# SA Quilters

**FESTIVAL OF QUILTS ENTRY TIP**

**HOW TO REDUCE FILE SIZES OF PHOTOS**

## iPhone

1. Open the photos App on your phone.
2. Find the image you want to reduce.
3. Click on the image to open in full screen.
4. Click on the (i) icon at the bottom
5. This will show the size of the image – click on the **share icon**
6. Scroll down and look for the option to **Save to Files** – click on it and **Save.**
7. Go back to the home screen and locate the Files app.
8. Open the file and click on **Recents** (bottom left) and find the image you have saved – should be top left.
9. Click and hold until a drop down menu appears. Scroll down to **Quick Actions** and select
10. On the drop down menu, click on the **Convert Image**
11. On the pop up menu, click on **JPEG** and select **SMALL**
12. It will be saved as a smaller sized photo, within the **Files** folder, next to the original photo.

## Android Phone

1. Click on add file icon.
   It will say Choose from files
   Choose from photo library
   Choose from Email.
   **Pick** Choose from photo library

2. It will say reduce image size or keep original size

   - **Pick** reduce image size
   - It will add to your email or form.

## PC (Windows)

1. Choose your photo
2. Right click on the image
3. Resize photo is an option
4. Choose that option
5. Reduce one pixel count by about half. The other count should automatically reduce in proportion.
6. Changing a photo from 5184 pixels x 3888p, to 2000p x 1500p, will reduce the file from approx 5MB to 240 KB.
7. Save and it's done.

## Macintosh

1. Select the required image in Photos
2. Select the drop down header: FILE and Export 1 Photo
3. Select Photo Kind – choose JPEG
4. Select JPEG Quality – LOW
5. Select Export and file in the relevant folder or on your desktop