



*Information and Technology Services: Client Services:*

## Resizing Image Files

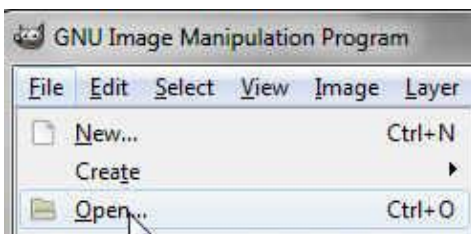
## Procedure:

Reducing Image Size with Gimp2

Go to Start>All Programs>Gimp2



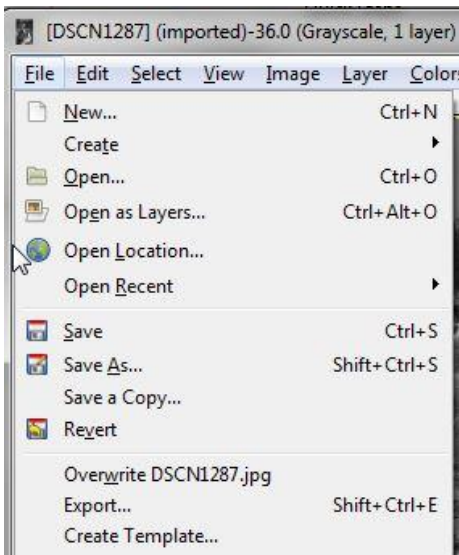
Go to File>Open



Browse to the picture you want to edit



Once the picture is open, click on File>Export



The Export Window will open, reduce the quality of the image

**\*\* Remember to give it another name \*\***

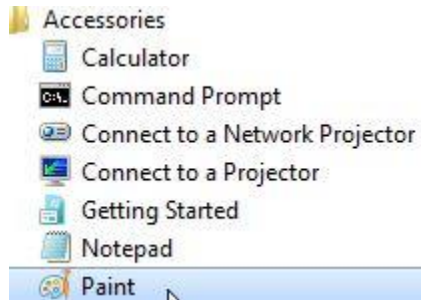


Your file size will now be smaller.



## Reducing Image Size with Paint

Go to Start>All Programs>Accessories>Paint



Click on File>Open

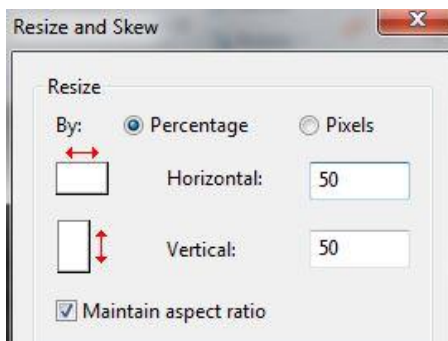


Browse to the image you want to resize

Once the image is open click on Resize



Resize your image



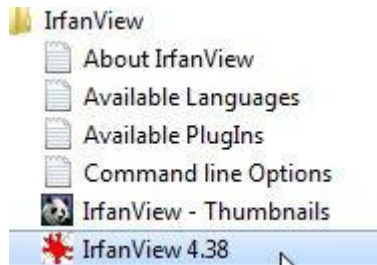
Save your image as a .jpg file

**\*\* Remember to give it another name \*\***



## Reducing Image Size with Irfanview

Go to Start>All Programs>Irfanview

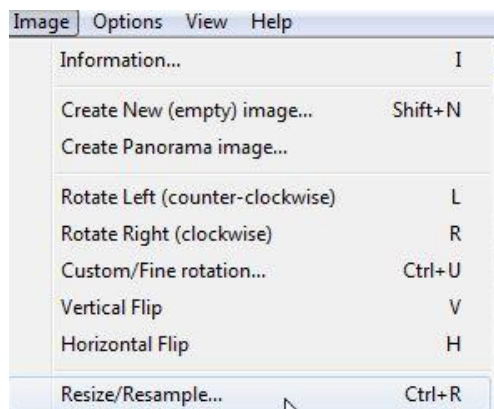


Click on Open

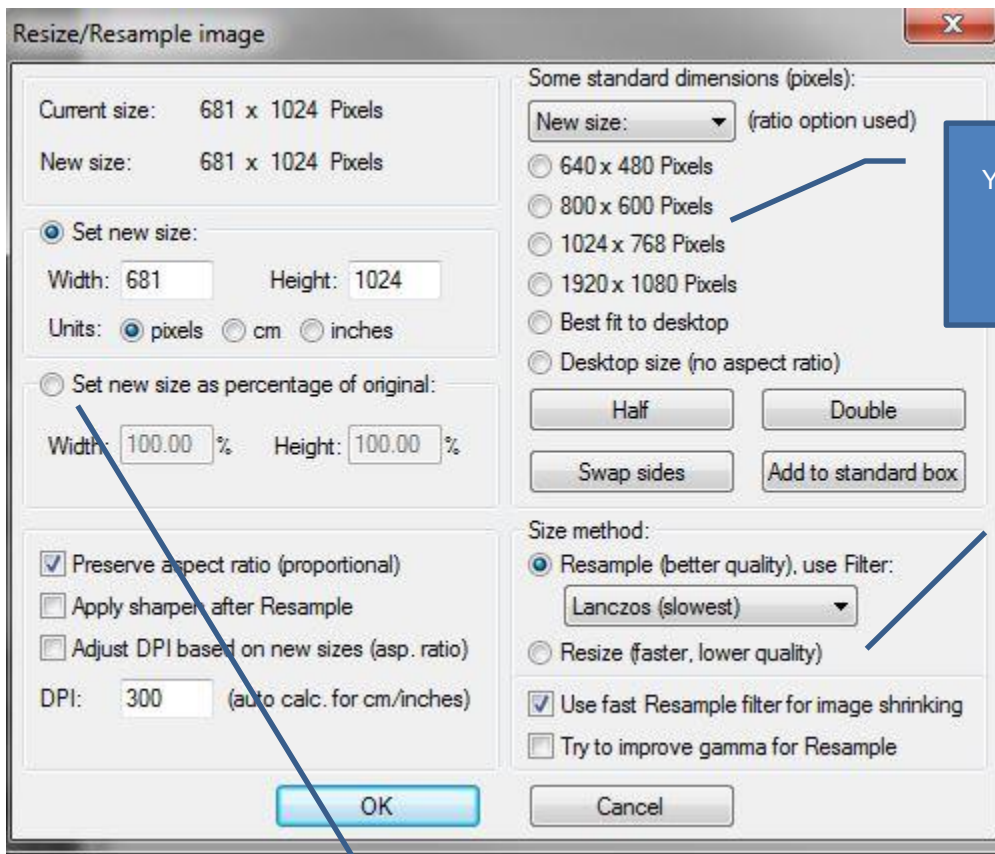


Browse to the image you need to resize and click Open

Click on Image>Resize/Resample



There are a number of ways to resize an image from this window



You can quickly pick a size for your image

You can resize your image

You can cut down the size of your image here

Save your image as a .jpg

**\*\* Remember to give it another name \*\***