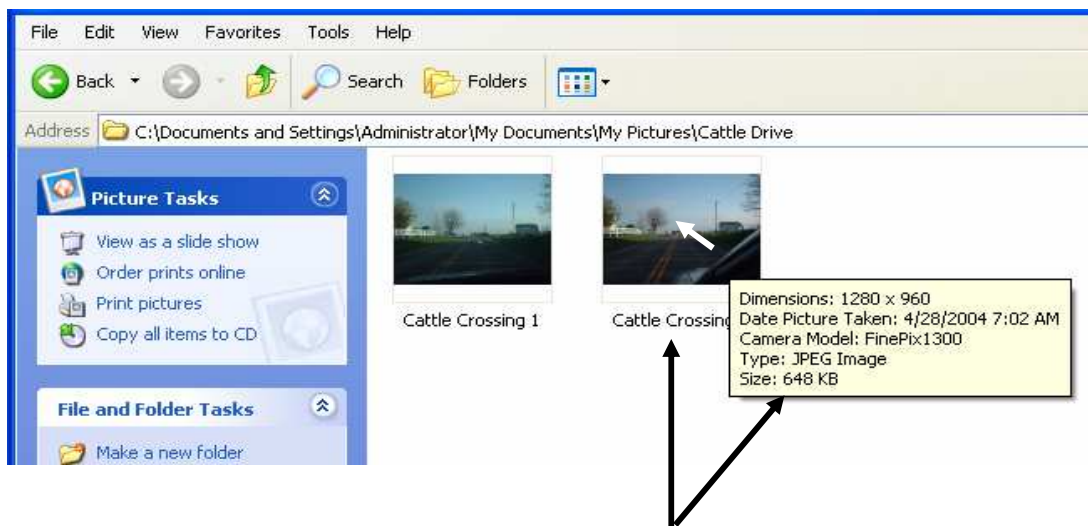


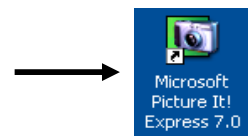
## Prepping Photos for WEB or Email with MS Picture It 7

When you send photos over email, or over the Internet, the size of the file has a great effect on the transmission speed. The larger the file is, the slower the email or WEB page downloads. To minimize this delay, you should "prep" your photos, by altering their format, and minimizing the size of the file. **Microsoft Picture It** is just one of many programs that can be used to do this.



To determine what the photo's "original" file size is, allow your mouse to hover over it, without clicking on it. This will cause it's Property window to open. The Property window will reveal information about the photo, including its SIZE. The size of the photo in this example is **648 KB**.


1 Start the **MS Picture It** program by clicking the Desktop icon



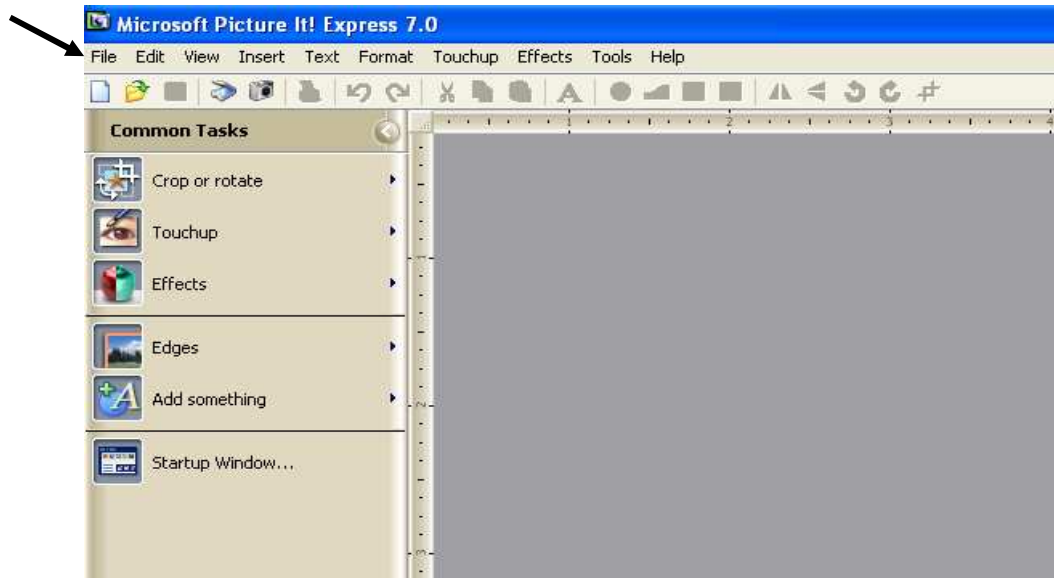
( **or** by selecting it from the START menu )

