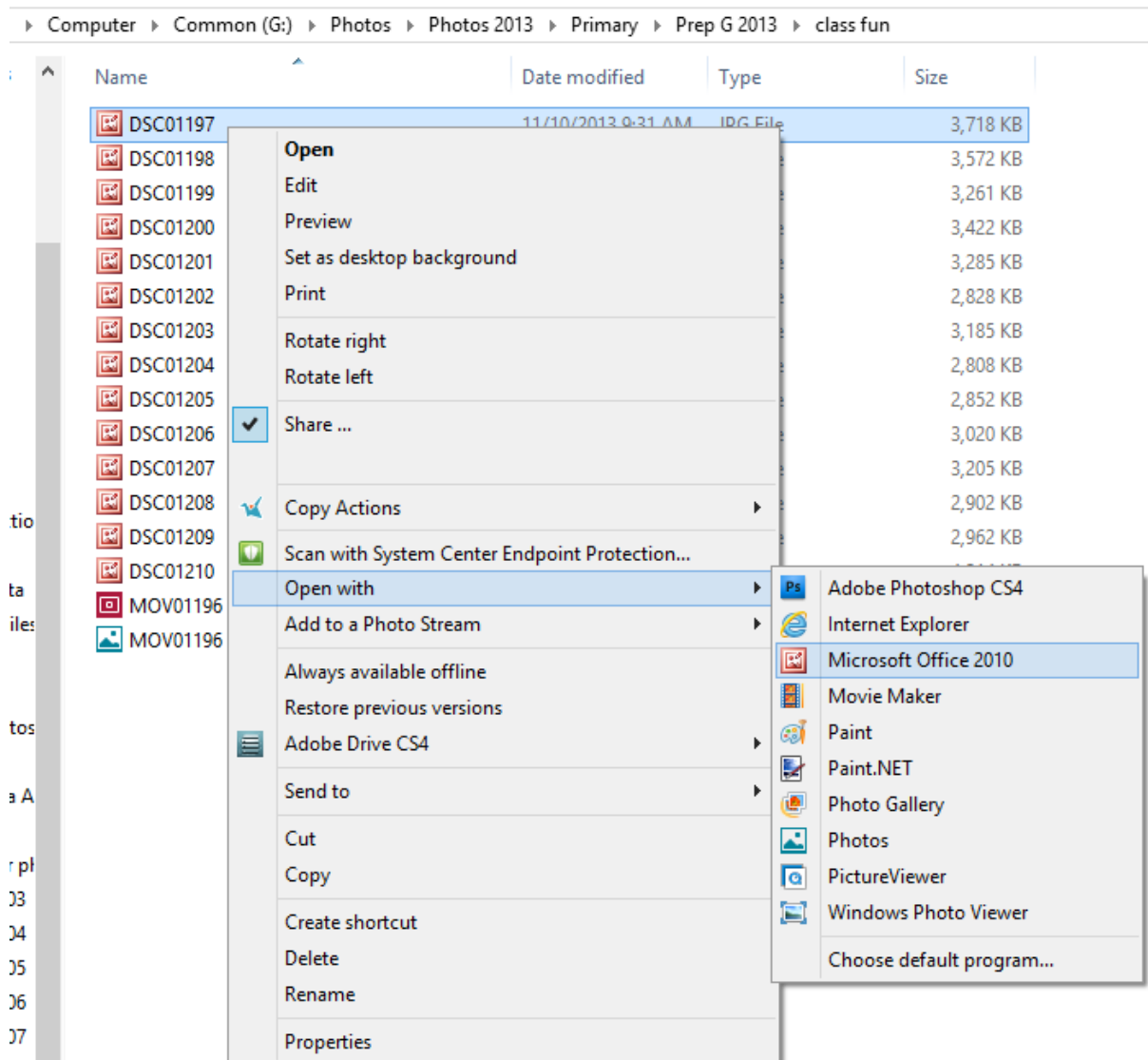
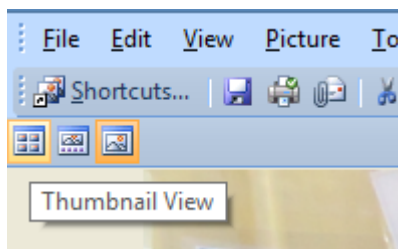


Compressing Bulk Images

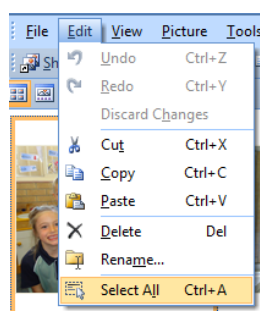
1. Browse to the folder and right click on one image. Choose Open with, Microsoft Office 2010.



