

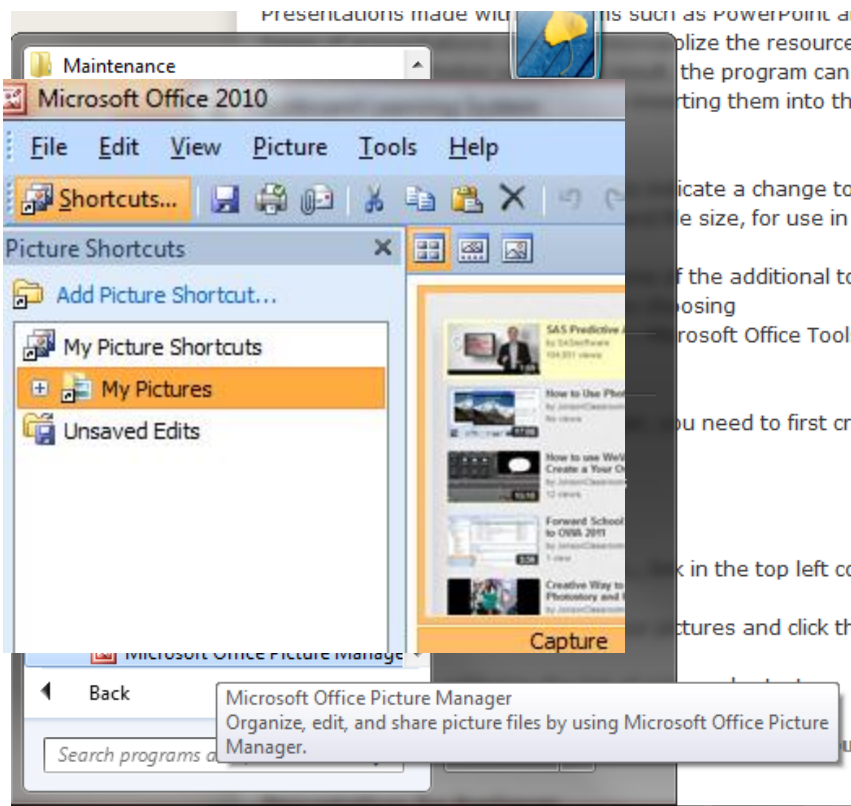
Optimizing Files for Blackboard- PC

When creating documents and files that you are going to upload, oftentimes graphics can lead to files that are too large and therefore difficult to upload or download. To help you create files that will load easily anyone attempting to view the file, this tutorial will take you step-by-step through the process of saving images.

Topic 1 > Saving Images

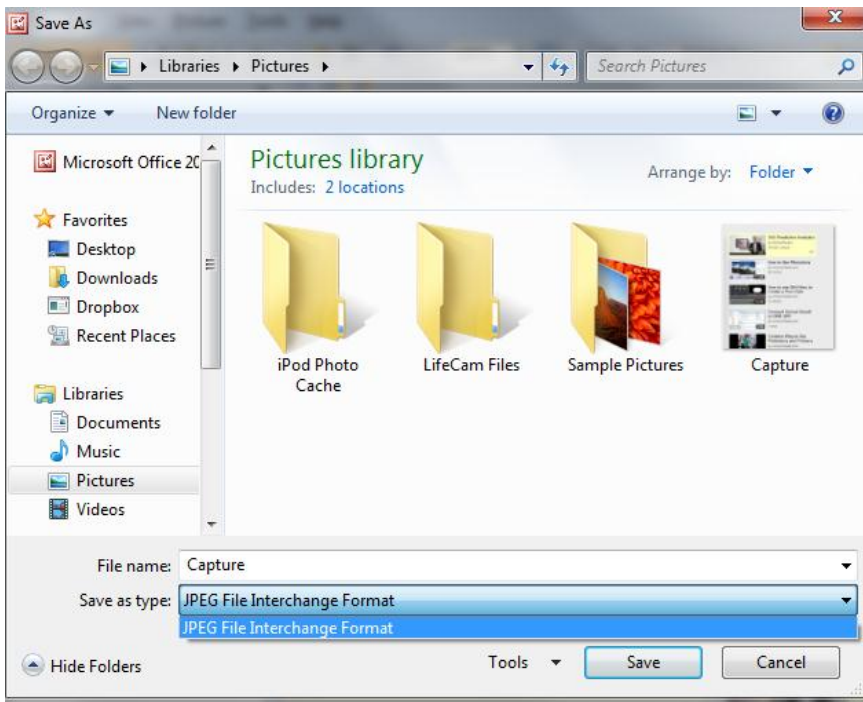
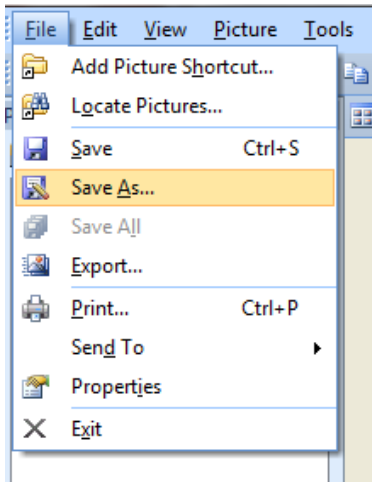
When you create or download images, your computer automatically saves them as a specific file type. If possible, it is preferable to save files as a JPEG due to the compressed size which will allow you to upload the images more easily. To save a file in a different type:

