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Digital pictures are easily captured with today's technology using cameras, smartphones, iPads and even computer monitors. Uploading pictures to websites or emailing them to friends is usually simple if the size of the file isn't too large. Many sites limit the size of profile and post pictures to keep bandwidth speeds moving efficiently. Large image files also account for a considerable part of the overall storage space on a hard drive. How you change the size of a picture from a large picture to a smaller size depends on the device and operating system you use. The smartphone is the most common device that pictures are captured on, but large photos take a lot of storage space. Changing the file size might require downloading a third-party application or moving the file to your computer. One quick way to change the file size with an iPhone is to email the photo to a person or to yourself at another email account. The email program asks you whether you want to send the photo as a small, medium or large file. Selecting the small or medium file reduces the file size. Keep in mind that this isn't going to preserve resolution. The smallest files may be pixelated – meaning the image may appear grainy or "blocky." Third-party applications shrink the overall size of photos while they are still on the phone so you don't need to email or download them. For iPhones, the Shrink My Pictures app is one of several apps available in the App Store. Once downloaded, launch the app, which instructs you to add photos. This opens the entire Photos library. Choose the photo or photos you want to reduce file size on and select Done. The Options tab contains compression adjustments to keep quality as high as possible on important pictures. Note that compressing an image reduces its quality. The Photo Compress app available at Google Play does the same thing for Android users. Download the app and launch it. Select the photos to compress and adjust the size by choosing Resize Image. Be sure to keep the aspect ratio on so the resizing doesn't distort the height or width of the photo. Open the image in Preview, which ships on all Macs. Select Tools and then Adjust Size. A pop-up window opens with fields where you can enter a new image height or width. Check the box to scale proportionally to avoid distorting the resized image. By deselecting Resample Image before you adjust the size, details are preserved, but the file is larger. Save the file as a new name to preserve the original image. Open the image in the program you are working in such as Word or PowerPoint. (You can also open it in Picture Manager if you are running Office versions older than 2013.) Click the Format menu of your software, then select Compress Pictures. Look for an icon of an image with arrows pointing into the corners of the image. This is the compression button. Select it and choose the desired resolution or size. Make sure the box Apply only to this picture is selected if you are only adjusting one picture and not every image in the document. Save the file. Image-editing software such as Adobe Photoshop, GIMP and Skitch allows various levels of editing, image resolution adjustments and image manipulation. This software is often used for much more than merely changing an image size, but resizing is easy when you need it. You can find instructions for these programs on the web. drted • New Here , Apr 12, 2020 Apr 12, 2020 Found that i had to login to onedrive.com for file to be opened. 4 Likes Jump to answer With signNow you can write on a PDF document. Adding text a PDF can be done in seconds. Simply add a text field to your document, adjust its size and enter the text you need.Complete a sample document online. Experience signNow's intuitive interface and easy-to-use tools in action. 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