



SCANNED PICTURE FILE SIZE REDUCTION TUTORIAL



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In order to help users comply with the file size limit enforced by Asycuda World, the following tutorial demonstrates the steps to follow to reduce the picture file size using Microsoft Office Picture Manager software. The file size limit has been set to a maximum of 500KB per attachment.

Please note that other picture/photo editing software can equally do the task.

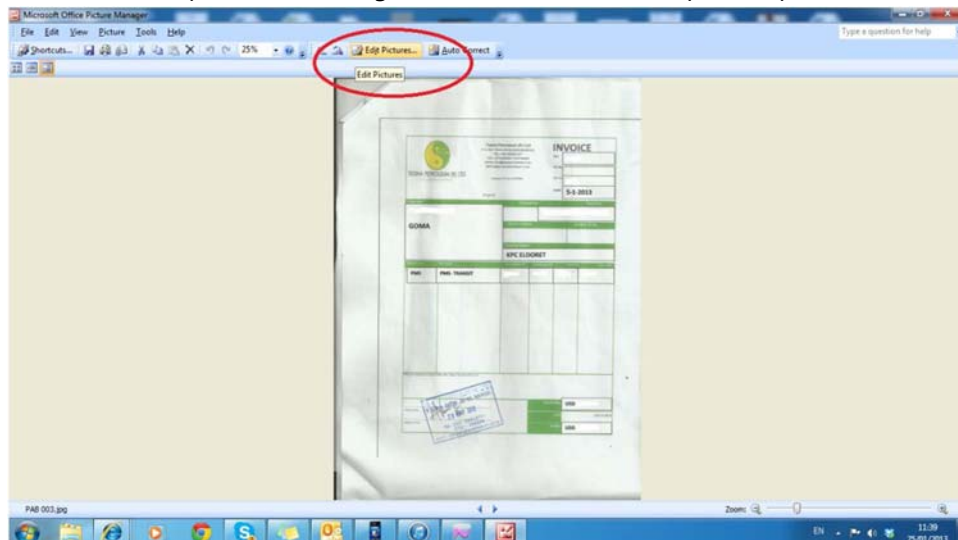
STEP 1:

Open the picture using Microsoft Office Picture Manager software. In order to use Microsoft Office Picture Manager, you can right click on the picture icon and use the 'Open with' short cut menu Or by going through All Programs -> Microsoft Office -> Office Tools -> Microsoft Office Picture Manager.

When the picture is opened, click 'Edit Picture' tool bar button shown in the picture below.

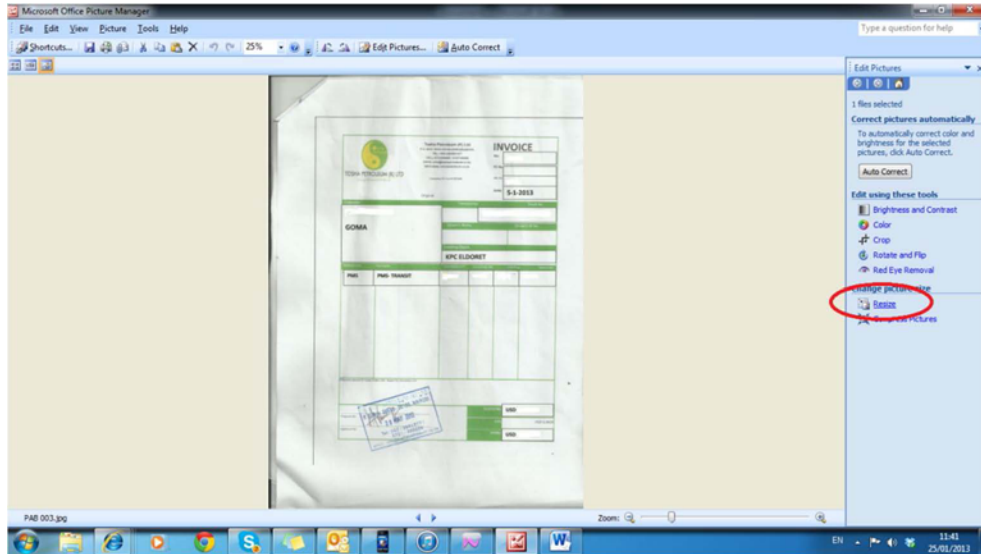
STEP 2:

Click the resize button on the palette at the right side of the window as per the picture below.