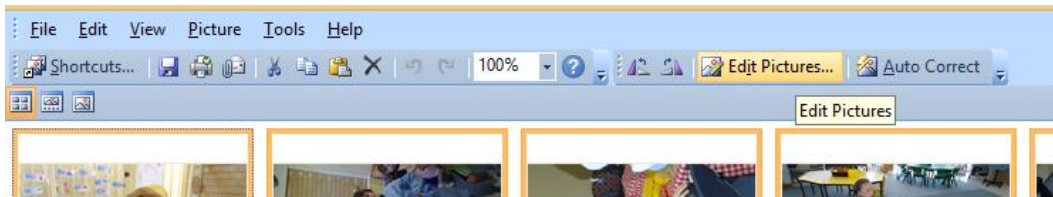
2. Choose Thumbnail View



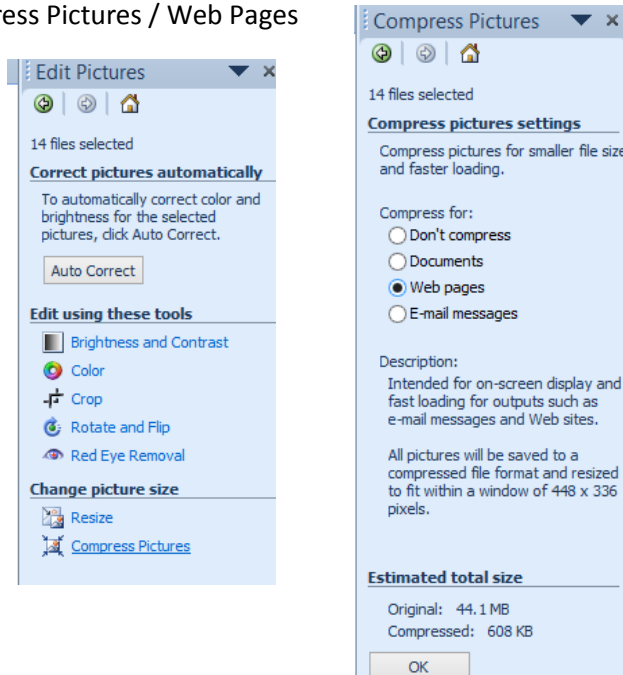
3. Select All



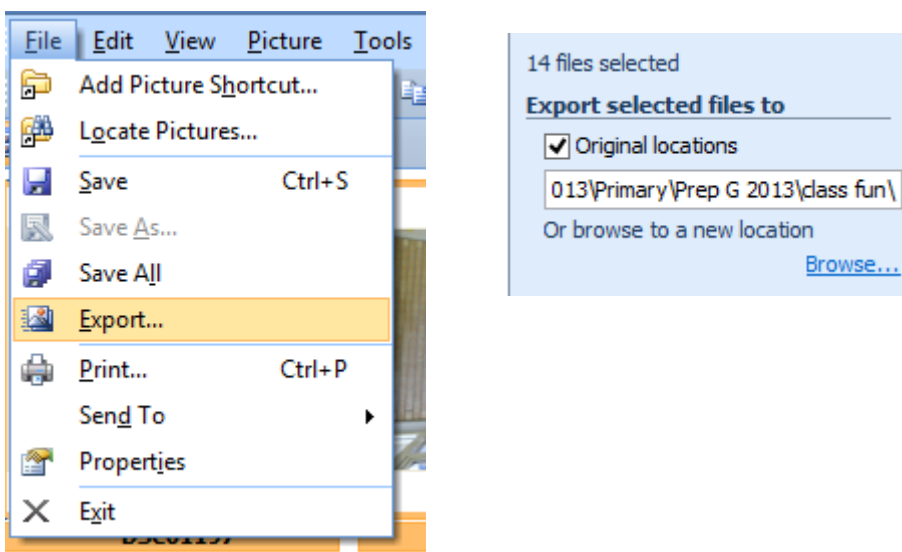
4. Edit Pictures



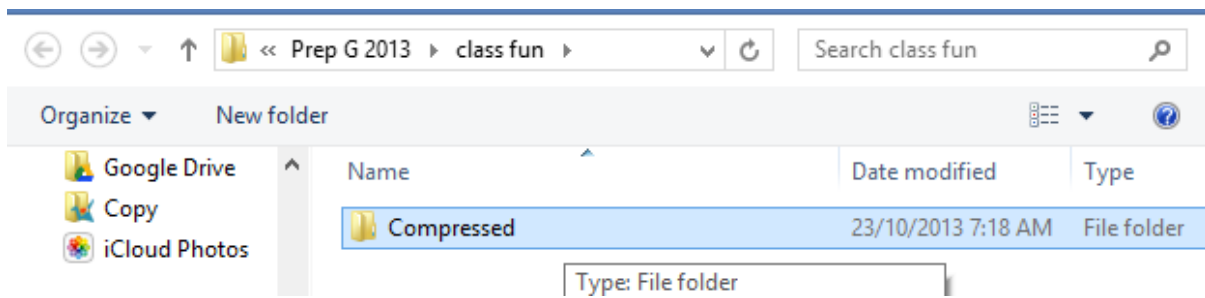
5. Compress Pictures / Web Pages



6. File / Export – Browse to original folder



7. Create new folder called 'Compressed' and save the images in this folder



8. Right Click on the folder and Send to Compressed Zip Folder to add to Passmarc Gallery

