UNITED STATES
POSTAL SERVICE

PICTURES

ERRP

File size of the photo is most easily done by changing the settings on your camera.

Consult your camera's owner's manual or your local 8 year old.

You can also reduce the size of the photo inside PowerPoint…
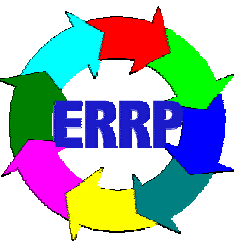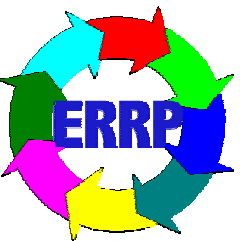
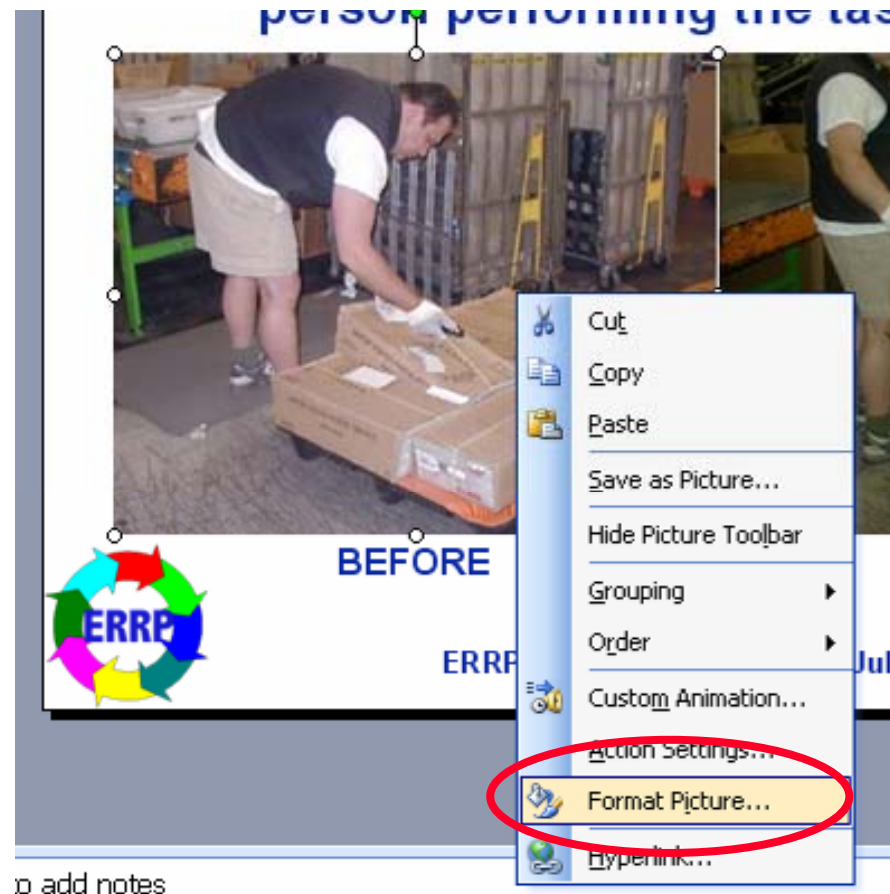# Ergonomic Risk Reduction Process
Picture Reduction & Zip Files

