

## Guides to Compressing/Resizing Photos Prior to Posting on the BAC Forum

These procedures are intended to help with reducing the file size of your pictures so you can post them to the BAC Forum. The max size allowed for posting on the Forum is 300 KB for any single photo and 5 MB total for all photos. so if you are posting multiple pictures remember the total size cannot exceed 5 MB. Formats supported are JPG, GIF, and BMP. There are many photo editing programs that will compress photos. This guide uses the resources that are provided by Microsoft with its popular basic operating systems; Windows 7, 10, Vista, and XP. At the end of this document is listed other open source (free) software used by various Forum members to resize photos.

*Be sure to save a copy of the photo BEFORE compressing as some of these procedures permanently compress / resize the photo.* You may want to right click on the copy and rename it, adding an extension word such as "copy", if your program didn't automatically do so. It is this copy you will want to resize smaller, leaving the original intact.

### Posting a Photo on the Forum: (after resizing using the guides below)

1. Click **newreply** under the last person's post and enter your message text. Alternately you can enter your message under **Quick Reply** and then click **More Post Options** box. In either case you must enter some text before it will allow you to post a photo.
2. After entering your text message, click **Browse** in the **Attach File(s)** field to find your photo.
3. Click **Attach (and add more)** to post your photo. Note that the **Remaining Attachment Space** field will indicate how much space remains for additional photos.
4. To load multiple photos use **Browse** to locate the next photo, click **Attach (and add more)** to load the photo. Continue this until you've loaded all desired photos. The photos will appear in the order you attached them.
5. Your photo may not appear in a Preview, but it will after you click **Post** at the bottom of the page.

### COMPRESSING / RESIZING PHOTOS

The following operating systems are covered:

- Android
- MAC
- Windows 10
- Windows 7
- Windows Vista
- Windows XP
- E-Mail
- Optional [PC](#) Program Downloads
- [Ipad / Ipod](#)

Note: **Paint** is a photo editing tool that is supplied with the majority of Windows Operating Systems. The resizing/compressing of photos in Paint is relatively straight forward. Paint instructions are listed under each operating system below as there are slight differences based on the operating system used. The other methods listed are also effective and you may find one of them easier to use.

#### Android:

Open the image in your Gallery. Tap the 3 vertical dots at the top right of the screen and select "Edit". Then select the "wrench icon" at the bottom of the screen. This will bring up "Rotate, Crop,

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and Resize" tools. The "Resize" tool allows you to either select a resize percentage (10%, 25%, 50%, 75%) or drag a corner of the photo and resize it. Select "Done". Save via the disk icon and select "Medium Quality". Select "Save". The resized photo will be saved in "Studio". The original will remain in Gallery.

There are also many free photo resizing apps available for Android.

### MAC:

Use iPhoto; With the photo highlighted, click email and select small, medium, or large.

or

Select the photo, export it to a folder or desktop as small, medium or large. It is then available for the attachment.

### Windows 10:

**(Paint)** *Free download available*

1. Right click on the photo.
2. Select "Open With"
3. Select "Paint"
4. Select "Resize"
5. In the box labeled 'Horizontal' insert "50"
6. Select OK.

This will reduce the horizontal and vertical dimensions by 50%. You may have to repeat this to get the photo size below the 300 KB limit.

**(Microsoft Office)**

1. Open "Microsoft Office"
2. Open "Microsoft Picture Manager"
3. Select the photo you want to resize if you have not already done so.
4. Select "Picture" on the header bar
5. Select **Compress Pictures** in the Picture menu dropdown.
6. A menu will appear on the right side of your screen with the following options.
  - a. Don't compress
  - b. Document
  - c. Web pages
  - d. E-mail messages

Document will result in the least amount of compression and E-mail the most. If you are only going to post 1 picture, Document will probably work. Hovering your mouse pointer on the picture may generate a properties pop-up that includes size in KB or MB (1000 KB = 1 MB).
7. **Save** the picture (if you exit, W-10 will ask if you want to Save your work. Select **Yes**.)
8. Post your compressed photo as described above.

