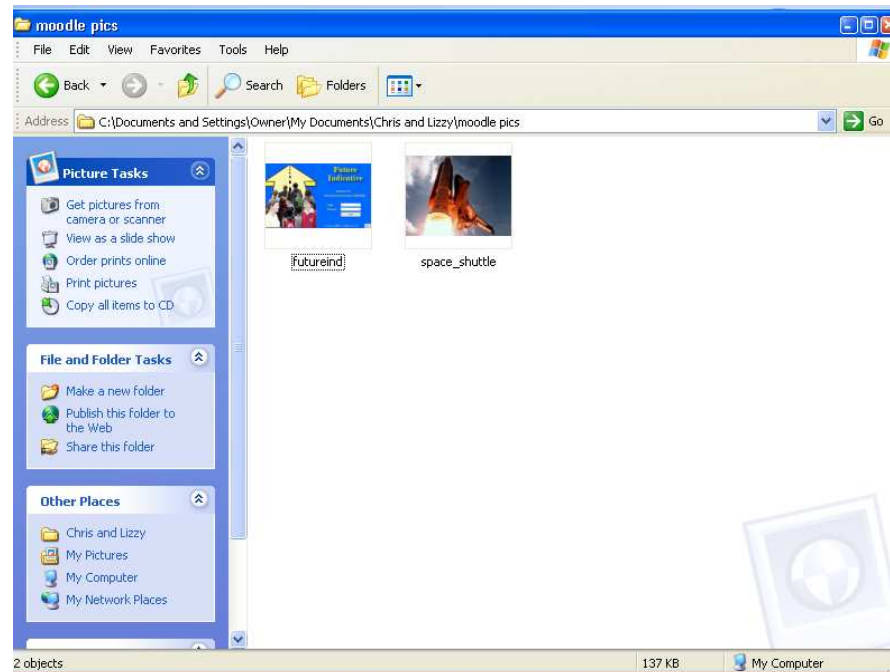


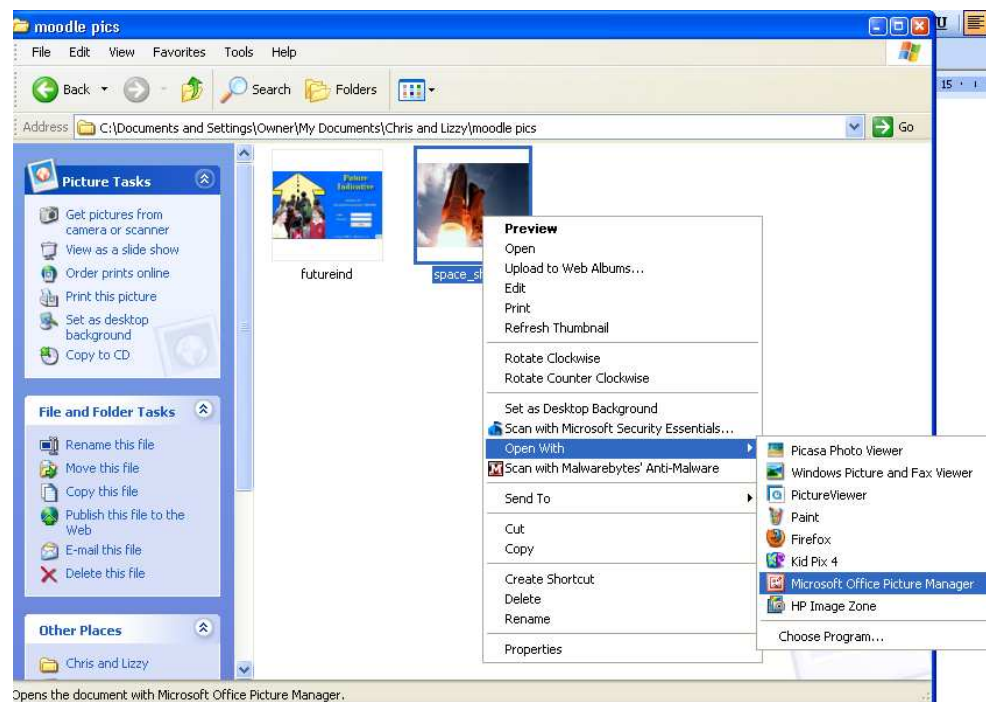
How to Compress an Image for Moodle (or any Webpage)