Import the photo into PowerPoint

Resize as needed

Right click on the photo
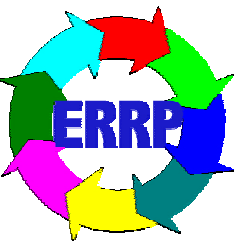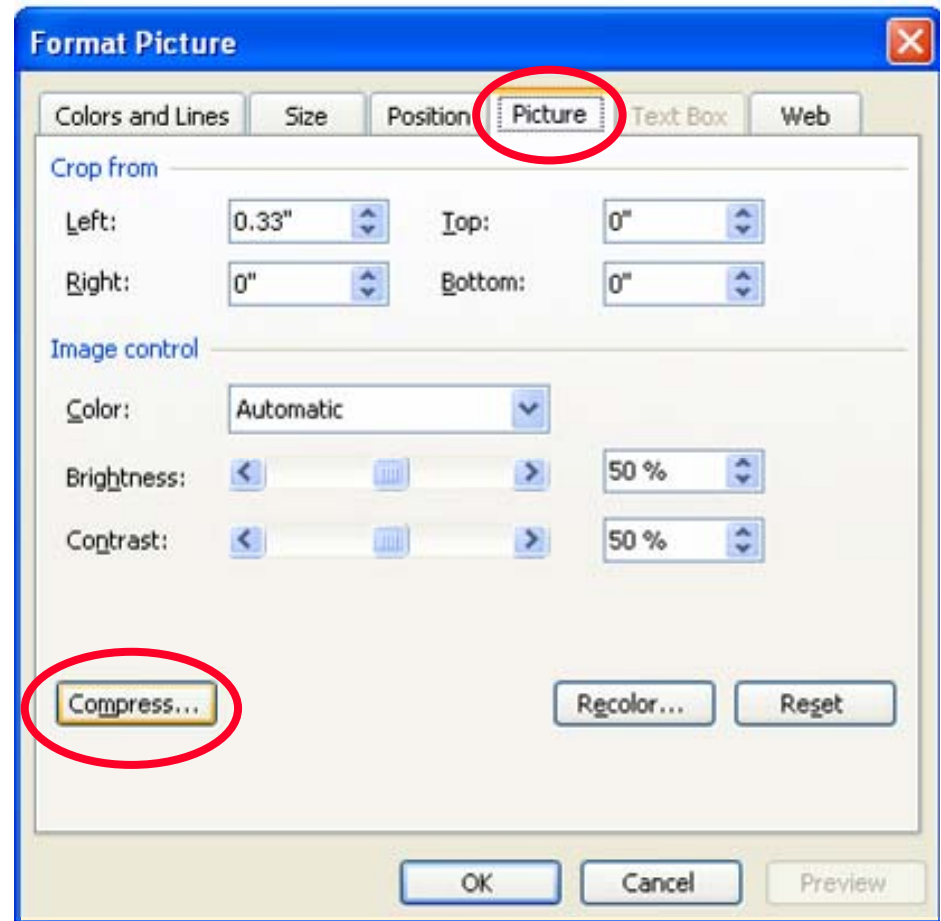
Select Format Picture