### Windows 7:

**(Microsoft Office)**

1. Make a copy of the photo you want to post unless you permanently want to resize it.
2. Select (double click) the photo copy you created or the original if you don't mind having it permanently resized.
3. The photo viewing program will be listed at the top of the screen. It will probably be Windows Photo Viewer, Microsoft Office or Paint.
4. If it is Microsoft Office, proceed to the next step. If Paint or Windows Photo Viewer, go to the next section.
5. Select **Picture** on the toolbar.
6. Select **Compress Pictures** in the Picture menu dropdown.
7. A menu will appear on the right side of your screen with the following options.
  1. Don't compress

2. Document
3. Web pages
4. E-mail messages

Document will result in the least amount of compression and E-mail the most. If you are only going to post 1 picture, Document will probably work. Hovering your mouse pointer on the picture may generate a properties pop-up that includes size in KB or MB (1000 KB = 1 MB).

8. **Save** the picture (if you exit, W-7 will ask if you want to Save your work. Select **Yes**.)
9. Post your compressed photo as described above.

**(Paint)**

1. Select the **Home** tab and click on **Resize**.
2. The box that appears will allow you to resize the photo by percentage. Entering a number in the Horizontal field will result in the same number in the Vertical field, to ensure the photo aspect ratio remains unchanged. Suggest starting with a 50% reduction. The lower the percent reduction, the smaller the photo will become.
3. Select **File, Save As** and add the word "resized" to the filename.
4. Post the photo per the instructions above.

**(Windows Photo Viewer)**

1. Click **Open** on the Tool bar
2. Select **Microsoft Office** and follow the guide above or select **Windows Live Photo Gallery** and proceed as follows.
3. Find the photo you want to resize.  
Click on **Edit**, organize or share. This should bring up a screen with Thumbnail images of all the photos in the file.
4. Right Click on the photo thumbnail. A menu will appear with Resize being one of the options. Click on **Resize**. You will be able to select a size. Small or Medium will usually work. Select one of these options and then click on **Resize** and **Save**. Your resized photo will be saved in the same file as the original unless you use Browse to select a different file.
5. Post your resized photo as described above.

**Windows Vista:**

1. Select **All Programs** from the Start button menu, then **Windows Photo Gallery**, and open (double click on) the photo you want to resize.
2. Choose the **Open** menu at the top toolbar. A drop down menu will appear of available programs that can be used to work with the image. Options may include Paint, Windows Live Photo Gallery, and Microsoft Office Manager.

**(Paint)**

1. Click on **Image**, then **Resize/Skew**
2. The box that appears will allow you to resize the photo by percentage. Enter the same number in the both the Horizontal and Vertical fields to ensure the photo aspect ratio remains unchanged. Suggest starting with a 50% reduction. The lower the percent reduction, the smaller the photo will become.
3. Select **File, Save As** and add the word "resized" to the filename.
4. Post the photo per the instructions above.

**(Windows Live Photo Gallery)**

1. At the upper left of the window that opens, select **Edit, organize, or share**.
2. Click the **Edit** tab, then above **Properties** select **Resize**. There you can choose from some smaller sizes or pick a custom number. Medium or Small usually will work well.

3. Double click the resized new copy. Note that in the lower right corner you can monitor the size in MB or KB. Remember you can't total more than 1 MB (1000 KB) per Forum post.
4. The program automatically saves your new copy in that same album or sub-album as the original, renamed with its dimensions.
5. Post the new copy photo to the Forum per above instructions.

**(Microsoft Office Picture Manager)**

1. Open the photo.
2. Select **Edit Pictures**, then **Compress Pictures** in the frame that appears to one side.
3. Select **Compress for Web Pages**, Click **OK**, then under the upper left File menu, select **Save As** and in the File name field replace the **.jpg** with the word "**copy**" so it will be saved next to the original rather than totally replacing it.
4. Post the photo per the above instructions.

**Windows XP:**

1. Select the photo to compress.
2. Right click on the photo and click **Open With** on the drop down menu.
3. Select Paint, Office Picture Manager, My Pictures, or Internet Explorer.

**(Paint)**

1. Click on **Image**, then **Stretch/Skew**
2. The box that appears will allow you to resize the photo by percentage. Enter the same number in the both the Horizontal and Vertical fields to ensure the photo aspect ratio remains unchanged. Suggest starting with a 50% reduction. The lower the percent reduction, the smaller the photo will become.
3. Select **File**, **Save As** and add the word "resized" to the filename.
4. Post the photo per the instructions above.