A Step-by-Step Guide

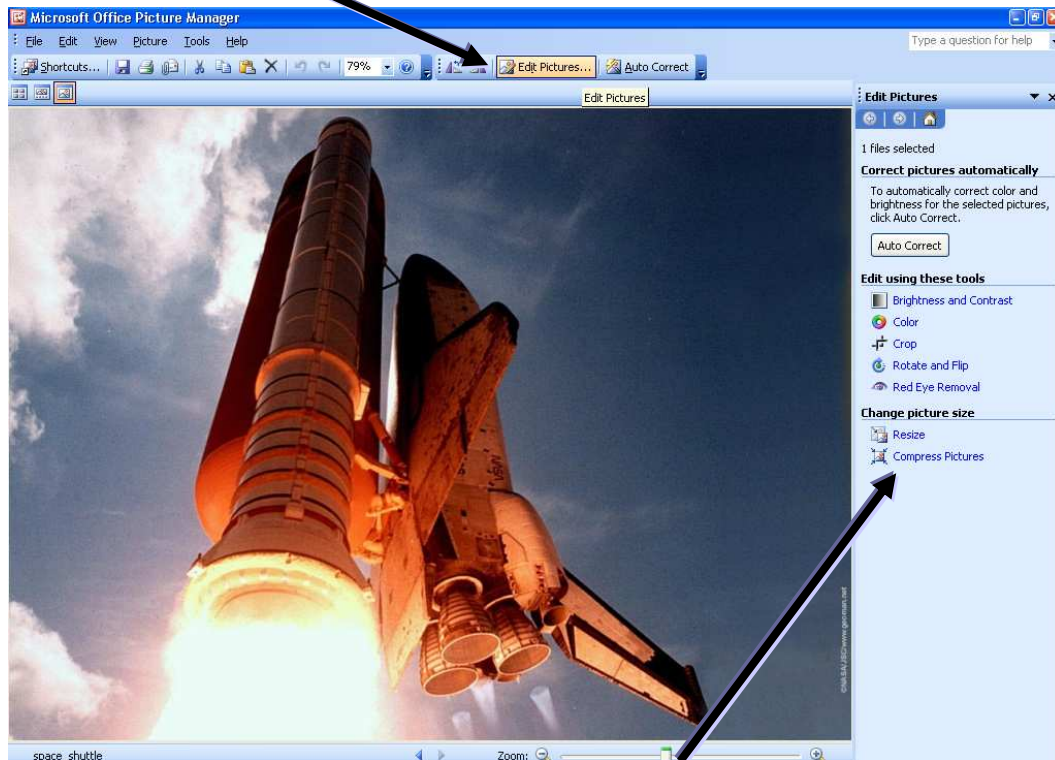
1. Open the folder where the image is stored on your computer



