SIZING YOUR PICTURES AND PDF DOCUMENTS
SO THEY CAN BE SENT OUT ON THE UUBB/UUNEWS
(for a PC/Laptop/Android, Google for how to do with Apple)

As you hopefully know, only pictures and pdf's can go out on the UUBB or UUNews with a **total** size per email of 999K or 1M. If you look at the properties of your picture or document, you can see what size and format the file is. Also, only pictures with a format of .jpg, .gif, .png or .pdf can be included and distributed on the UUBB or UUNews.

BEWARE: Simply reading this document will likely confuse you. I suggest you save your picture or pdf with another name, and then try these options. That way you can learn without losing your favorite picture!

To convert a single picture to a smaller file size:
Open the file in your default Picture editing program. I use an old free version of Microsoft Picture Manager that I install on each new PC computer/laptop I purchase. But only once, and then it is there for all kinds of Picture Management tools. To download this gem go to:

https://support.microsoft.com/en-us/office/where-is-picture-manager-58837c3e-34db-4904-95e8-4eca7b7c5730

Picture Manager is not included with Office 2013 or later versions, but you can install it as a standalone app on your PC. On my Android device, I use the picture management program that comes on the phone.

Download SharePoint Designer 2010.

1. In the ensuing message (at the bottom of your screen) that asks if you want to **Run** or **Save** the .exe file, click **Run**.
2. Accept the license terms and click **Continue**.
3. On the **Choose the installation you want** page, click **Customize**.
4. Expand **Office Tools** and select **Microsoft Office Picture Manager**.
5. Click the drop-down arrow next to **Microsoft Office Picture Manager** and click **Run from my computer**.
6. Click **Install Now**.

If that program is too old for you to do all the picture editing you'd like, Windows 11 and Windows 10 have an app named *Photos*, a successor to Picture Manager, that lets you edit photos. For information on how to open and use it, see Edit photos and videos.
Edit a photo you've inserted in an Office document
For information about editing a photo that you've inserted in an Office document, see Editing photos without Picture Manager.

To compress multiple pictures at the same time (thanks to Doug Coffin!)

Go to:
https://download.cnet.com/image-resizer-for-windows/3000
and follow the instructions.

To compress a PDF

Many people submit their pictures as pdf's; I always need to convert them to a picture format (jpg, gif, png) to compress them so that I can show the actual picture in the email. Otherwise I can only include the picture formats in an attachment. To convert a pdf to a picture format, go to https://www.pdf2go.com/compress-pdf From there, you can move your pdf to the space provided, and hit the start kit.

To convert a PDF to a picture format or from any format to a pdf

Google "how to convert a pdf to jpg", Many solutions will appear. Pick one that you have installed or can install for free, and proceed. I use the lowest price point of PDF Ice Cream software because of the many things it can do. There is always a free trial, a max. of documents you can convert for free, or a special for 6 months or so.

Another way to convert to a pdf is to open your file, click Print, then select Microsoft Print to PDF as the printer, and you will be prompted to save it with whatever name you like in pdf format.

Please note: I have not found that a pdf is smaller that a jpg/gif/png/etc.

As you can see, there are many ways to accomplish the same thing for free. Some have limits on them, and others are restrained unless you pay for a more professional version. I hope I have not confused you! Once you see how to make your photo or pdf become what you want in the easiest way, you may learn how to do other editing easily. Please email uubelfast@gmail.com if you have specific questions as you attempt to use these basic tools, and I will do my best to untangle you! Going forward we hope to convert many of you so most attachments come to me in the right size.

Susan
UUCB Administrator