Click 

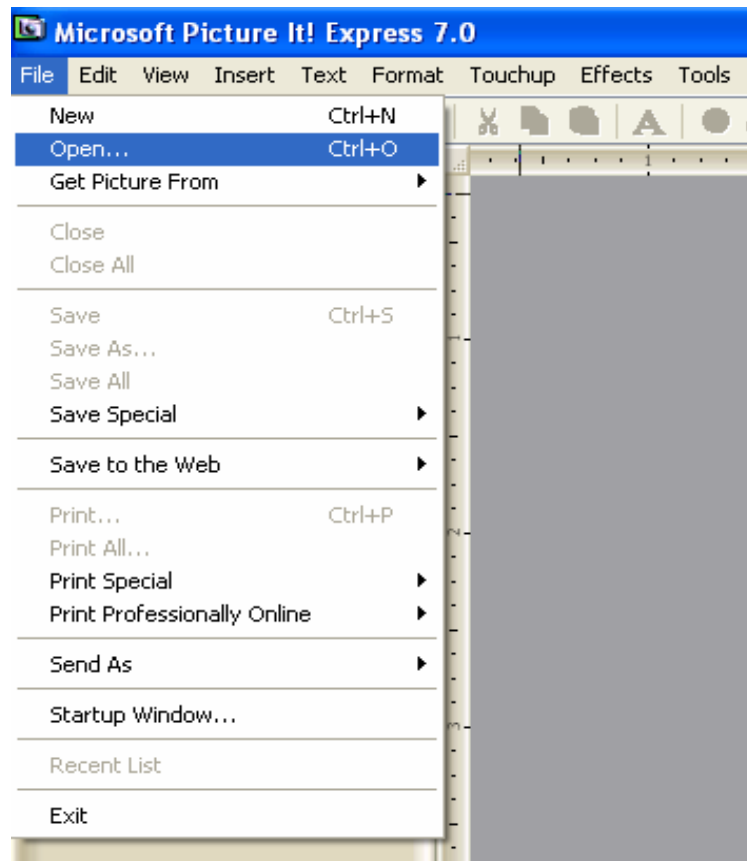
Click  All Programs

Click 

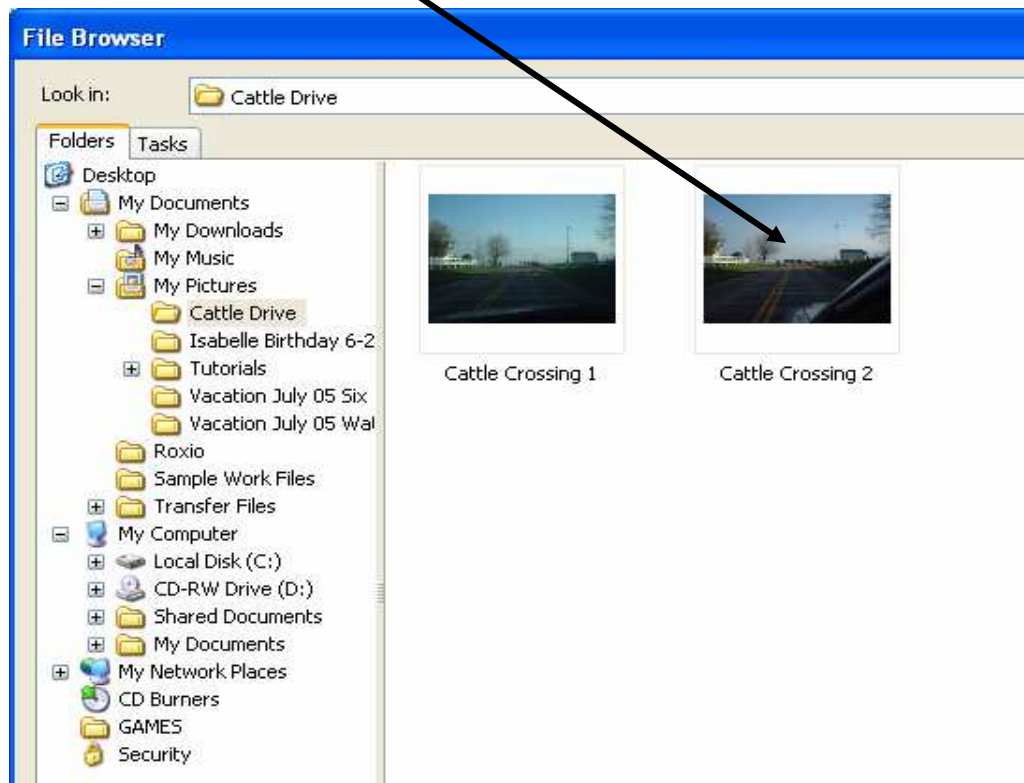
2 To select your photo,  
Click **File**