2. Right-click on the image you want to use, and choose 'Open With', then 'Microsoft Picture Manager'

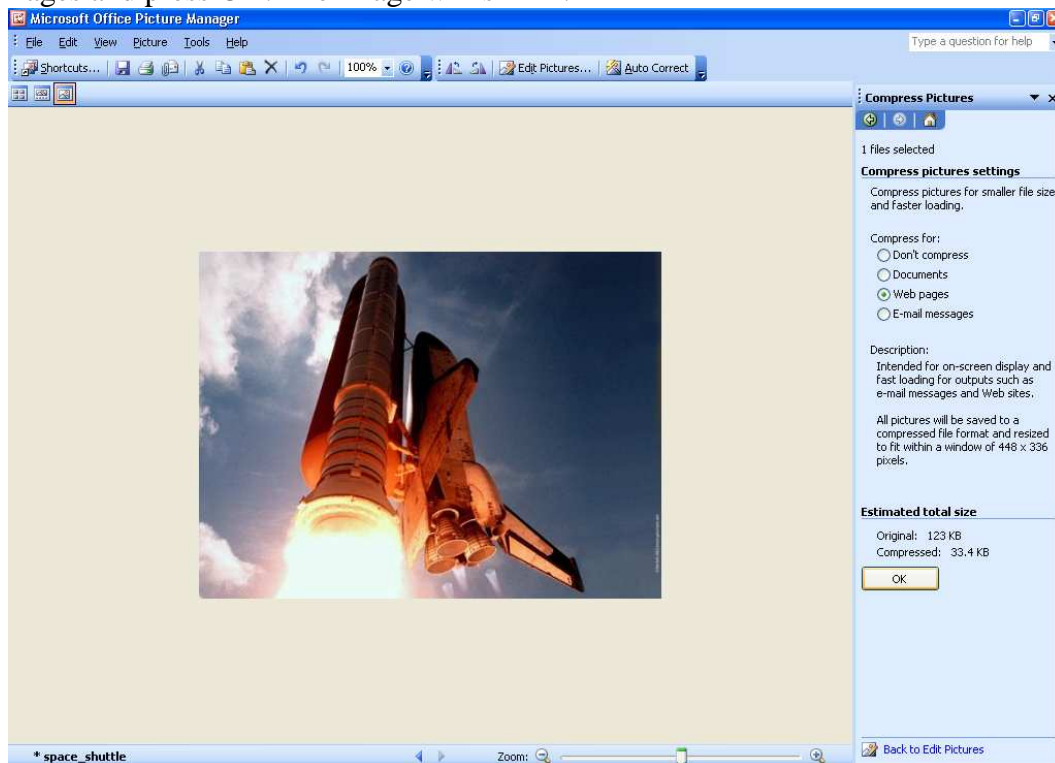


3. Microsoft Picture Manager will open. Click on the button on the top menu that says: 'Edit Pictures...'. A sidebar will pop up on the right hand side of the screen.

