

File Size Management

About Image Files

Images can be very large, much larger than is needed to display on a webpage, in a presentation or to print in a document. Here are some suggestions to reduce the unnecessary file size.

- BMP or bitmap files are the largest. Avoid using bitmaps. If you find a bitmap, you can save it in a friendlier image format using an image editing program such as Photoshop, Fireworks or Ultimate Paint.
- JPG or JPEG files are good for photos.
- GIF files are good for graphics, logos, cartoons or images that aren't as detailed as a photo.
- Pixels are the measurement of electronic images.
- Resolution is the amount of pixels (or dots) per inch. It's also called DPI. Use:
 - 72 DPI for web & PowerPoint
 - 200 DPI for printed images
- Try to keep your image file size under 70k. DPI, height and width dimensions and type of image file all determine the size of the file. Balance the quality and dimensions of the image with the file size.

Download a Free Photo Editing Tool.

Ultimate Paint is freeware software that can be used to edit photos. This link, <http://www.ultimatepaint.com/download.php> will take you to the download page. Be sure to select the Freeware Edition at the bottom of the screen. A free trial edition is available but will expire but the freeware version will not.

- **To Change the Height/Width of an Image**
 1. Click on the Images menu and choose Resize
 2. Select a size. 400 pixels wide is a good size for an image on the web. The X measurement is the width
 3. Change the DPI to 72 for Web and or PowerPoint
- **To Crop an Image**
 1. In the toolbox, click on the Select Rectangle tool. (It looks like a rectangle made of dotted lines.)
 2. Select the area of the picture that you would like to remain after cropping.
 3. Go to the Image menu and choose Crop
- **To Save the Image**
 1. Go to the File menu and choose Save As
 2. Follow the image guidelines from above to save in the proper format.

Saving Files as a PDF

Saving a file as a PDF will reduce the file size, making the file easier to share online or through email. There are ways to create PDFs without purchasing special software.

- **Using Office 2007 to Create a PDF**
 1. Click on the Office Button
 2. Choose Save As then PDF or XPS
 3. Choose PDF as the Save As Type and press Publish.

- **CutePDF**
 1. If you are not using Office 2007 you can use CutePDF, a free PDF maker. Install CutePDF to create your own pdf files. It works like a printer. When you 'print' to cutepdf, you'll save a file. It reduces file sizes and makes a nice portable document to share on the web. For more information and to download the latest version go to: <http://www.cutepdf.com/Products/CutePDF/writer.asp>

PowerPoint Slides in Word

PowerPoint slides can be inserted into Word as gif files to cut down on the file size. See the guide about this at http://www.fredonia.edu/angel/Guides/PowerPoint_Slides_to_Images.pdf.