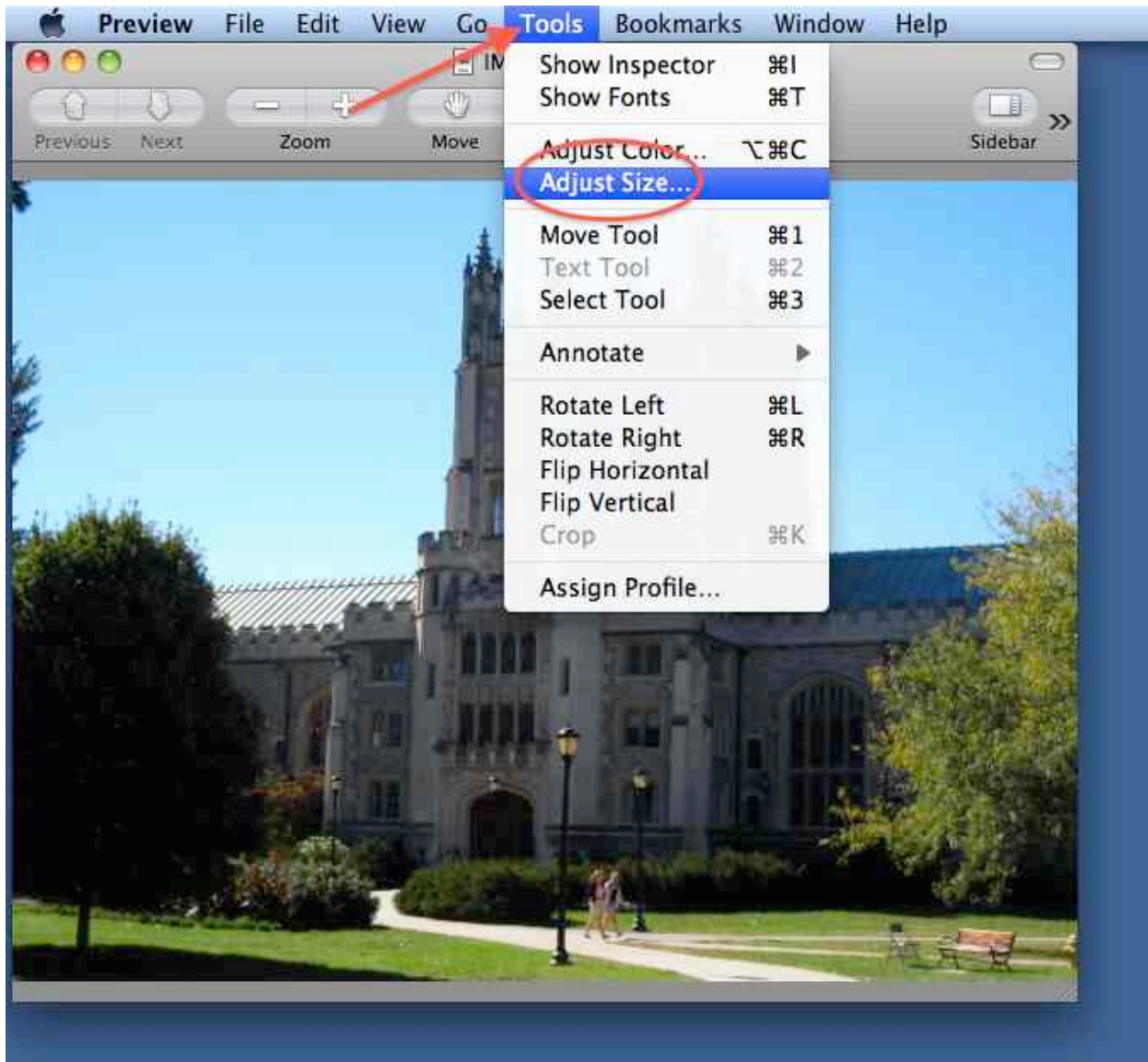
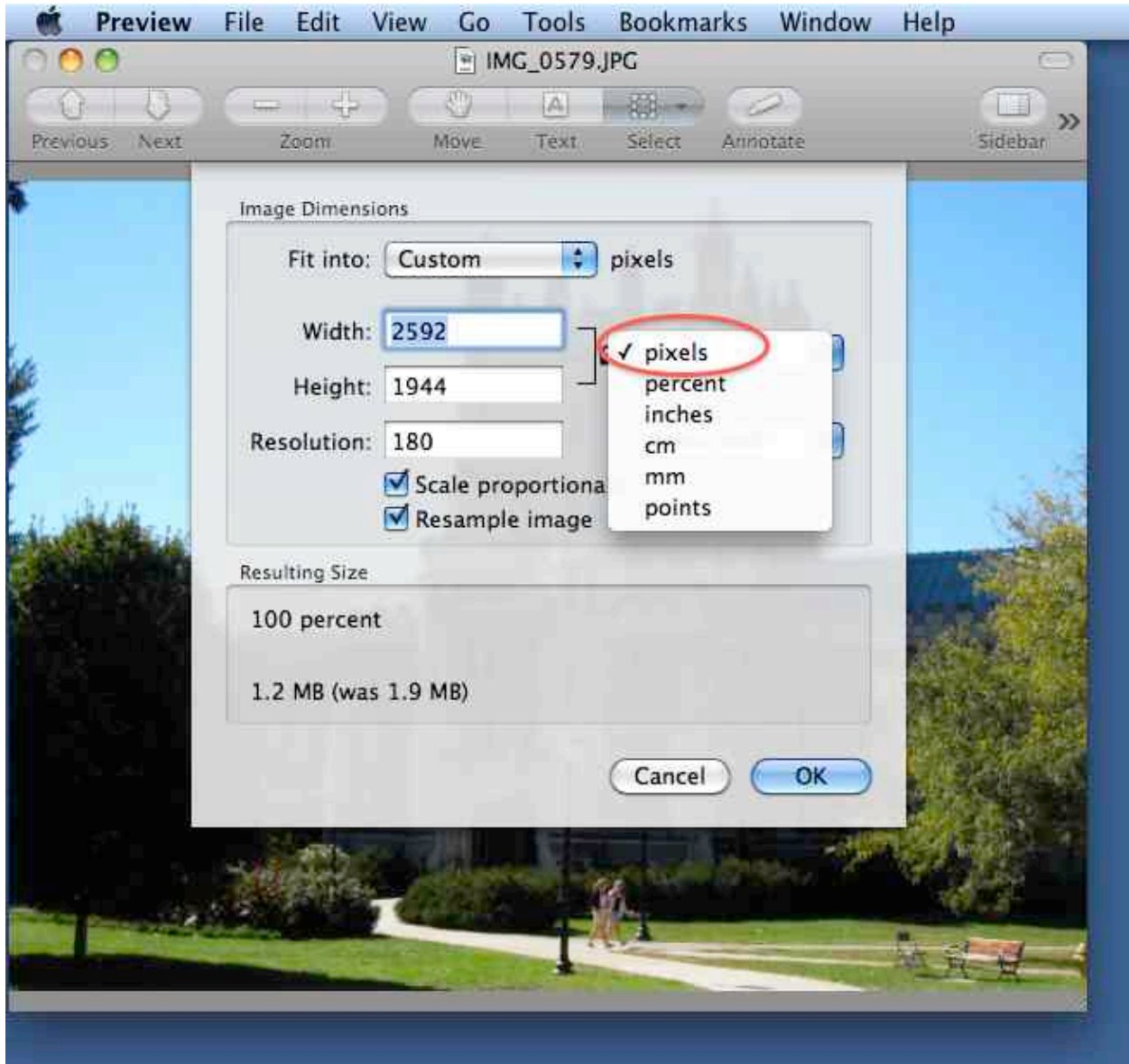


How to Compress An Image with Mac Preview Application