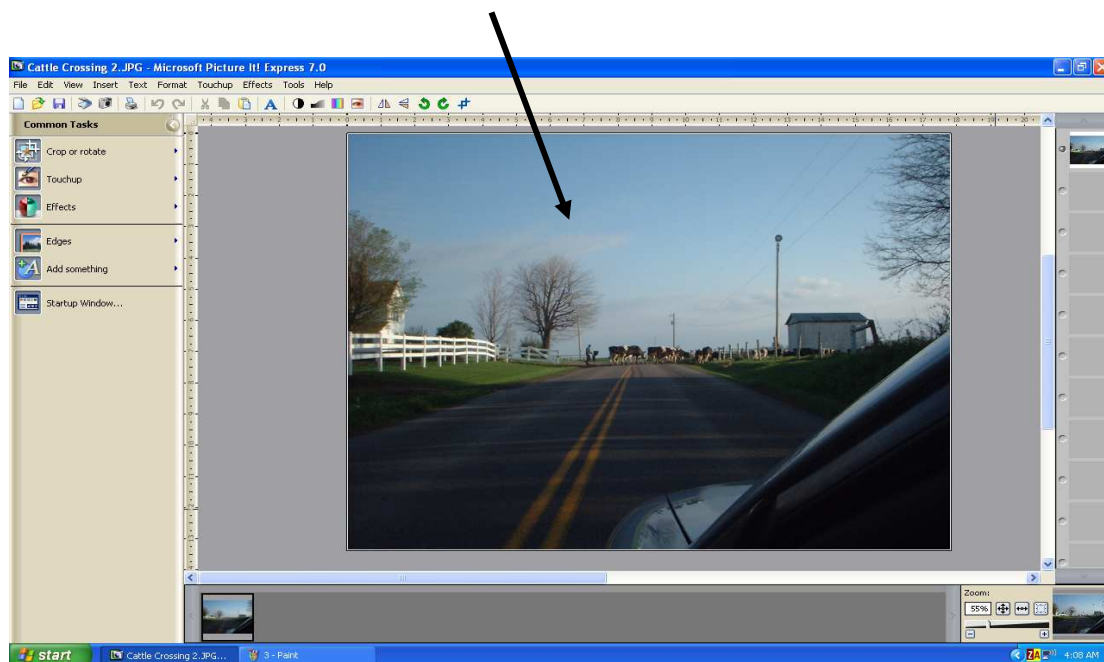
2 Click **Open**



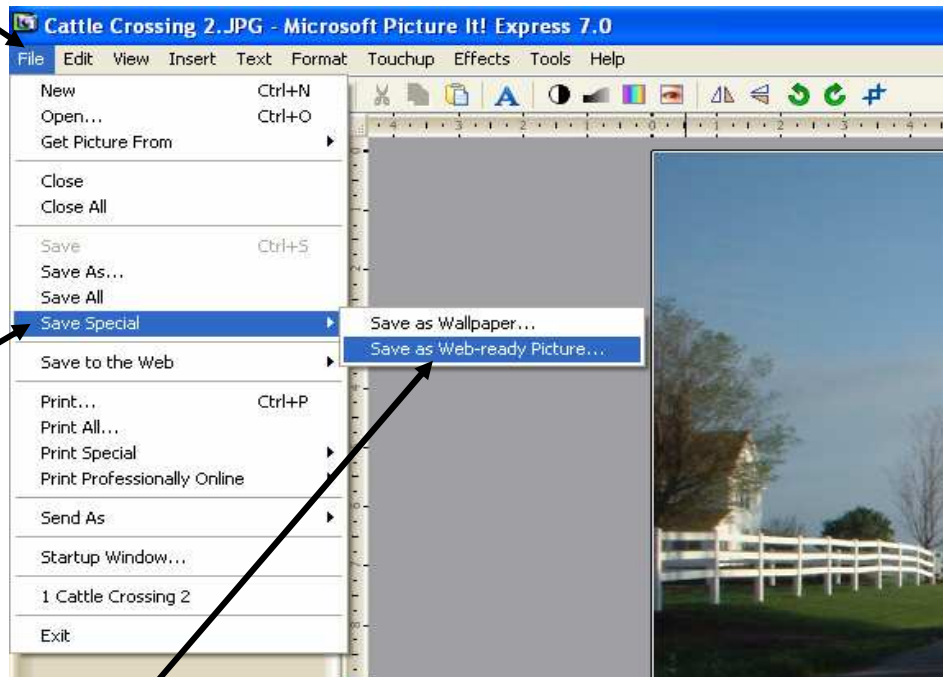
3 Select the photo you wish to prep and double-click it



