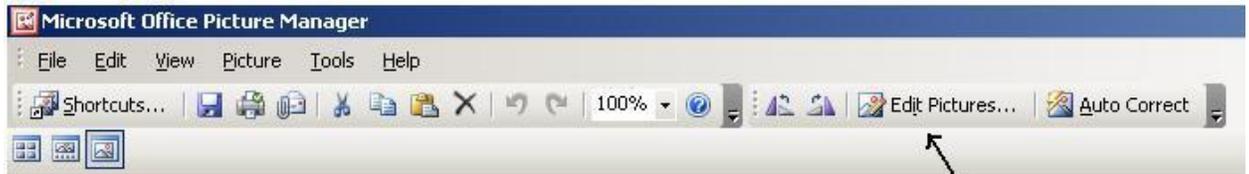


## How to Compress Image file (.jpg ,.jpeg etc )

1. After Scanning documents, you will get documents in Image file formats like .jpg, .jpeg etc.
2. First open image by Right clicking on it.  
For this, First Right click on Image → Open With “Microsoft Office Picture Manager”.
3. After Opening Image in the “Microsoft Office Picture Manager” ,  
Click on the Edit Pictures Menu button as shown below.



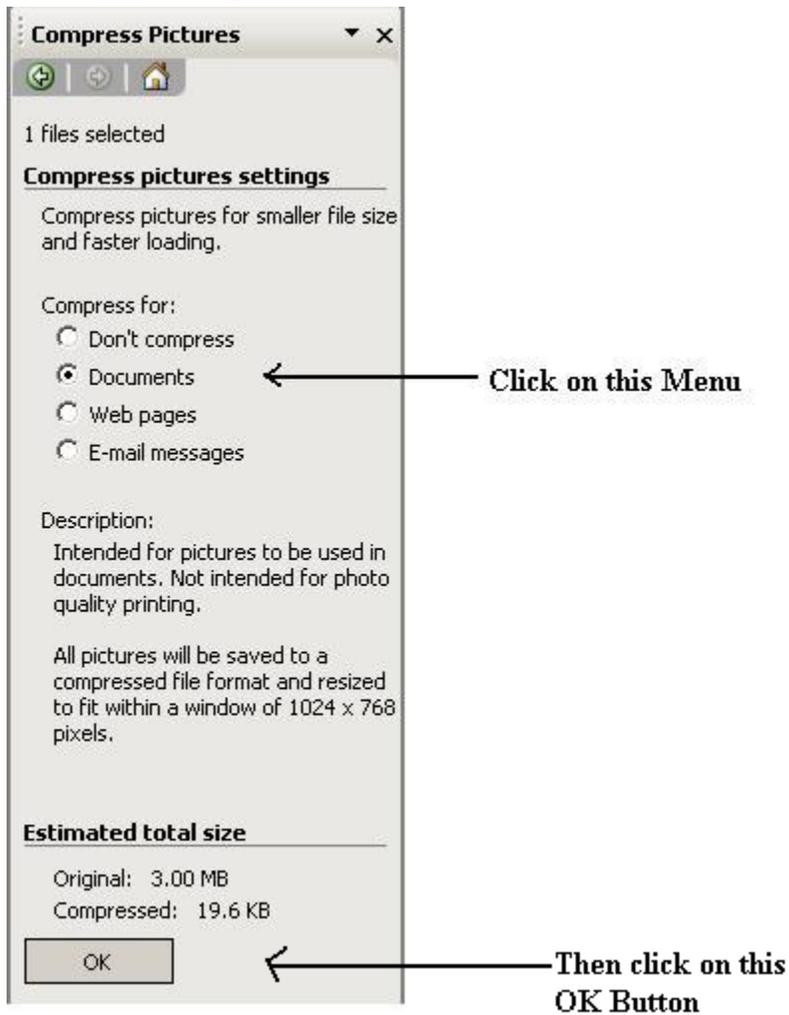
Click on this Menu

4. After this , you will get Edit pictures menu vertically on the Right hand Side. Then click on the Compress Pictures option as shown below image.



Click on this Menu

5. See the Next Image .



6. Then Save this Compress Image.

For this , Go to File Menu → Click on Save Button.

7. Ok. You will get the Compress Image.