Ergonomic Risk Reduction Process
Picture Reduction & Zip Files

Select the Picture Tab

Select Compress
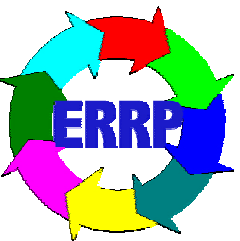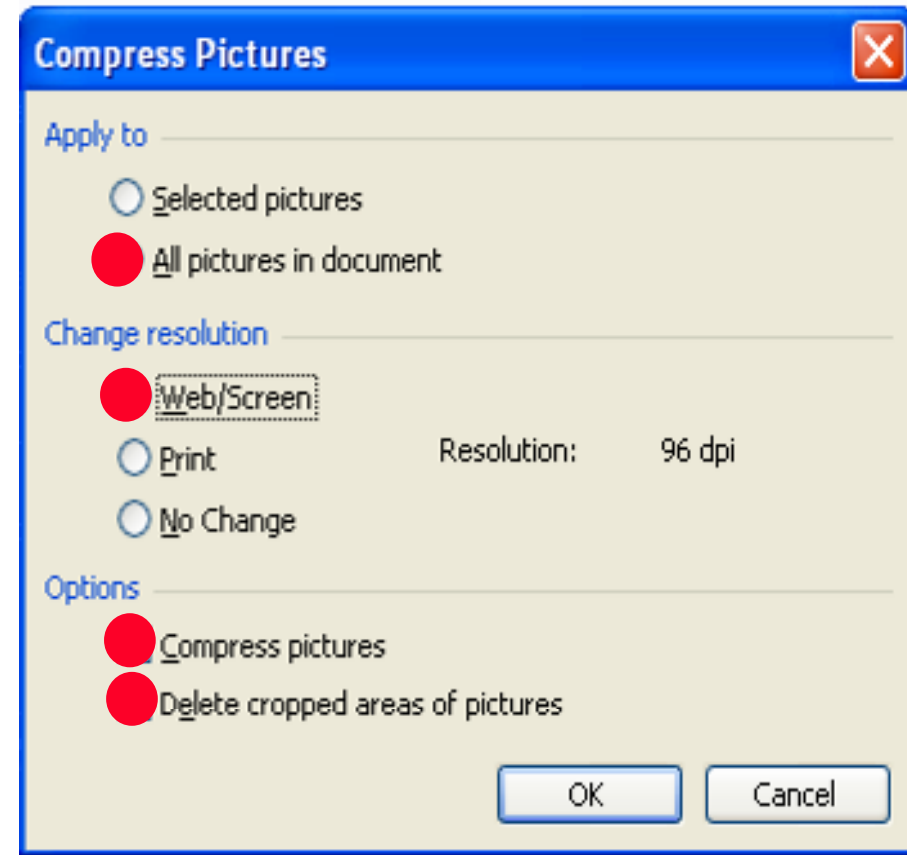
Ergonomic Risk Reduction Process
Picture Reduction & Zip Files

Select…

All Pictures in Document

Web/Screen

Compress Pictures

Delete Cropped Areas

Compress Pictures

Apply to
- ○ Selected pictures
- ● All pictures in document

Change resolution
- ● Web/Screen
- ○ Print   Resolution: 96 dpi
- ○ No Change

Options
- ● Compress pictures
- ● Delete cropped areas of pictures

OK   Cancel
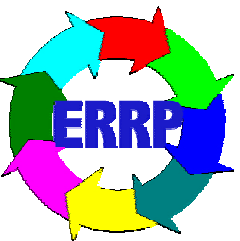
Picture Reduction & Zip Files

