

# Resizing a Picture for Submission to Want Ads

Because of limited storage space on the MS Exchange Server, picture and file attachments submitted with submissions to the Want Ads section cannot exceed 250KB in size.

Following the steps below will allow you to re-size your picture to an acceptable size.

Step 1 – Verify you are submitting the picture in the proper file format. Pictures that end in **.bmp** are “bit mapped” files. These files are **far larger in size than they need to be** and simply re-saving them into a different format can reduce their size considerably.

## Section 1 - .BMP Files (You must use MS Paint for these steps)

1. **If your file is a bmp file: (If it is a JPEG File, move on to section 2)**
2. Open MS Paint by performing the following steps:
3. Click Start
4. Click Programs
5. Click Accessories
6. Click MS Paint
7. Click File
8. Click Open
9. Navigate to the location of your picture and select it
10. Click OK to open it
11. Click File
12. Click Save As

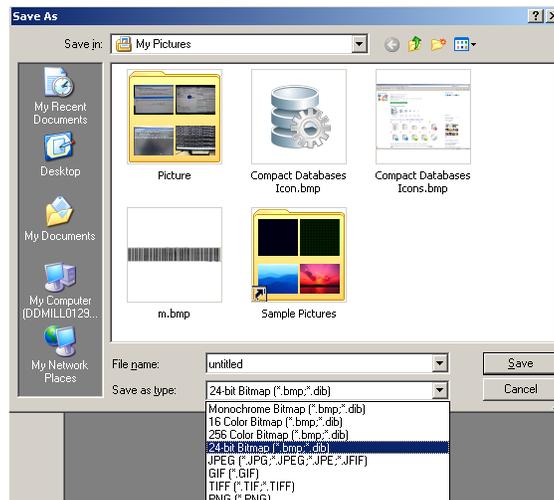


Figure 1 - Save As Dialog Box showing File Types

13. Note that you can save your picture into several different types of filetype, such as JPEG, PNG, BMP, etc
14. Choose JPEG as the extension and save your file.

Now check the file size once more

1. Right click the file
2. Select Properties

Is the size now less than 250KB? If so, you can submit it as part of your want ad submission.

## **Section 2 – “RAW” .JPG Files (You must use MS Paint for these steps)**

If your file is already in .JPG format, it may have been written in “RAW” uncompressed mode. This is very common with digital cameras. In this instance, you simply need to save it in compressed mode by performing the following steps:

1. Open MS Paint by performing the following steps:
2. Click Start
3. Click Programs
4. Click Accessories
5. Click MS Paint
6. Click File
7. Click Open
8. Navigate to the location of your picture and select it
9. Click OK to open it
10. Click File
11. Click Save

Simply re-saving the picture in MS Paint will save the JPG file in compressed mode, which can reduce the size of the file by up to 70%.

Now check the file size once more

1. Right click the file
2. Select Properties

Is the size now less than 250KB? If so, you can submit it as part of your want ad submission.

## **Section 3 – Filesize is still too large (You must use MS Paint for these steps)**

If your file is still too large, you will need to make the picture smaller, not just in “size” but in dimensions.

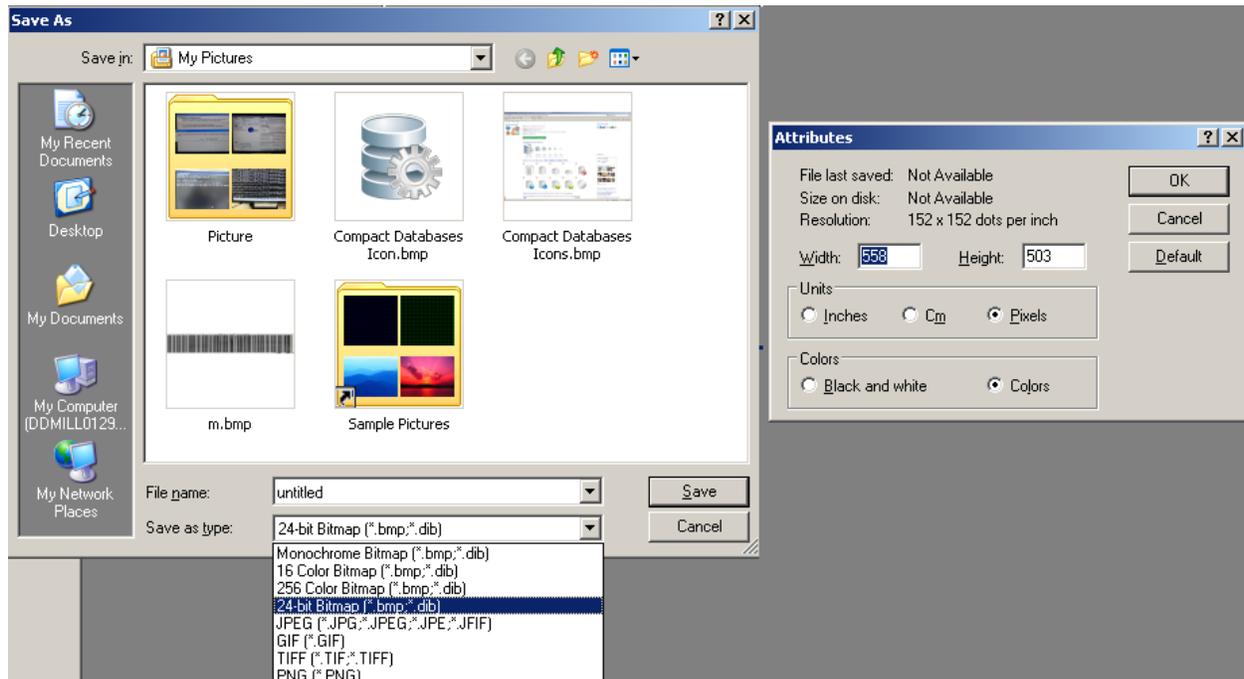


Figure 2 - Attributes of a Picture

In Figure 2, above, you can see from the Attributes that the file is 558x503 in size.

To resize this picture, to make it smaller, perform the following steps:

Open your picture in MS Paint

Press CTRL-A to select all

Press CTRL-W to bring up the Stretch/Skew dialog

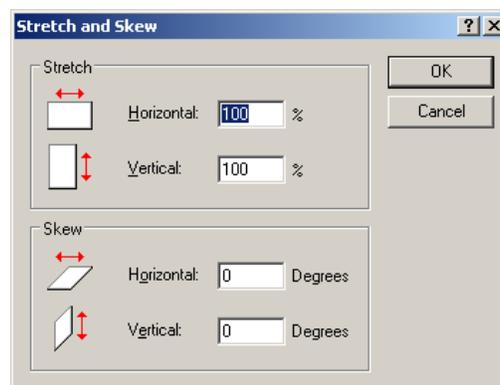


Figure 3 - Stretch/Skew Dialog

Enter “90” (without quotes) into both the Horizontal and Vertical boxes and click OK

You may need to use different numbers in the horizontal and vertical section of the stretch/skew dialog to reduce the size under 250KB.

When done, save your picture.

This saves the picture at a reduced physical size which results in a smaller file size when saved.

Now check the file size once more

3. Right click the file
4. Select Properties

Is the size now less than 250KB? If so, you can submit it as part of your want ad submission.