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

- 1. After Scanning documents, you will get documents in Image file formats like .jpg, .jpeg etc.
- 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.



5. See the Next Image .

Compress Pictures 🔹 🗙	
() () () () () () () () () () () () () (
1 files selected	
Compress pictures settings	
Compress pictures for smaller file size and faster loading.	
Compress for:	
C Don't compress	
🖲 Documents 🗧 🧹	— Click on this Menu
C Web pages	
C E-mail messages	
Description:	
Intended for pictures to be used in documents. Not intended for photo quality printing.	
All pictures will be saved to a compressed file format and resized to fit within a window of 1024 × 768 pixels.	
Estimated total size	
Original: 3.00 MB	
Compressed: 19.6 KB	
OK C	Then click on this
	OV Dutten
	OK Button

6. Then Save this Compress Image.

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

7. Ok. You will get the Compress Image.