Pictures can be saved (and sent) as PowerPoint files

Not everyone has PowerPoint

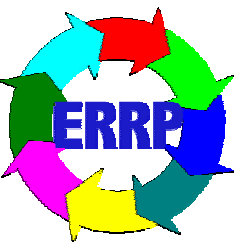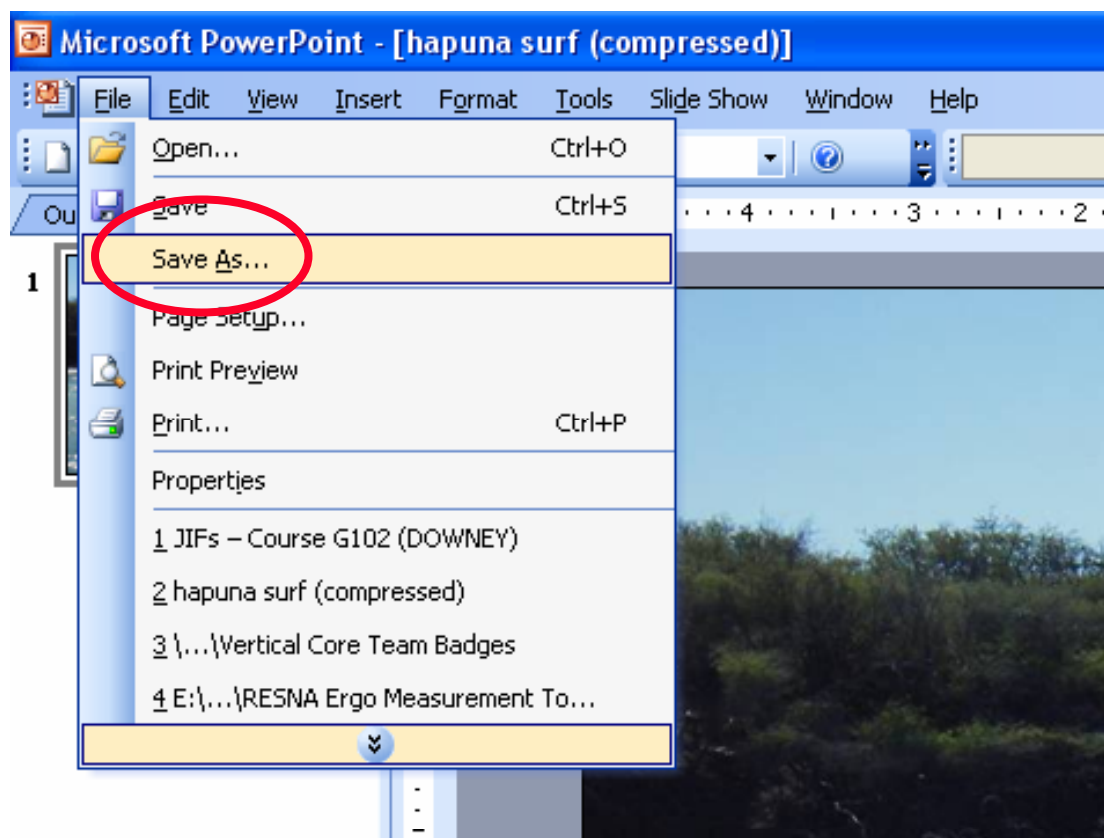**Pictures can also be saved as actual photo files (JPEG, GIF, TIFF, BMP)…**

