

COMPRESS YOUR DOCUMENTS AND PHOTOS FOR FASTER CD BACKUP

**Beginners' Kaffee Klatch
Prepared by Bill Wilkinson
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The best way to both save space and increase speed of backups on CDs is to compress your files and/or folders. Windows XP has a way to compress folders, subfolders, and files. For example, you can compress all of the files and subfolders in your My Documents folder.

Follow these steps:

1. Open Windows Explorer (shortcut: Windows key + E key on keyboard)
2. Right-click My Documents (or any other folder you'd like to compress)
3. Select Properties from the pop-up menu
4. Click Advanced on the General tab
5. Select the Compress Contents To Save Disk Space checkbox
6. Click OK.

WinXP will compress all of the files in this folder as well as any files you add to the folder. The files are automatically uncompressed and will launch normally when you open them.

CHANGING THE FORMAT OF A DIGITAL PHOTOGRAPH MAY IMPROVE YOUR ABILITY TO SEND IT VIA EMAIL TO A FAMILY MEMBER OR FRIEND

Photographs from your digital camera provide a special challenge inasmuch as any significant compression of a photograph is very difficult to accomplish. You may be able to compress a photograph's storage size slightly, but generally not enough to make it much easier to send via email to a family member or friend. However, by changing the format of a photograph, it may be possible to reduce its size in kilobytes so that it can be sent by email more easily and faster.

Try this strategy to reduce the size of a photograph file.

1. Open a folder that contains your photographs.
2. From the menu bar, go to View and confirm that Details is selected. Only the Details view will show the file's size.
3. Double-click on one of the photograph files.
4. The photograph will open in Windows Picture and Fax Viewer.

5. On the menu bar at the bottom of the photograph, click on the floppy disk icon to save the picture.
6. In the Save As type box, note that the picture's title appears.
7. Immediately below is the Save As type box with a down arrow on the right.
8. Click on the right arrow and note that five photo formats are available. If you wish to reduce the storage size of the photograph, select the format (from largest to smallest):
 - a. TIF Image: *tagged image file*
 - b. BMP (bitmap) Image The standard bit-mapped graphics format used in the Windows environment.
 - c. PNG Image *Portable Network Graphics*, and pronounced *ping*
 - d. Jpeg Image *Joint Photographic Experts Group*, and pronounced *jay-peg*
 - e. GIF Image *graphics interchange format* and pronounced *jiff* or *giff* (hard g)
9. Click Save, which will place your newly formatted photo back in the same folder with the original.
10. Close the Windows Picture and Fax Viewer.
11. Click twice on the name column. This action will reorganize all the files in the folder and will place the original photo and any reformatted duplicate names in the same cluster for easy evaluation. Note the differences in size between the original file and its reformatted duplicate(s).
12. The photo with the smallest size is probably the one you will want to send via email.