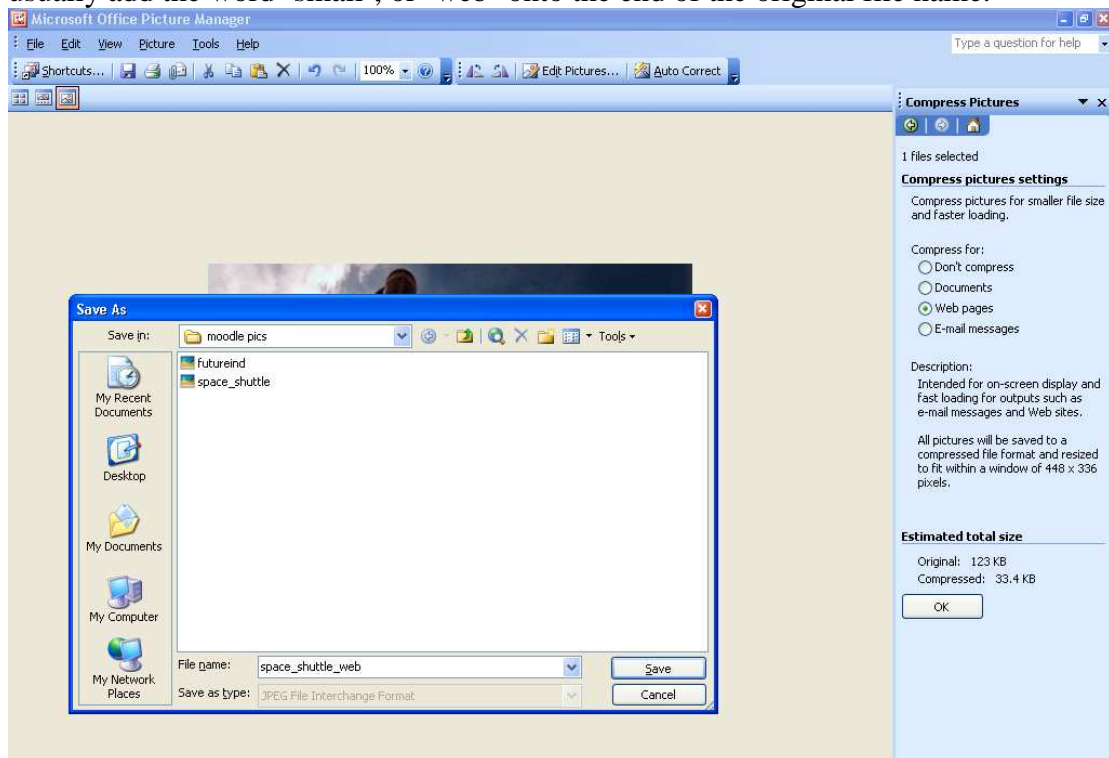


4. Now click on Compress Pictures from the sidebar.

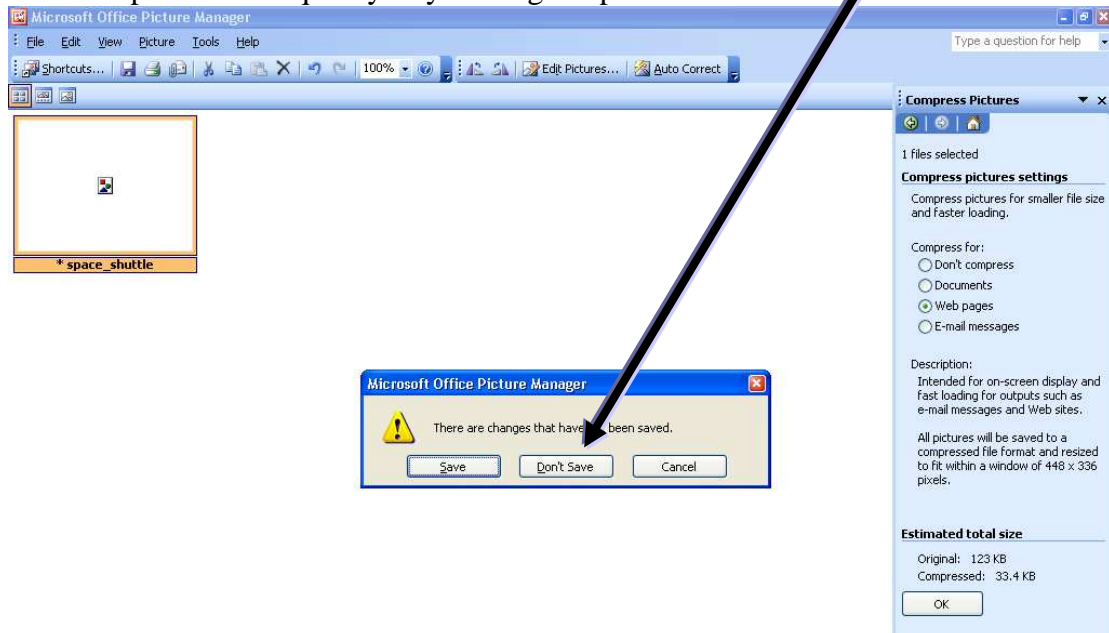
5. The sidebar changes to ask you what type of compression you want. Choose 'Web Pages' and press OK. The image will shrink.



6. Choose 'File' and 'Save as'. Choose a different file name from your original. I usually add the word 'small', or 'web' onto the end of the original file name.



7. Click 'Save' and exit from Microsoft Picture Manager. **IMPORTANT: DO NOT** click 'Save' from the box that pops up when you exit. Choose '**Don't Save**' instead. This will preserve the quality of your original picture.



8. That's it! You now have your original image and a compressed version ready to post on Moodle.