The photo will then open in the MS Picture It program



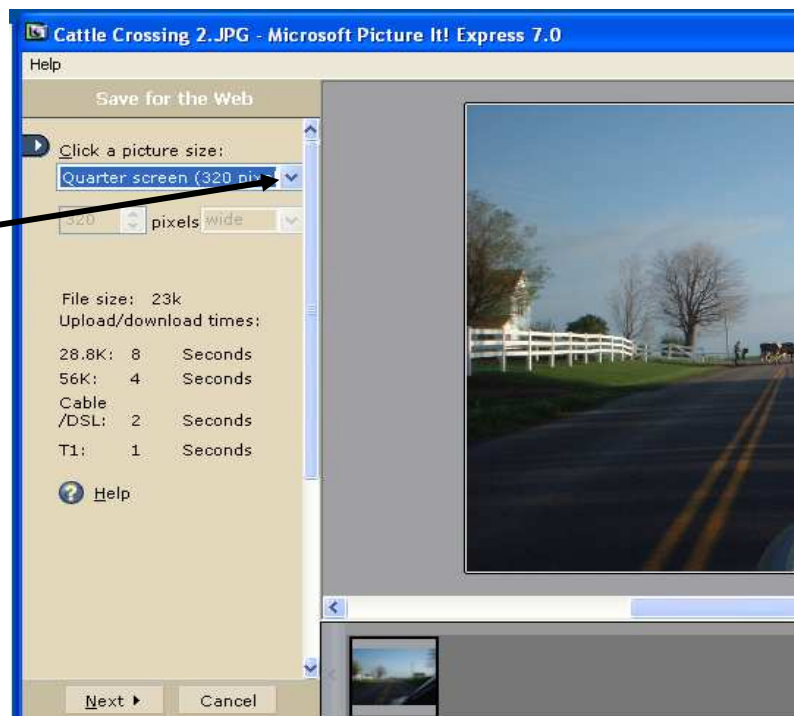
4 Click **File**



5 Click **Save Special**

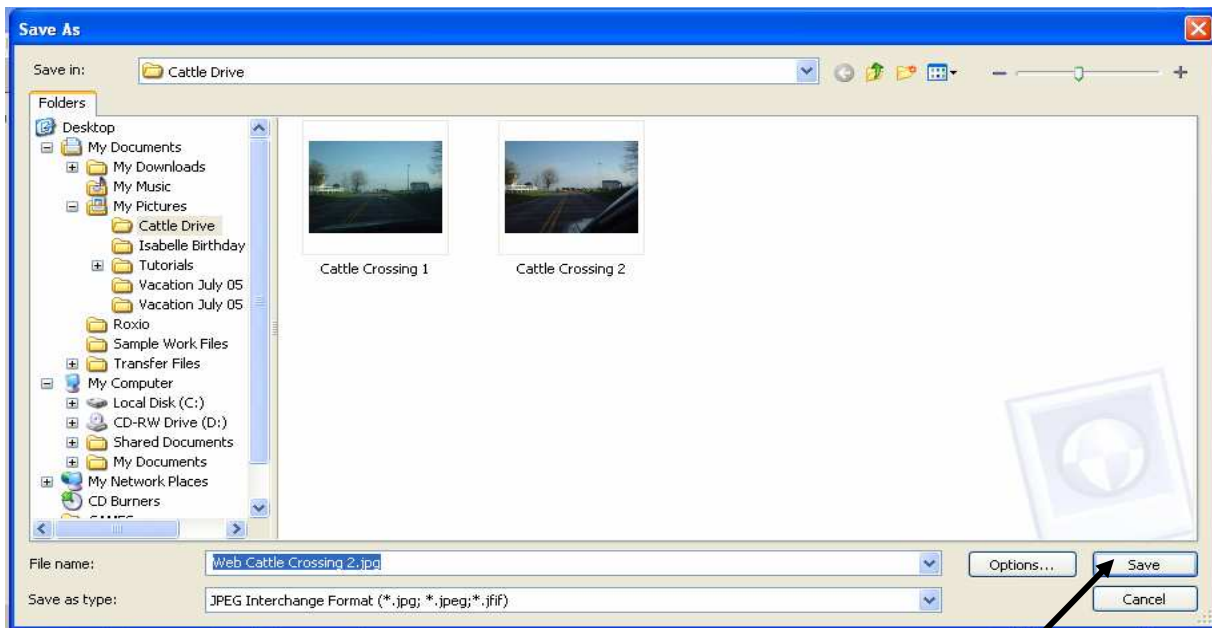
