

MISSISSIPPI STATE UNIVERSITY™ EXTENSION Center for Technology Outreach

## Reducing Images to 2MB Max File Size

When uploading images on Community Connections, you must make sure the file size is less than or equal to 2MB. This guide is designed to help you find your file size and reduce the file size if necessary.

1MB = 1000KB

## **Determining the File Size**

Step 1) To find the file size of your image, right click on the file and select **PROPERTIES**.

Step 2) The **PROPERTIES** menu displays the file size as seen in the image below.

1	photo 1(2).jpc	) Properties	X	
		photo 1(2).jpg		
	Type of file:	JPEG Image (.jpg)		
	Opens with:	👯 Photo Gallery Change		
	Location:	C:\Users\work\Downloads		
	Size:	383 KB (392,395 bytes)		
	Size on disk:	384 KB (393,216 bytes)		
	Created:	Today, November 09, 2017, 3 hours ago		
	Modified:	Today, November 09, 2017, 3 hours ago		
	Accessed:	Today, November 09, 2017, 3 hours ago		
	Attributes:	Read-only Hidden Advanced	t	
	Security:	This file came from another computer and might be blocked to help protect this computer.	help protect Unblock	
		OK Cancel App	oly	



## Reducing the File Size of an Image

Step 1) Open a new Word document, and insert the images you want to use onto the page.



**Step 2)** Select an image in the document to reveal the **PICTURE TOOLS** ribbon. Select **COMPRESS PICTURES** in **PICTURE TOOLS**.



Step 3) Choose APPLY ONLY TO THIS PICTURE, DELETE CROPPED AREAS OF PICTURES, and SCREEN (150 PPI). Select OK to continue.





**Step 4)** The next step is to save the image, so right click on the image and select **SAVE AS PICTURE** in the **FILE** menu.

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**Step 5)** Select file location, name your file, and choose **JPEG** from the Save as type: from dropdown box.

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<ul> <li>Pictures</li> <li>Videos</li> </ul>	- 10/10/2017 (1) - (0)==(0)			
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Save as type:	Portable Network Graphics (*.png)			
Hide Folders	Portable Network Graphics (*.ono) IPEG File Interchange Format (*.jpn) Graphics Interchange Format (*.gif) Tag Image File Format (*.tif) Windows Bitmap (*.bmp)			