or PowerPoint



- Choose **Image, Resize**.
- Enter the width or height you want in inches or number of pixels.
 - PowerPoint slide: For horizontal images that you want to fill the whole slide, change the Width to 10 inches. The Height will automatically change proportionately.
 - For vertical images to fill the PowerPoint slide, resize Height to 7.5 inches.
 - Web page: Set the Units to pixels and size width to 200 pixels. The Height will automatically change proportionately.
- Save as Jpg and rename the file to keep the original unchanged.