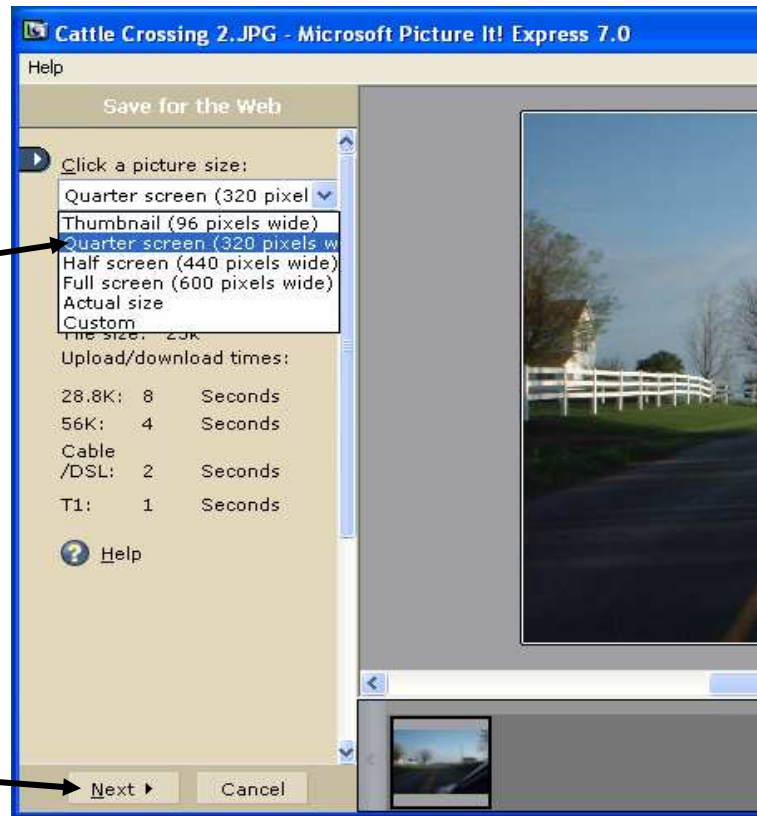
6 Click **Save as Web-ready Picture**

7 select the desired dimensions, by clicking on the "drop down box"



