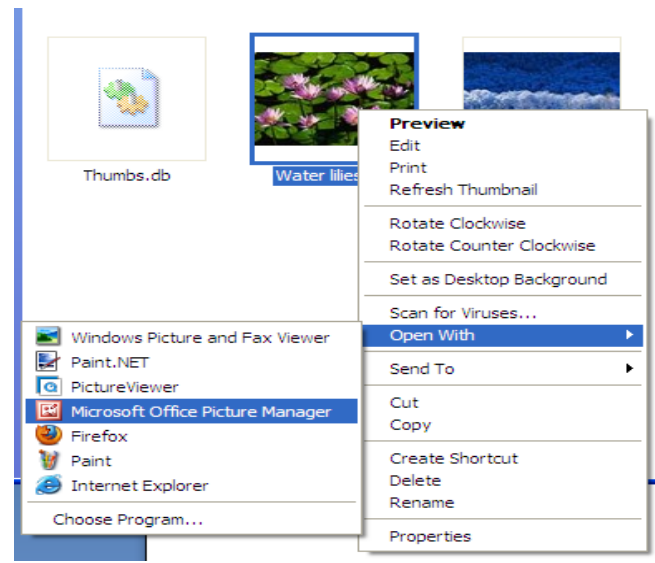


# To Compress Photos on PCs- using Microsoft Photo Editor

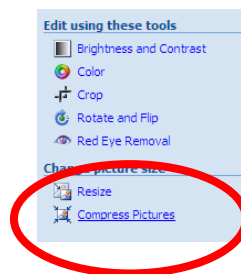
- Select Photo
- Right Click
- Open With
- Microsoft Office Picture Manager



- Edit



- Compress Pictures



- Select either to compress for a document, web page or email



- OK

- File - Save As: waterliliescomp.jpg - Save

- Click out of photo - do not save the compression (on the original saved photo) unless you intend the compression to be permanent.