

Resizing and Saving Photos for the Web



1. Right click on your photo and choose open with > Microsoft Picture Manager
2. From one of the bars on top click on edit picture
3. Click Resize from the column on the right
4. Select the size options you want and click on OK at the bottom of the column.
5. Next select Edit Picture from the bar on top again.
6. This time choose compress pictures from the right hand column.
7. Select the Web button and click on OK
8. Choose File > Save
 - If the photo you were working with did not have .jpg as part of its name you will get a prompt telling you that the file will be saved in a different format. Choose Create File from the choices you are offered.
 - If the photo has jpeg in its name you should rename when saving so you won't overwrite the original.

When you exit the program choose **don't save** because you already saved it.