

# Digital Image Compression

Compression reduces image data to use less storage space. Using compression is particularly important when you work with grayscale or color images, because of their large size. Slow Internet connections may take a long time to send or receive large file size images.

**JPEG** (Joint Photographics Experts Group) compression type is for True color and 256 shades of gray TIFF image files. JPEG produces a high compression ratio, but discards some image data during compression. That's fine when creating "Web or Internet Ready" images.

"Imaging for Windows" is a standard image processing software that comes with most computers and is provided by Kodak.

1. Left mouse click on your "Start" button in the lower left corner of your computer screen.
2. Go to Programs/Accessories/Imaging to start the "Imaging for Windows" software application.
3. Use the File "Open" command and navigate to where your image is stored. Notice this image's file size by letting your cursor hover over the file name for a moment. Select the image you want. Click the "Open" button to see your image in the Imaging for Windows user interface.
4. Your image may go beyond the screen. Just use the "Best Fit" button on the tool bar to resize it.
5. Use the Page/Properties command to bring up the Properties dialog box.
6. Select the Compression Tab and set the properties like the example below:
7. Click on the OK button to finish the image compression and close the dialog box.
8. Now save your smaller-sized image with a **new name** using the "Save As" command.
9. Check your new "smaller-sized" image properties to make sure the compression worked.
10. The smaller file is the one you want to send us through email with your AIR, especially if you have a relatively slow dial up connection.