

**Outcome:** To REDUCE THE SIZE OF AN IMAGE FILE by removing some or all of the META-DATA information.

You may be planning to share your personal photographs over email or on a public website. It sometimes makes sense to remove the camera data and the location information from the images before putting emailing or posting.

The simplest way to do this is using windows file explorer (either Windows XP or 7).

- ⇒ right click windows icon bottom left of screen and choose **OPEN WINDOWS EXPLORER** and locate your file/s
- ⇒ select a single image file or all the image files you wish to change, right click and
- ⇒ choose **PROPERTIES**.
- ⇒ now hit the **DETAILS TAB** and
- ⇒ click on the **REMOVE PROPERTIES AND PERSONAL INFORMATION** link. (Blue link at bottom)
- ⇒ the next screen will give you an option to **REMOVE ALL** or remove **SELECTED** and you can tick which to remove

And you are done!

Here is a [link to a video](#) you may like to watch.  
(Hint: click the [ ] symbol bottom right of Utube video screen to get full screen image that is easier to view.

### [12-001] - REDUCE IMAGE FILE SIZE and MODIFY IMAGE before sending as email Attachment

**Outcome:** How do you REDUCE THE SIZE OF AN IMAGE FILE (from your camera or files) before emailing.

This refers to reducing the overall dimensions of the image or the file size.

**Use compressed graphic file formats:** There are far too many graphic file formats to list here, but of the most commonly used, the best picture file formats for e-mail are .jpg, .png, and .gif. *Suggest you use the default jpg images from your camera.*

**Use smaller original files:** The size of a photo taken by a digital camera is typically large, even when saved in a compressed file format such as .jpg. It's not uncommon for a single picture to be several megabytes. Remember that the size of the e-mail message will increase by approximately one-third while in transit on the Internet.

- ⇒ Use a **lower resolution setting** on your camera when taking a digital photo. (suggest this is only if you have the web in mind for your images, *otherwise use full jpg capture*.)
- ⇒ Use **compressed file formats** such as .jpg.
- ⇒ In a graphics program, **crop photographs to the essential content**.
- ⇒ Use the automatic picture reduction feature in Windows and Microsoft Outlook.

**Send multiple attachments by using several e-mail messages:** Multiple smaller messages have a higher likelihood of being delivered versus one large message. This technique should help you avoid per-message limits and reduce time to send and receive.

**To reduce the size of the attached file:** (In File Explorer) navigate to the folder that contains the images you want to send and select an image. To **select multiple files**, press and hold **CTRL** as you click each file.

⇒ Right-click a selected file - point to **SEND TO**, and then click **MAIL RECIPIENT**. Then in either Windows operating system:

⇒ Windows XP, send the **SEND PICTURES VIA E-MAIL** dialog box appears—click **MAKE ALL MY PICTURES SMALLER, SELECT SIZE** and then click **OK**.

⇒ Windows 7, make **SIZE SELECTION** Click **ATTACH**.



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# Fact Sheet

## [12-001] - REDUCE IMAGE FILE SIZE and MODIFY IMAGE before sending as email Attachment

**Outcome:** To REDUCE THE SIZE OF AN IMAGE FILE by modifying the DIMENSIONS of your image file.

Generally the size of any image file can be modified by one or more of the following techniques on your computer.

Your will observe that we are using the basic Windows programs to modify your files. The reason for this is to show you how to use software provided by the Windows operating system which should be adequate for your basic needs.

Should you wish to extend your creativity beyond these basic techniques you may wish to invest in more specialized programs, some of which are free on the web. I have enclosed links to some of these at the end of this Fact Sheet.

**OPEN** Windows Paint.

- ⇒ **OPEN** File Explorer and select IMAGE file
- ⇒ **RIGHT CLICK** mouse on the image
- ⇒ **OPEN WITH** and select **PAINT**
- ⇒ **SELECT RESIZE**. This will give you options of resizing by **PERCENTAGE** or **PIXELS** (you may change horizontal and vertical independently by unclicking the aspect box).
- ⇒ You can also **SKEW** the image horizontally or vertically or **ROTATE** landscape to portrait.
- ⇒ **PAINT** will also give you a great number of **GRAPHIC TOOLS** for CROPPING, DRAWING FRAMES and **MODIFYING COLOUR**.

- ⇒ Your modified image file can be **SAVED** by clicking the **FILE** menu, in different formats such as
- ⇒ **PNG**
- ⇒ **JPG** or **JPEG**
- ⇒ **BMP** (large files—not often used now}
- ⇒ **GIF**

Trust this short summary will help you with reducing your image files for sharing with others via the web and allow you basic image resizing.

**Outcome:** To GRAPHICALLY MODIFY colour and appearance of an image file...

A **SELECTION** of other **GRAPHIC SOFTWARE** you may like to consider for more creative manipulation of your images is given below. This is by no means exhaustive but will should give you an idea of which creative tools you may require.

**Photoshop Elements**. If you are serious about image adjustment on your computer and you may want to use Photoshop later on, my advice is to go with the industry standard and get a copy of PS Elements.

Any 'flying time' invested (and this may be considerable) will allow you to have skills to upgrade to Photoshop at a later date.

If your needs are for the occasional adjustment to images look at **ACDC**, **NERO**, **PAINTSHOP** or **PICASA**.

**ACDC** is a file management software with many advantages over MS Explorer and has image editing capability. It will also manage your library of images in a database with references for easy location.

**Nero** likewise has a fundamental image editing capability and also gives you CD and DVD cutting software, video rendering, audio wave editing. The German software is superb and has been used for my studio work for almost 20 years.

**Paint Shop Pro** is a well respected alternative image editing software and is similar to Photoshop.

You will find links to web on names and there are numerous other FREE software programs if you search Google, such as **Picasa**.



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