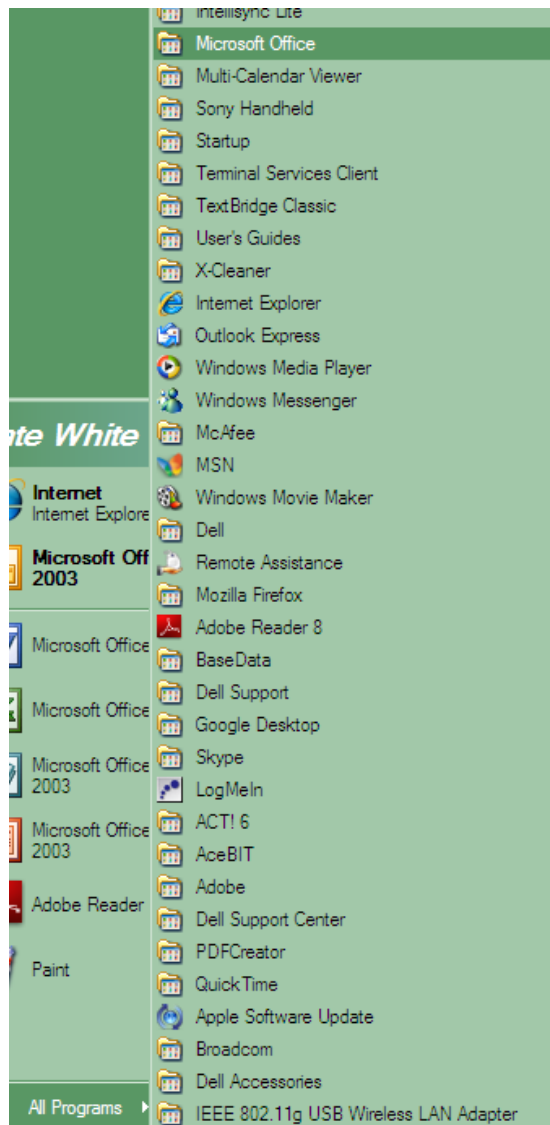


Open the Microsoft Office Picture Manager:

1. Click on **'Start'** in the task bar.



2. Then click on **'All Program'**. You will see a list.

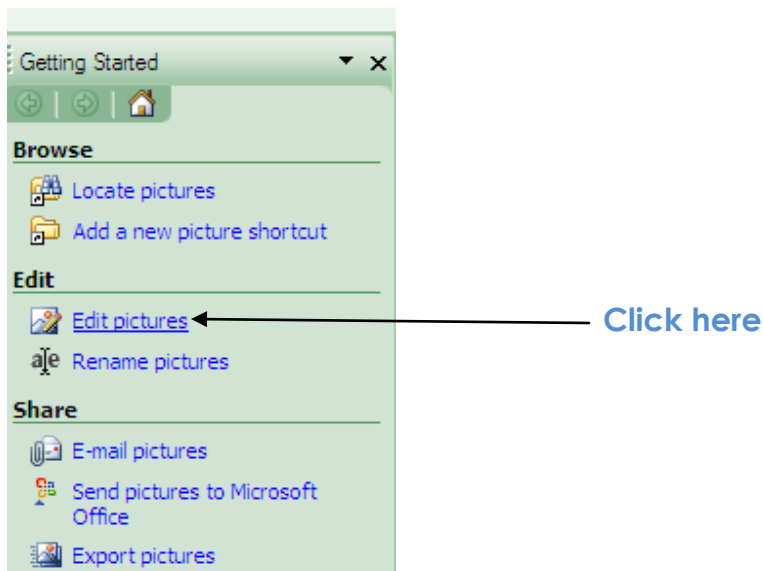


3. Then click on '**Microsoft Office**'. You will get a list. From that list select '**Microsoft Office Tools**'. Then you will see a list. Now click on '**Microsoft Office Picture Manager**'.

