



Reducing Images to 2MB Max File Size

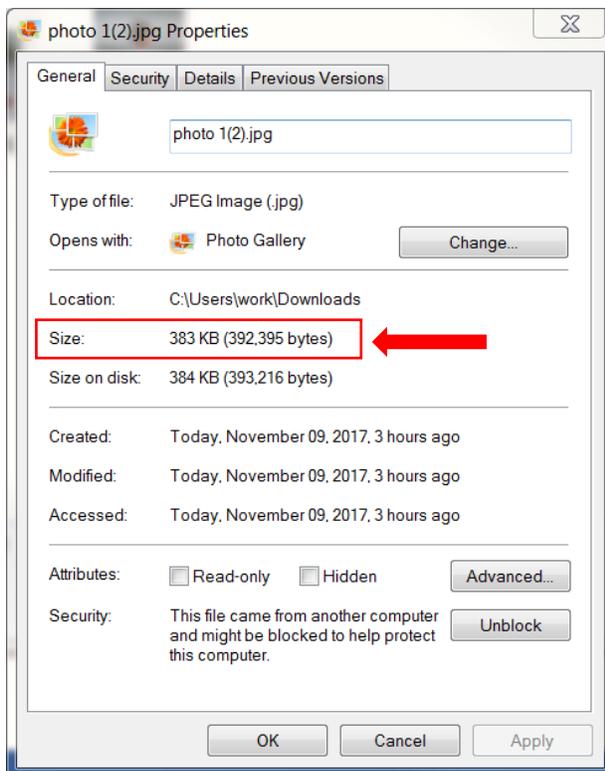
When uploading images on Community Connections, you must make sure the file size is less than or equal to 2MB. This guide is designed to help you find your file size and reduce the file size if necessary.

1MB = 1000KB

Determining the File Size

Step 1) To find the file size of your image, right click on the file and select **PROPERTIES**.

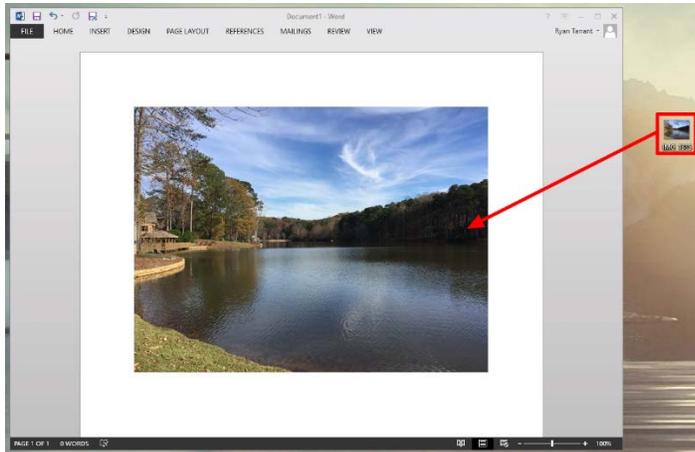
Step 2) The **PROPERTIES** menu displays the file size as seen in the image below.



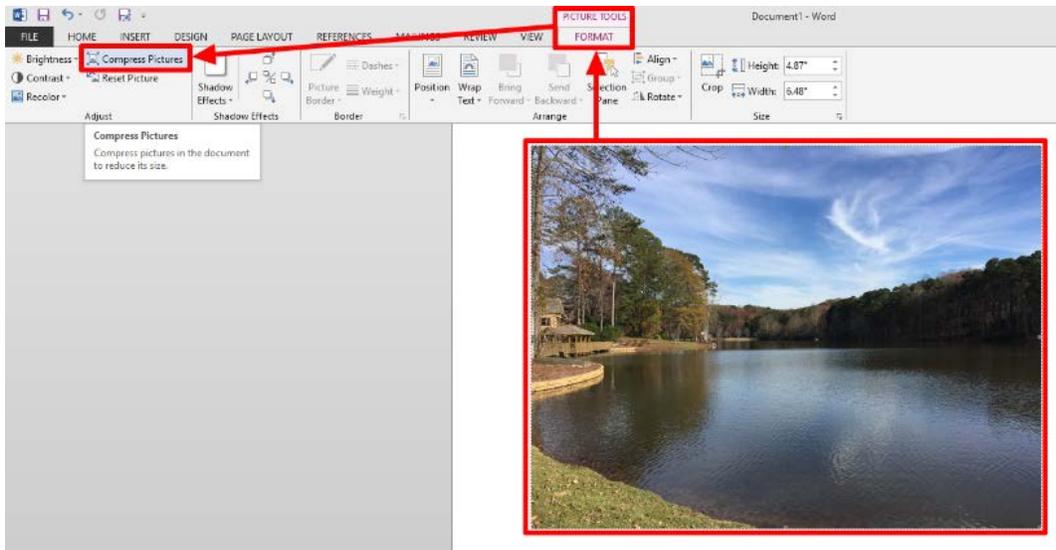


Reducing the File Size of an Image

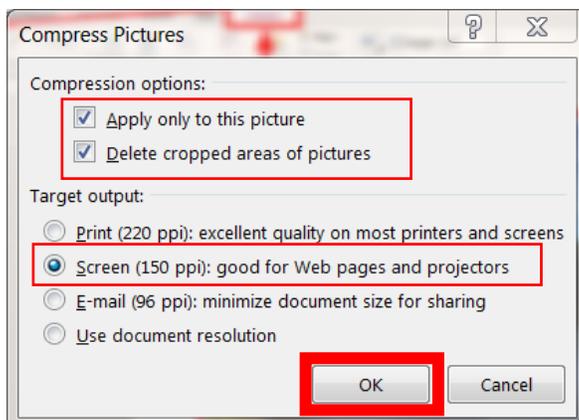
Step 1) Open a new Word document, and insert the images you want to use onto the page.



Step 2) Select an image in the document to reveal the **PICTURE TOOLS** ribbon. Select **COMPRESS PICTURES** in **PICTURE TOOLS**.

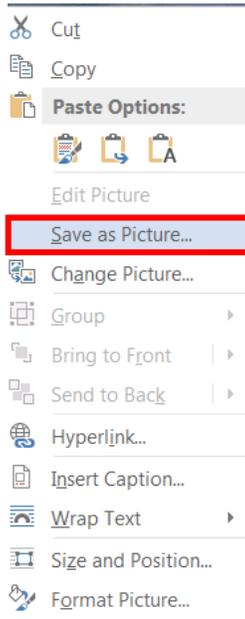


Step 3) Choose **APPLY ONLY TO THIS PICTURE**, **DELETE CROPPED AREAS OF PICTURES**, and **SCREEN (150 PPI)**. Select **OK** to continue.





Step 4) The next step is to save the image, so right click on the image and select **SAVE AS PICTURE** in the **FILE** menu.



Step 5) Select file location, name your file, and choose **JPEG** from the **Save as type:** from dropdown box.