8 click on the desired picture size

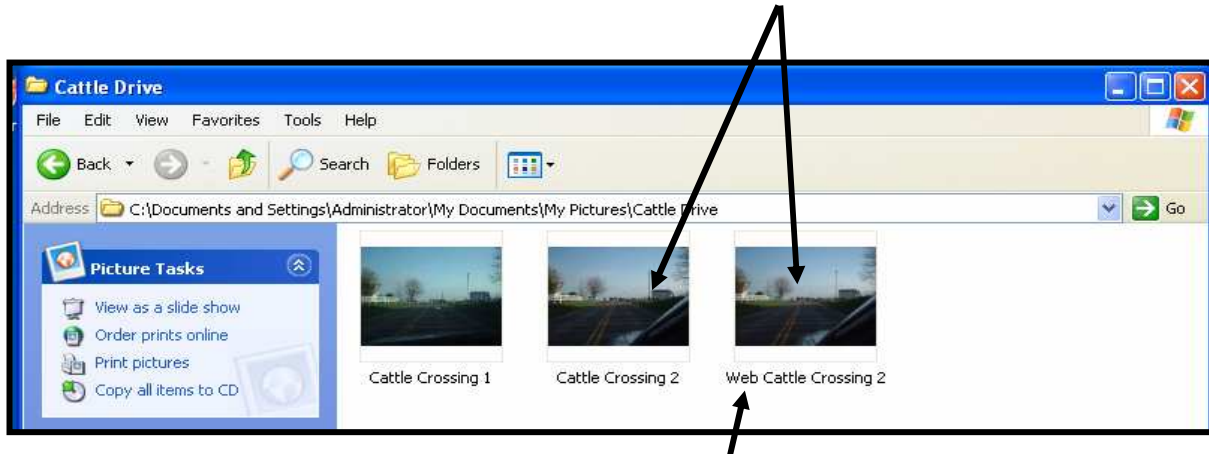
9 Click the **Next** button



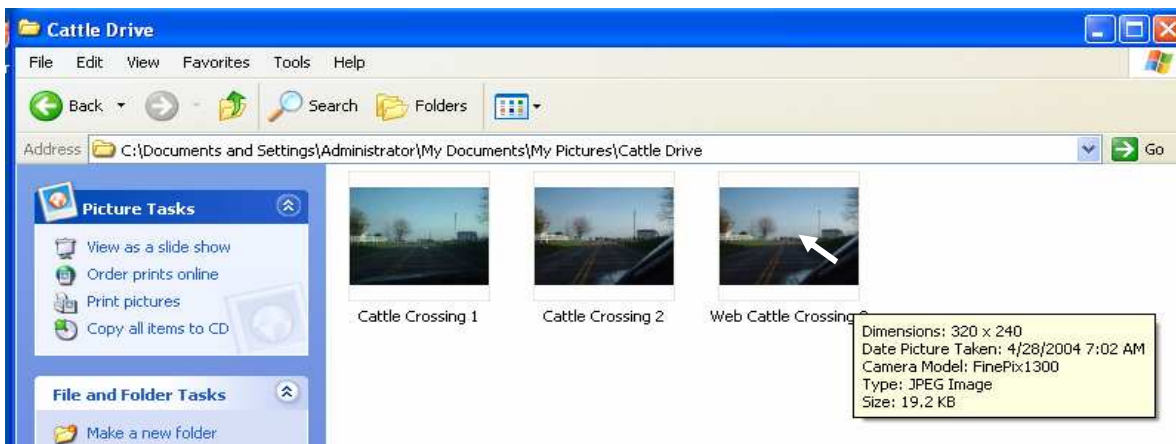
The word Web will be automatically added to the file name.  
The name can be changed, if you desire.

10 Click on the **Save** button, to save the photo in the new format.

When viewing the Picture folder, you will now find 2 of the same photos, that are essentially identical (one the original, and one the new prepped format ).



The new copy of the photo will have the word "**Web**" in the file name, unless you gave it a different name while saving it.



If you hover the mouse over the new photo, you will see that the file size of the photo in this example is only **19.2 KB**. (the original size was **648.0 KB** )

**11** To prep additional photos, repeat steps **2 - 10**,

or, when done...

**12** close the MS Picture It program by clicking the  in the top right corner.