**(Office Picture Manager or My Pictures)**

1. Select **Picture** on the toolbar.
2. Select **Compress Pictures** in the Picture menu dropdown.
3. A menu will appear on the right side of your screen with the following options.
  - a. Don't compress
  - b. Document
  - c. Web pages
  - d. E-mail messages
  - e. Document will result in the least amount of compression and E-mail the most. If you are only going to post 1 picture, Document will probably work. Hovering your mouse pointer on the picture will generate a properties pop-up that includes size in KB or MB (1000 KB = 1 MB).
4. **Save** the picture
5. Post your compressed photo as described above.

**(Internet Explorer)**

1. If you selected **Internet Explorer** in step 3 above, the photo will appear on an Internet Explorer screen.
2. Right click on the photo and select **E-mail Picture** from the drop down menu.
3. A window will open in the upper left of your screen, giving you 2 options; Make all my pictures smaller or Keep the original sizes. Select **Make all my pictures smaller** and click **OK**
4. An E-mail screen will come up with the reduced size photo shown in the **Attach** field. Select the photo and **Save** it to a file. Exit the E-mail screen.
5. Post this compressed / resized photo as described above

## Email Resizing:

Another method that may be available is to use the resizing capabilities of some E mail programs.

### **Outlook E-mail**

1. Address an E-mail to yourself.
2. Click **Attach** and select the photo you want to post.
3. On the right side of the screen select the photo size to send. **Web** usually will be OK.
4. Send the E-mail to yourself.
5. Open the received E-mail and attached photo.
6. Save the resized photo and then post it to the Forum per above.

### **Windows Live Mail**

1. Address an E-mail to yourself.
2. Select **Add photos** and choose your picture, click **Add** and **Done**.
3. On the upper right select **medium (1MB)** or **low (512kb)**.
4. Send the email to yourself, and **Save** the resized photo for posting to the Forum as described above.

### **Hotmail**

1. Address an E-mail to yourself.
2. Select **Attach files** and choose your photo, and then **Open**.
3. Use **Photo size** to select **Large**.
4. If it is still too big a file for the Forum when you receive your email, you can always go back and in **Photo size** select **Small**.
5. Save the compressed photo for posting to the Forum as described above.

Some E-mail programs may give you the option, when you click on "**Attach**", to place an image inside the body of the email rather than in the usual Attachment field above the message box. If available, you may find that to be the easiest way to get a compressed version of your photo. After opening such a self-sent email,

1. Simply **right click** on the image.
2. Choose **Save picture as**.
3. Rename it as a "smaller copy", "lo-kb copy", or "low-res copy" if you wish.
4. Type in a **Save in:** destination, preferably in the same album as your original, and hit **Save**.
5. Post the compressed version to the Forum as described above.

## Optional Downloads:

### **Image Resizer Software**

A final option is a free Image Resizer program that works well with Windows for easily resizing photos. Image Resizer for Windows is available at <http://imageresizer.codeplex.com/>. Once installed it will be one of the options when you select a photo and click on **Open With**. When using it, be sure the **Replace the originals** box is not checked.

### **Windows Live Photo Gallery Software**

This free download is available from Microsoft that contains simple editing and compressing / resizing tools. A description is available at <http://windows.microsoft.com/en-us/windows-live/photo-gallery-rotate-or-resize-photos-and-videos>

**Picassa**

<https://www.google.com/search?q=picasa+download&ie=utf-8&oe=utf-8>

**GIMP**

<https://www.google.com/search?q=gimp+download&ie=utf-8&oe=utf-8>

**Image Resizer**

<http://www.bricelam.net/ImageResizer/>

## **Ipod / Ipad Resizing**

You can't natively resize an image in iOS, which is why downloading an app like Image Size is probably your best way to get that picture-perfect image size.

- 1 Download and install Image Size.
- 2 Launch **Image Size** from your Home screen.
- 3 Tap the **Image Icon** in the upper right corner. It looks like a photograph.
- 4 Tap the **image** you would like to resize.
- 5 Tap **Choose** in the lower right corner.
- 6 Select your **image resize option** at the top of the page. You have options like pixel, millimeter, centimeter, and inch. You can manually add in size of your image as well.
- 7 Tap the **Download** button in the lower right corner to save your image resize.

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