Use the SAVE AS feature to convert your PowerPoint slide into a photo file

Select JPEG from the Save As Type pull down menu

Remember to rename your new file (photo)
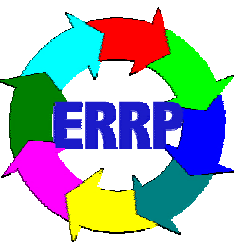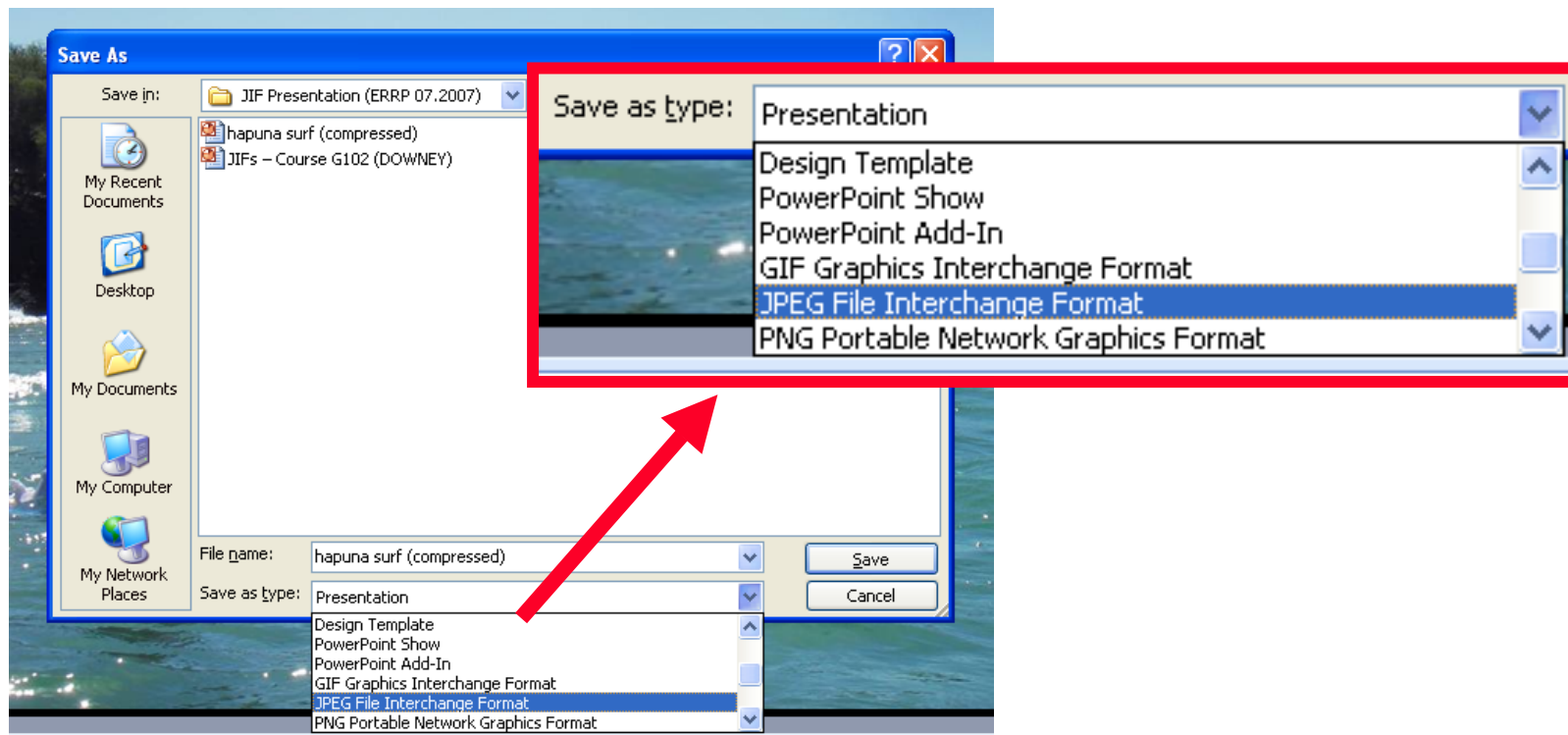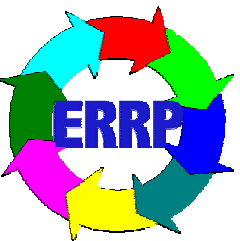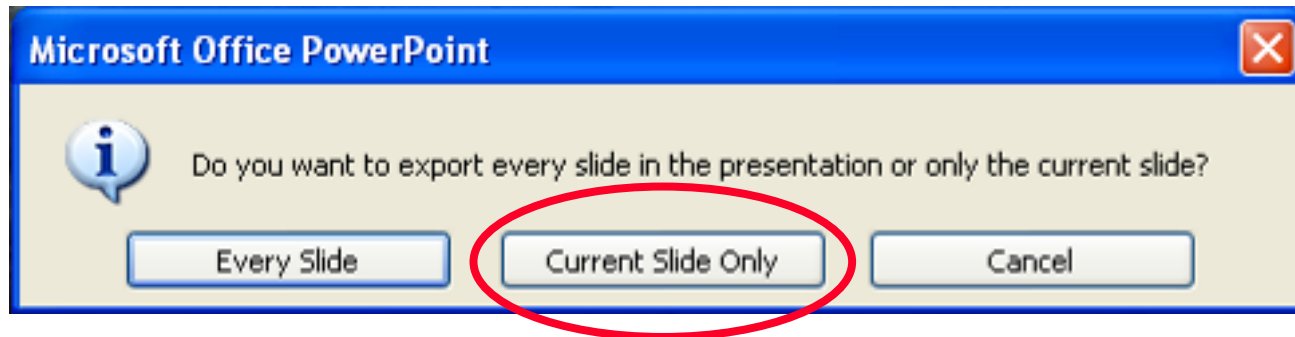
Picture Reduction & Zip Files

Select Save

Select Current Slide Only

Now you've compressed your photo

Picture Reduction & Zip Files

Original file size: 2494 kb

Compressed size: 91 kb (via PowerPoint)

ERRP Leadership Training – July 2007