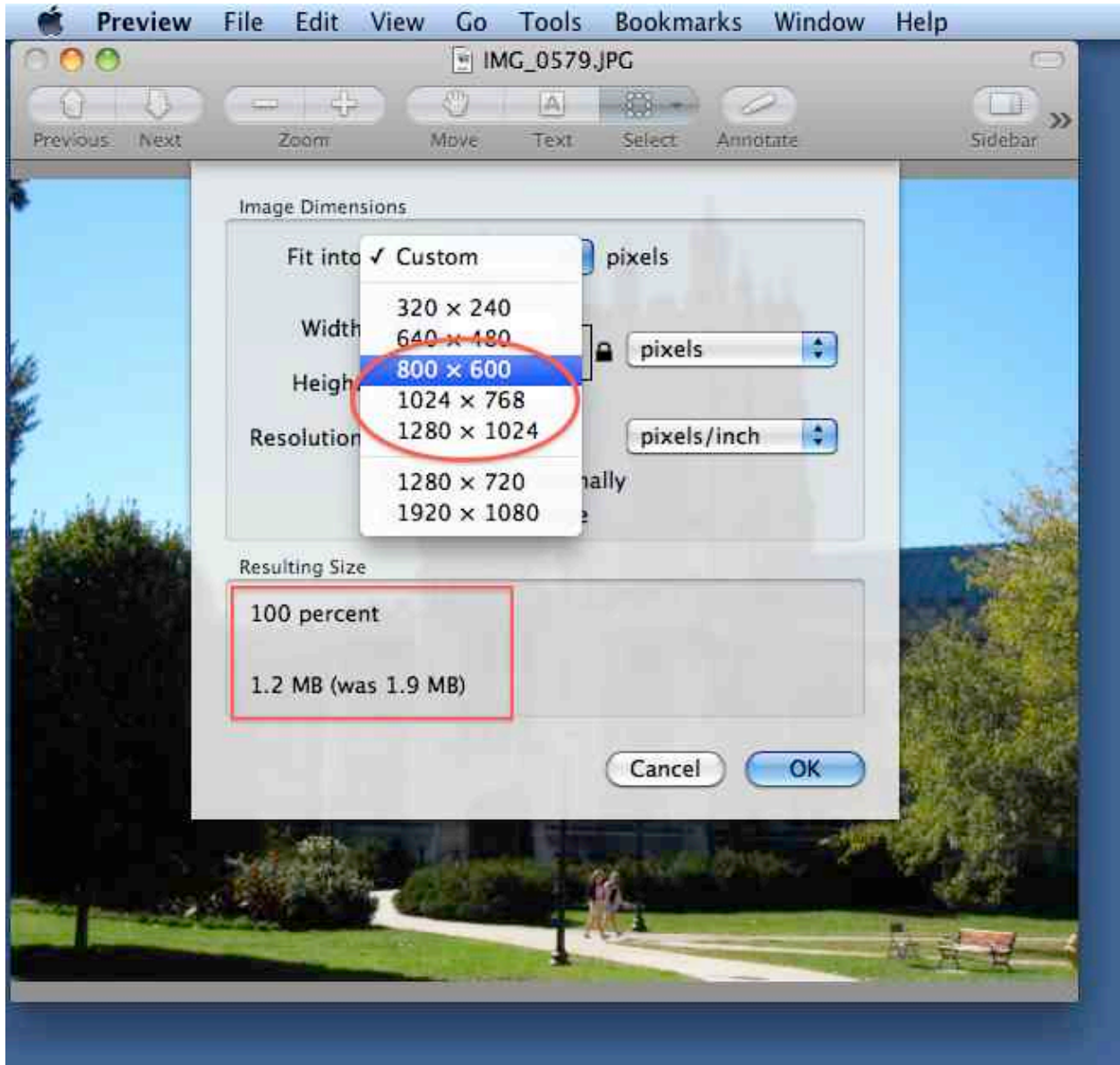
1. Open your image in Preview (in your Applications folder).
2. Go to Tools and select "Adjust Size..." (see image below).



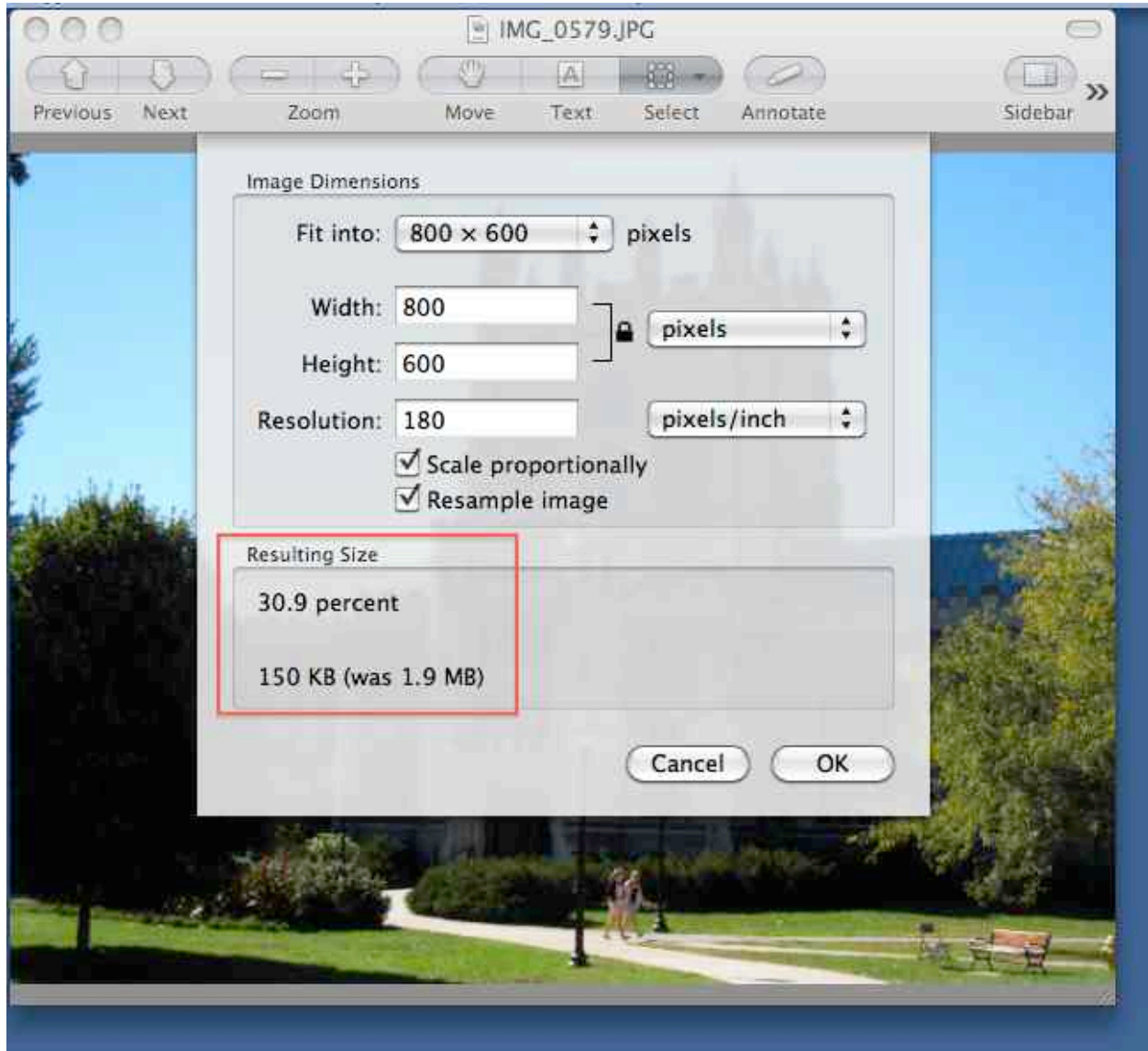
3. In the window that appears, make sure that the dropdown next to the image width and height says “pixels” and notice the numbers displaying in the width/height fields (see image below).