1. Create or download your image. When you do this, it will automatically assign a file type.
2. If you are using Microsoft Office version 2003 or higher, you are going to use Microsoft Office Picture Manager. If you are using an older version, it will be called Microsoft Photo Editor. To access these programs, go to: Start > Programs > Microsoft Office > Microsoft Office Tools > **Microsoft Office Picture Manager (or Photo Editor for older editions)**.

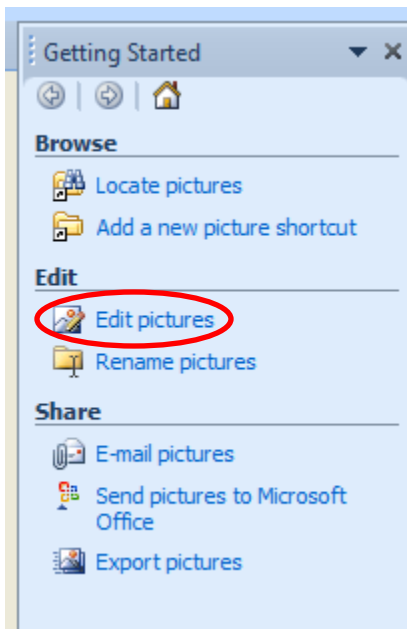


3. From there, the Picture Shortcuts menu will be opened within the program. This will allow you to choose the correct folder for your images. Select the folder, then select the image you wish to compress.

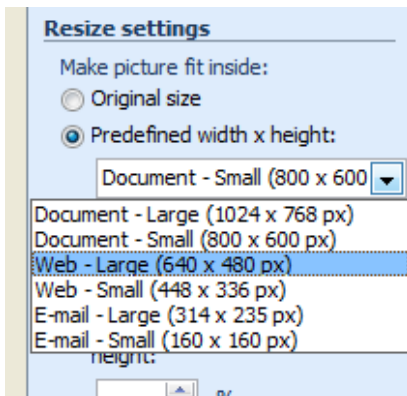
4. At this point, it is always a good idea to save the image as a new file so that you still have the original image. If you save it as the original name with some indicator that it is edited (e.g. snow-ed.jpg) it will help you keep track of your edited pictures. To do this, go to File > Save As and rename the file. Then, continue editing the file. Make sure to select JPEG as the file type.



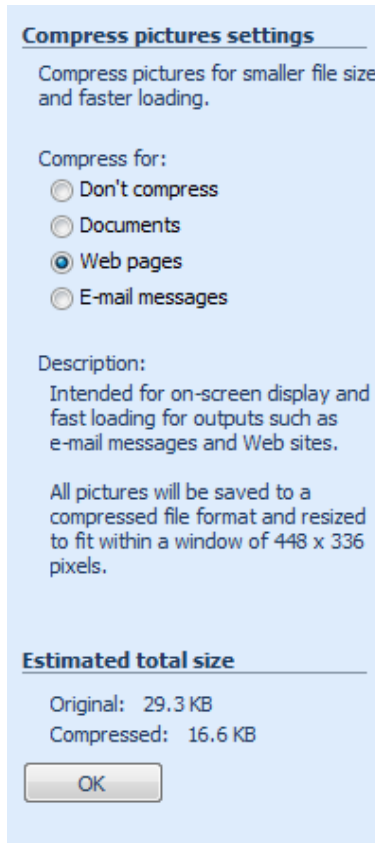
- Once you have opened the folder containing your images, select the image you want to edit by double-clicking on the image. Once the image is selected, choose the option in the right-hand pane for “Edit pictures.”



- The option that will help create more manageable images is the Resize Image option located in the right-hand pane which will take you to a menu that allows you to select your resize settings. The option you will most likely use is the Predefined width x height. There, you can select how your document is going to be used and size accordingly. Select OK and then select the back arrow.



- The last setting that you will use is the Compress Pictures setting. This allows you to compress the image for smaller file size and faster loading. If you are not planning to print the picture for display, you can choose a smaller format based on how the image will be used. For example, if you are going to use the image within a web page, you would choose that setting. Select OK and then select the back arrow.



- Once you have completed the size adjustments, you can save and either continue editing or exit the program.