

Using Microsoft Paint to optimize images

1. Save all your images to a folder on your computer. Call the folder **Web Images Originals**. You may want to retain the files in their original format and size for future use other than the web. Create a second folder, an output folder, and name it **Web Images Optimized**.
2. Determine, in pixels, the size of the image you need according to the space you have allocated on the web page. Pixels for screen resolution are generally 72 dpi or 96 dpi. Jot down the dimensions.
3. Launch Microsoft *Paint*. You will use this simple program to perform the optimization techniques.
4. Choose File>Open and locate the image you wish to optimize.
5. Open the file.
6. Go to Image>Attributes to determine the size of the file. In our example, the file is in pixels 3472 X 2604. At 96 dots per inch, the print size of this document would be around 36 inches by 27 inches. This is a huge image and if it were placed on the web it would overwhelm the screen and take a long time to download. At 1,720,837 bytes, this document is 1.7 mb in size and some email programs will prevent the user from sending this large file as an attachment.
7. To optimize in *Paint*, we need to adjust via Stretch/Skew. But before you do that, we need to look back at the required finished size in pixels (let's say it's around 347 wide by 260 high, or 1/10th of the original size).
8. Select Stretch/Skew and you will see this dialog box. Adjust the height and width by inputting 10% in both dimensions.
9. Press OK.
10. Your image will now appear in *Paint* in its new size.
11. If you look at the attributes for this image, it will reflect the new dimensions but will not indicate the new file size. The image must first be saved before this information will be updated.
12. Choose File>Save As and give this file a name that you will recognize when uploading to the web. Save this in your **Web Images Optimized** folder.
13. If you wish to check the attributes of the file again, launch MS Paint first then open the file through that program. You can then check the attributes of that image.

