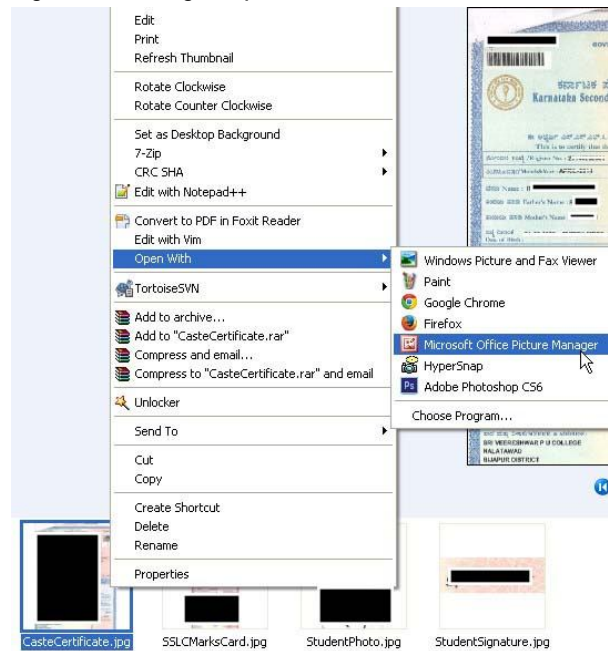


## Steps to Compress image using Microsoft Picture Manager

1. Open Image Using Picture Manager
  - a. Right Click Image. Open With Microsoft Office Picture Manager.



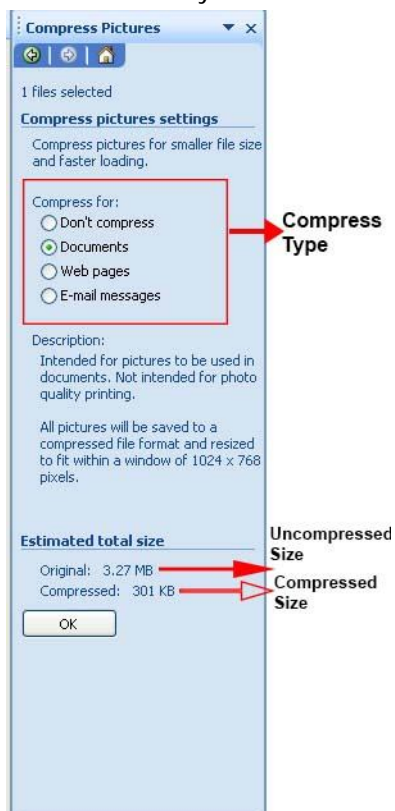
2. Click Edit to begin With editing(Cropping / resizing Picture).



- Click Compress Picture present in right panel to go to compress picture area.



- Once you click compress pictures button. You will notice that the area has been changed which contains your current document size and compressed size. Select "Compress for" as "Document" for your Marks Cards and certificate



- Press Ok to compress your picture. And Save to save your picture with current Compress size.

## Cropping Picture

1. Open Picture in Microsoft Picture Manager and click edit.
2. Select Crop.



3. As soon as you select crop you will notice that border of image has changed and some Cropping Point will appear. Click and Drag those points to Crop your image.