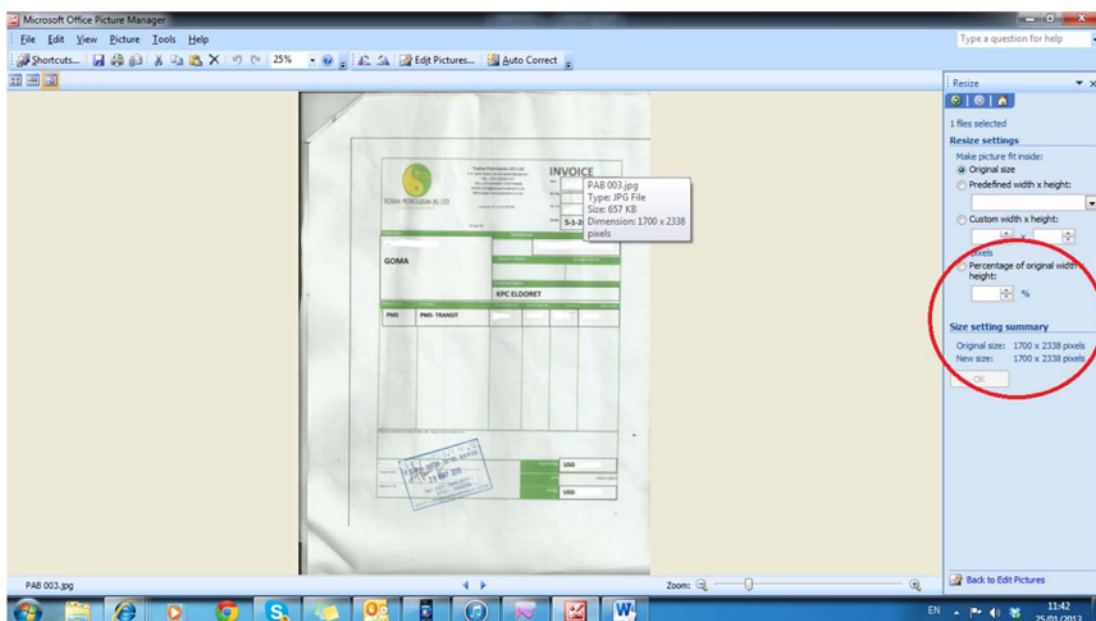
STEP 3

Enter an appropriate percentage in the given box. For example if you want to reduce a 1000KB picture to 500KB



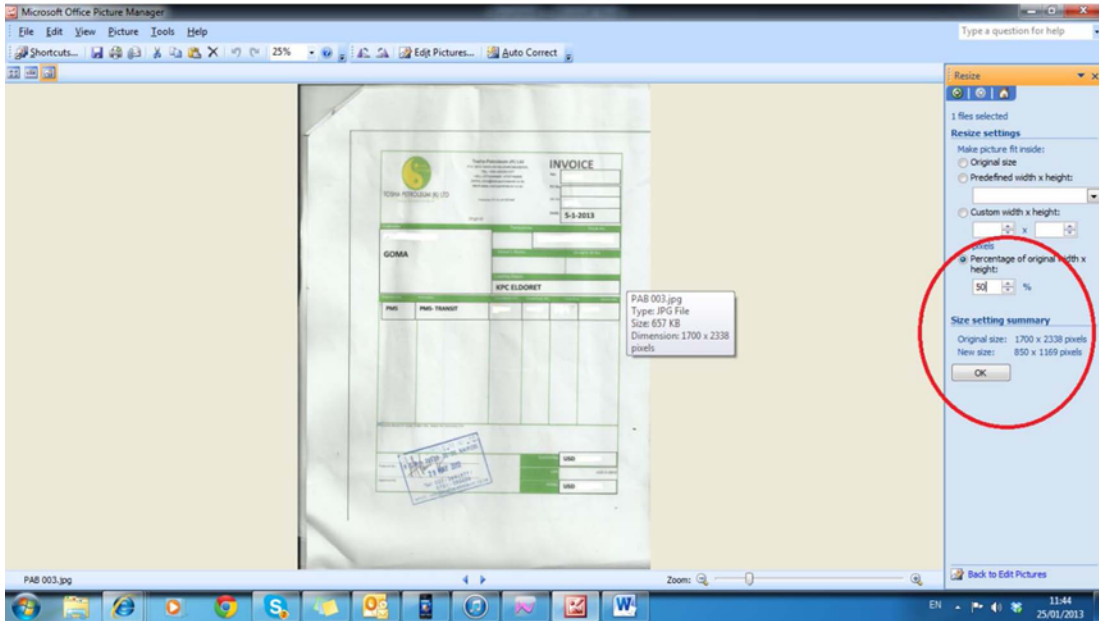
then the appropriate percentage in this scenario would be 50%. The picture will be reduced to that percentage.

The program will indicate the new dimension of the picture as in the picture below.



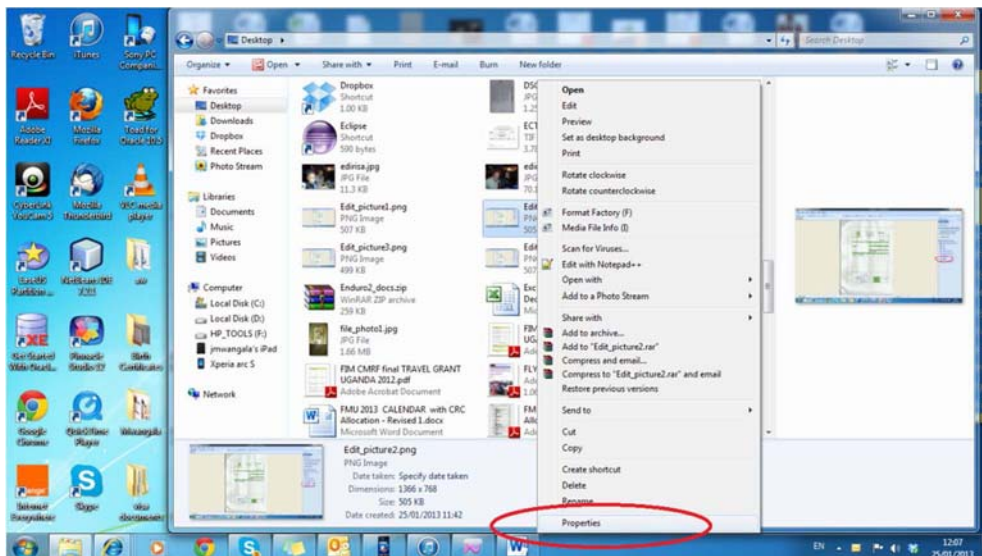
Click OK and then save the picture. You will notice that the file size has reduced.

STEP 4



You can check the picture file size by right clicking the file icon and selecting 'Properties' as below.

The file size will be displayed as per the picture below.



CONVERSION INTO PDF FORMAT

Converting scanned picture into pdf automatically reduces the file size drastically. PDF stands for portable document format.