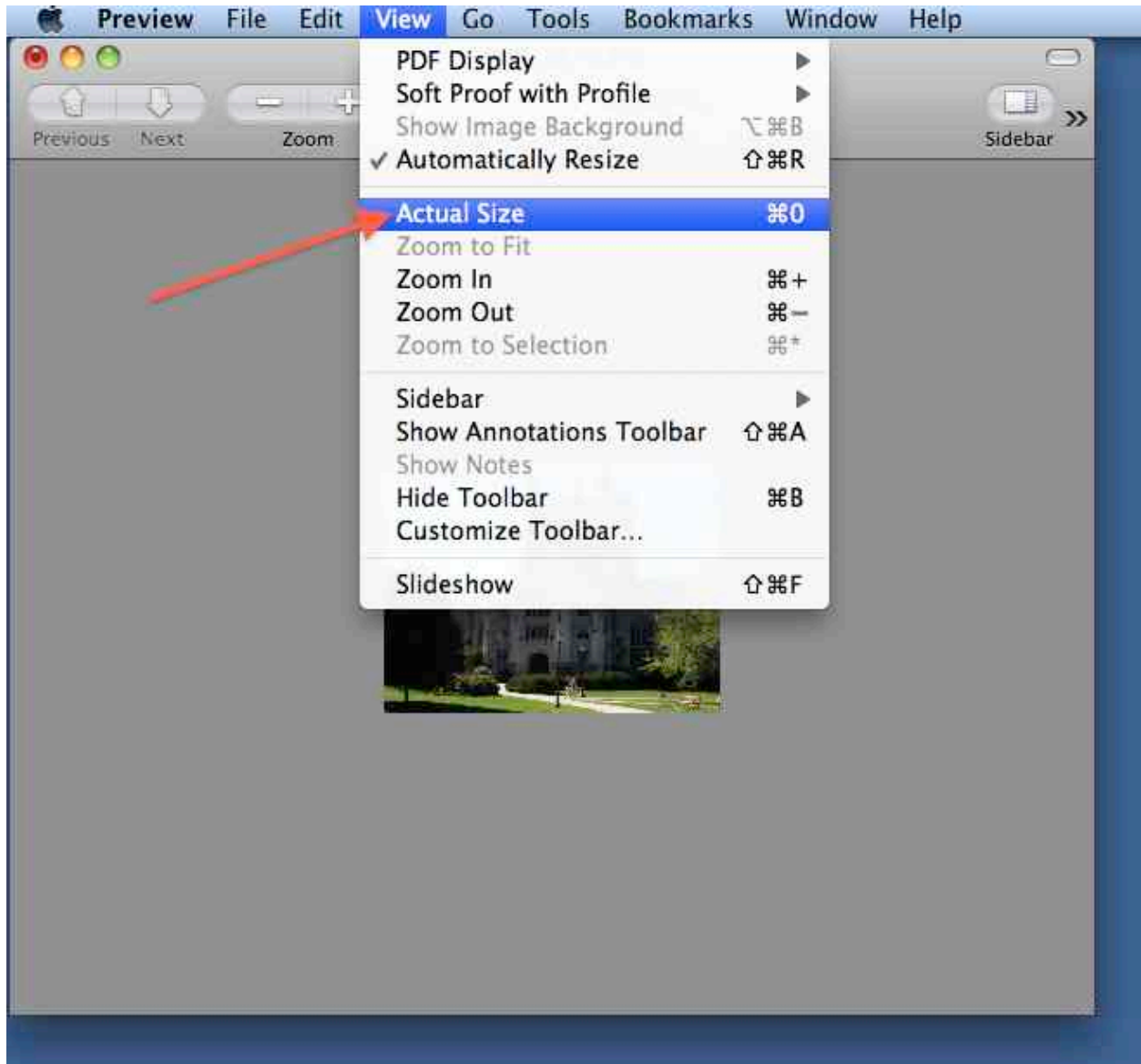
4. Go to the “Fit into:” dropdown menu and choose an image size that is LESS than the current width and height of the image (see image below). 800x600 or 1024x768 are good options.



5. Note what happens in the boxed area at the bottom under “Resulting Size” – the size of the image will change, as pictured in the image below, where it is 150 KB. If the file size is still too large, pick a smaller “Fit into” number, or vice versa. You want all the images you are uploading to have a total combined file size no larger than about 800 KB, to allow additional room for your content file and other form field data.



6. Once you are satisfied with your resulting file size, click the OK button in the lower right of the window to resize your image. Don't panic if it appears abnormally small, as in the image below. The display may be zoomed out. Go to the "View" menu and select "Actual Size" to see the actual screen display size of the image.



7. Under the File menu, choose "Save As..." and save your file with a different file name so that you don't overwrite your original image file.