MINI-GUIDE TO MINI-COMPRESSOR

Brought to you by Saturday Morning Productions (the basement-based software product and consulting business that gets stuff done.)

Mini-Compressor is a great tool to make digital image files smaller for e-mailing and uploading to image-sharing sites. The original image file stays untouched.

Currently Mini-Compressor is designed to compress only files with an extension of *.jpg* or *.jpeg.*

If you try to use Mini-Compressor on a file with a different extension, it will give you an error message and ask if you want to skip the file and continue compressing other files or quit.

To Install...

1. After downloading the Mini-Compressor setup program, double-click on this icon. ➡

2. It will ask if you would like to install Mini-Compressor. Click 'Yes'. Accept the Microsoft Software Terms.

   It may try to install the Microsoft .Net 4.0 Client and that's OK. You might have to reboot before installing Mini-Compressor.
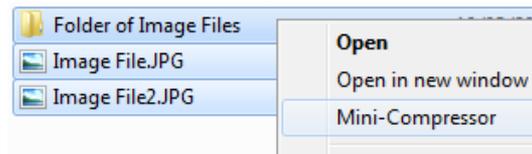
   The Mini-Compressor Setup Wizard will guide you. Click 'Next" when prompted. If Mini-Compressor is already installed, the new version will replace it.
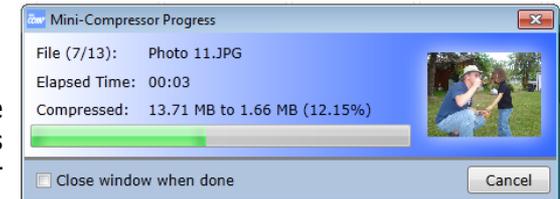
   When Mini-Compressor is installed, a new menu called 'Mini-Compressor' will appear on the right-mouse-click menu.

To Use...

1. Right-mouse-click on the image file, or folder of image files, that you want to compress. Choose the Mini-Compressor menu.

Folder of Image Files	**Open**
Image File.JPG	Open in new window
Image File2.JPG	Mini-Compressor

2. The status window shows the status of the file compression. ➡

   | Mini-Compressor Progress |
   | File (7/13): Photo 11.JPG |
   | Elapsed Time: 00:03 |
   | Compressed: 13.71 MB to 1.66 MB (12.15%) |
   | ☐ Close window when done | Cancel |

   The status window will close when the file is done compressing if this is checked in the Mini-Compressor Options.

   When compressing a file, Mini-Compressor creates a new file in the same folder as the original file. The new file will be *file_[suffix].jpg.*
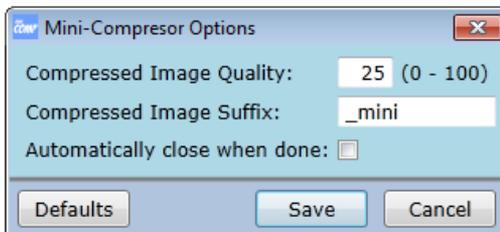
   When compressing a folder, Mini-Compressor creates a new folder called *folder_[suffix]* and all the compressed files in the folder will have the name *file_[suffix].jpg.*

3. Attach to e-mail. See Page 2 of this Mini-Guide.

Compress more than 1 file

Click on the files while holding down the 'Ctrl' key then right-mouse-click and choose the Mini-Compressor menu option. All the compressed files will be created in the same folder as the original files.

If a file or folder was previously compressed with the same suffix in the same folder, a window will prompt you if you try to compress the file or folder again.

To Adjust Settings...

Find the Mini-Compressor Options
Start menu →All Programs →Mini-Compressor→Mini-Compressor Options

| Mini-Compresor Options |
| Compressed Image Quality: | 25 (0 - 100) |
| Compressed Image Suffix: | _mini |
| Automatically close when done: ☐ |
| Defaults | Save | Cancel |

'Compressed Image Quality' is the compression index.
- The higher the index, the higher the quality of the compressed image.
- The lower the index, the lower the quality of the compressed image.
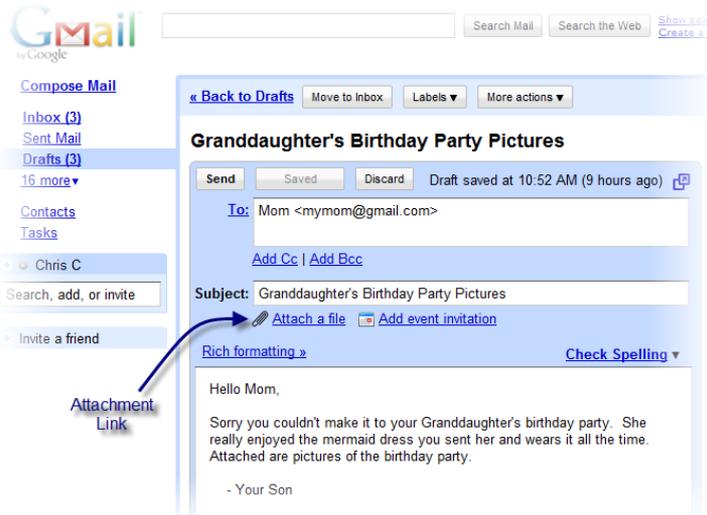- The higher the index means the bigger the size of the compressed file.