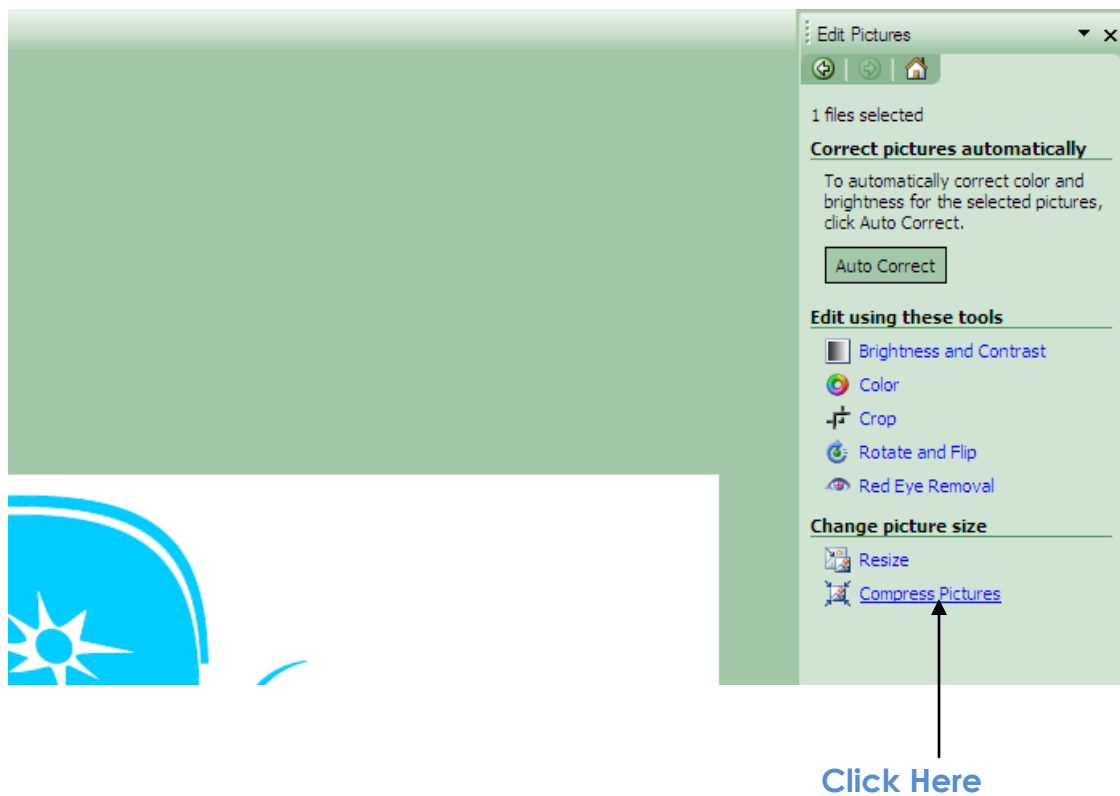


How to Compress Pictures

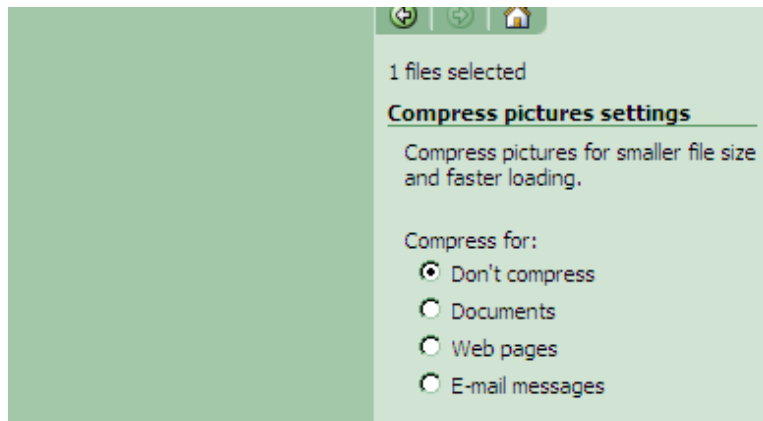
1. When you open the '**Microsoft Office Picture Manager**', you will see a '**Getting Started**' dialog box on the right side of the window. Now click on '**Edit Pictures**'.



2. When you click on '**Edit Pictures**', you will see different options for edit pictures.



4. When you will click on '**Compress Picture**', 'Microsoft Office Picture Manager' will give you a number of options.



5. Select the appropriate option; for example 'web pages' and then click on 'OK'.



6. We recommend you to use 'Save as'. So you keep the original copy, in case you want to use it for other purpose.