

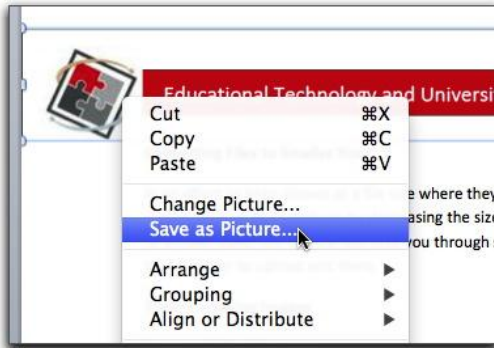
Optimizing Files for Blackboard- Mac

When creating documents and files that you are going to store and upload, oftentimes graphics and different file types can lead to files that are too large and therefore difficult to upload or download. To help you create files that will load easily for both you and anyone attempting to view the file, we have created a set of best practices that will take you step-by-step through the process of saving images.

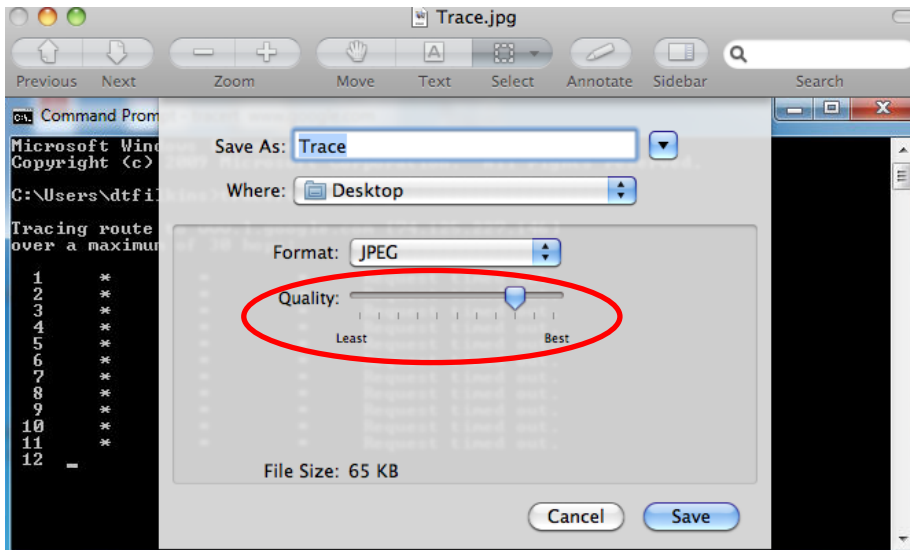
Topic 1 > Saving Images

From an Office Document

1. Right click on the image you want to save (CTRL + click) and select **Save As Picture**.



2. In the *Save As* window, type your file name and from the *Format* pulldown select **JPEG**. You can also adjust image quality to account for where the image is being used. For emails, smaller shots, and documents, you can set the quality to a lower resolution to create a smaller file size.



From a Web Browser

1. Right click on the image you want to save (CTRL + click) and select **Save Image As**.