'Compressed Image Suffix' is the suffix added to the end of the compressed file or the new folder that Mini-Compressor creates for compressed files.
- It cannot be left blank.

Check 'automatically close when done' if you want the status window to close after compression is finished.
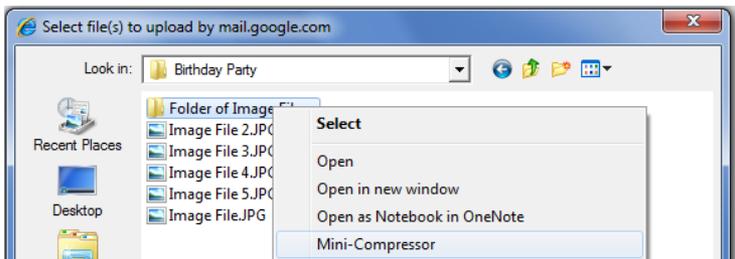
To E-Mail Compressed Pictures...

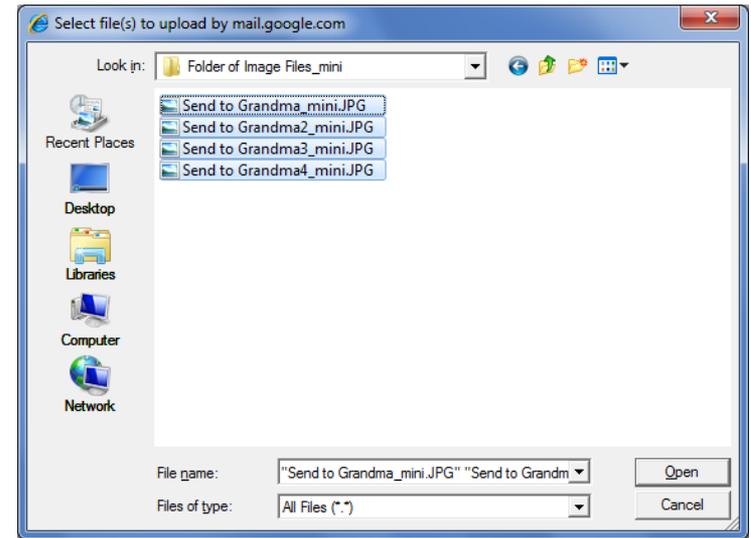**1** Write-up the e-mail then click the Attachment link/button.

Attachment Link

If your images are already compressed then go to step 3.

2 Right-mouse-click on the image file or folder of image files you want to attach.
Choose Mini-Compressor from the menu.
When Mini-Compressor is finished, your new compressed file will be created.
If you chose a folder, a new folder will be created.
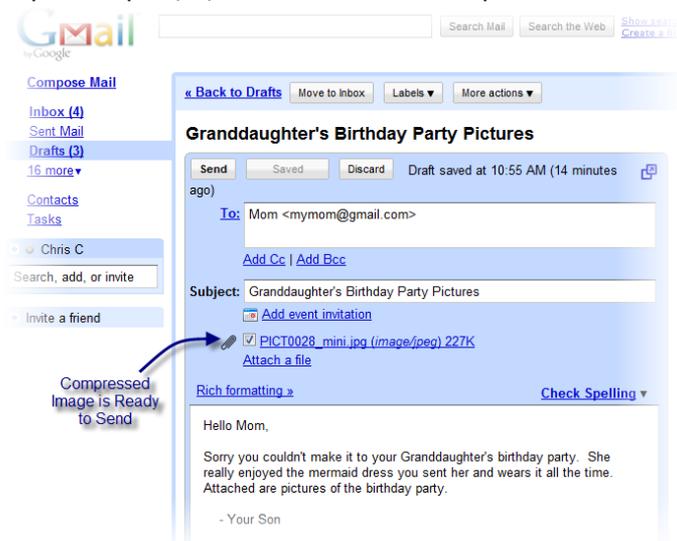By default, they will have the suffix "_mini".

Don't use GMail or Windows 7?

This example shows GMail's e-mail program on Windows 7.

The steps are similar for other e-mail programs like Hotmail, Yahoo, and Outlook running on other operation systems like Windows Vista.

3 Select your compressed file(s) and click Open/OK.
Windows will not allow you to attach a folder of files.
You will need to select the files.

Your compressed pictures are now ready to send!
Repeat steps 1, 2, and 3 to attach more pictures.

Compressed Image is Ready to Send

Select Multiple Pictures
Click on the files while holding down the 'Ctrl' key.

Why Should I Compress My Pictures for E-mail?
Compressing your pictures before you e-mail them lets you to attach more pictures per e-mail.
It also prevents long download times for your e-mail recipients.