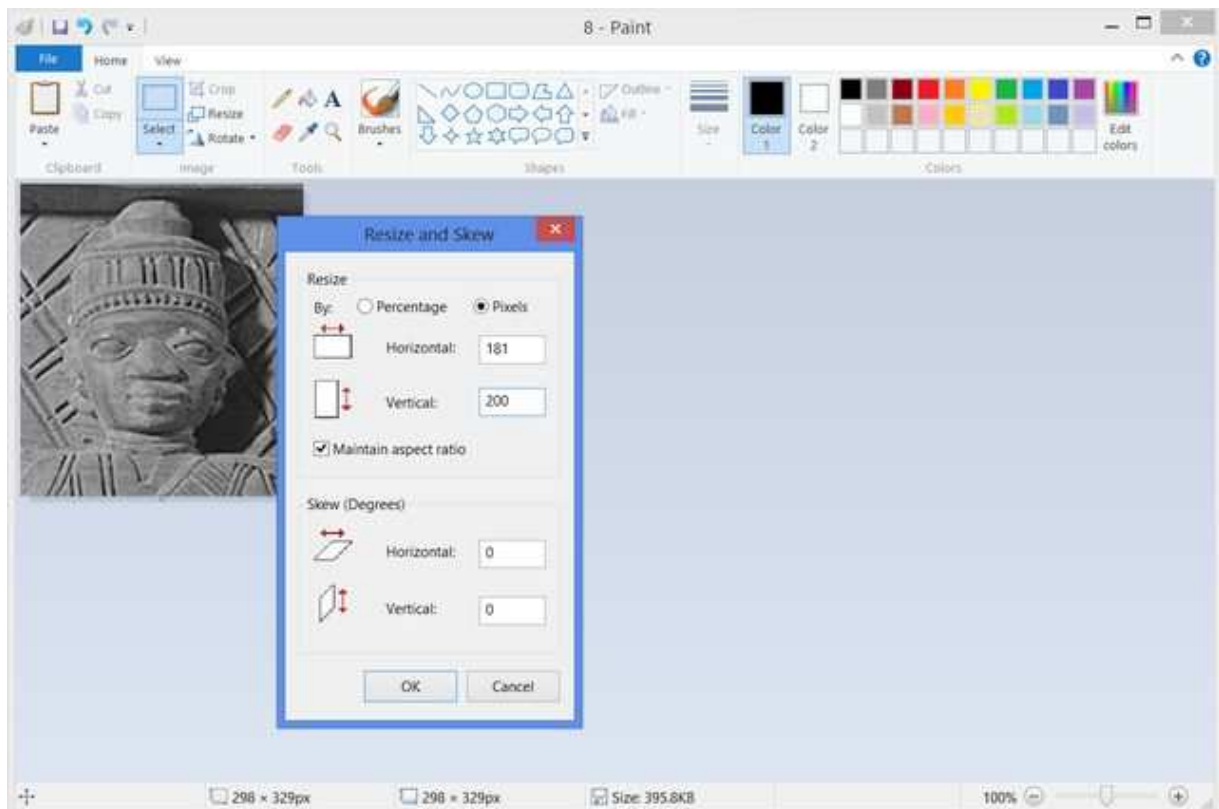## How to Compress the Photo?

Compressing or shrinking a digital image can mean two different things, though both go hand in hand. One use of the term refers to **decreasing the dimensions** of an image so that it fits better on a website, in a document or as a profile image online. The other meaning describes **decreasing the image's file size**, which helps images load faster online. Microsoft Paint doesn't provide detailed compression settings for tweaking file size the way, but by reducing an image's dimensions, cropping the image or resaving it as a JPG, you also lower the file size.

Open Paint -- search for "Paint" on the [Windows 8](#) Start screen or Windows 7 Start menu -- and **load an image by clicking "File" and "Open."** On Windows 7, the File menu displays a menu icon instead of the word "File".

Pick the "**Select**" tool from the Home tab and drag a box on the image to select a portion for, if desired. Press "Crop" to cut the image down to the selection.

Click "**Resize**" to lower the entire image's resolution by shrinking its dimensions. Choose "Pixels" if you know the exact size you want, or enter a percentage. In most cases, you should leave "Maintain Aspect Ratio" turned on to avoid a distorted image. Enter either the horizontal or vertical size, and Paint calculates the other dimension automatically. Press "OK".

If a website asks you for an image of a specific size, but provides only a single dimension value -- e.g., "*Please reduce images to 1,000 pixels*" -- enter that value for the *larger* dimension.

Drag the handles around the image to make minor adjustments to the image's cropping, such as to make an image into a perfect square. As you drag, watch the resolution at the bottom of the window to know where to stop.

Always drag *inward* on an image from its longer side when making a square. If you drag a handle outward, you end up with extra white space.

Open the "File" menu, point to "Save As" and pick "**JPEG Picture**" to save the image without overwriting the original.

Steps to compress the photo in brief.

1. Click Start > All Programs > **Accessories** > Paint
2. On the Paint Menu, click **File** > **Open** > change "Look In" to the location of the image to be resized > click Open
3. On the Paint Menu click > **Image** > **Stretch/Skew**
4. To maintain the original width-to-height aspect ratio, enter the same percent (such as 50%) for both Horizontal and Vertical under **Stretch**. Note: Do <u>not</u> enter any Horizontal or Vertical Degree value under Skew.
5. Click Okay to preview the resized image
6. Click File > "Save As" > enter a filename > click Save.

Sources:

1. https://www.techwalla.com/articles/how-to-compress-a-picture-with-paint.
2. http://www.ctimls.com/Support/KB/How%20To/Reduce_Image_Size.htm.