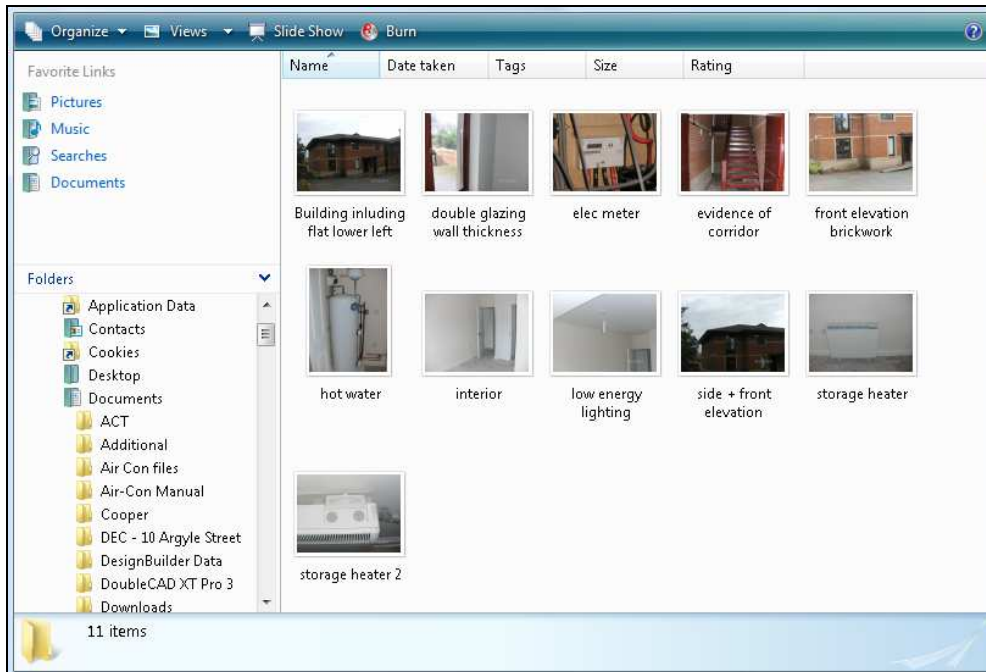


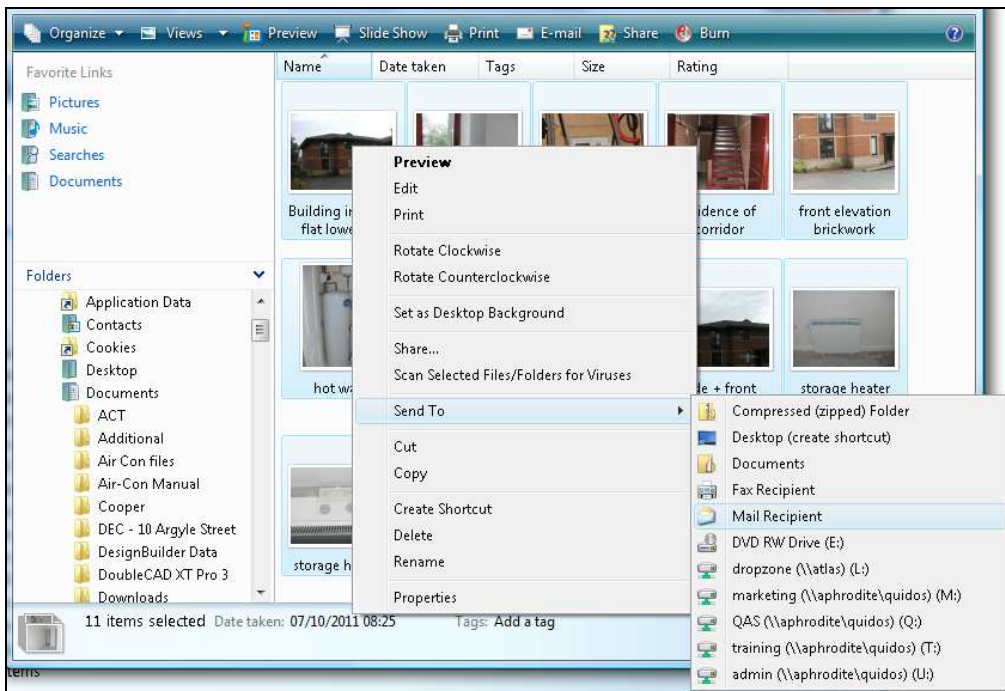
Reducing image file size

This short guide will show you how to drastically reduce the size of image files for you to upload to iQ-Energy.

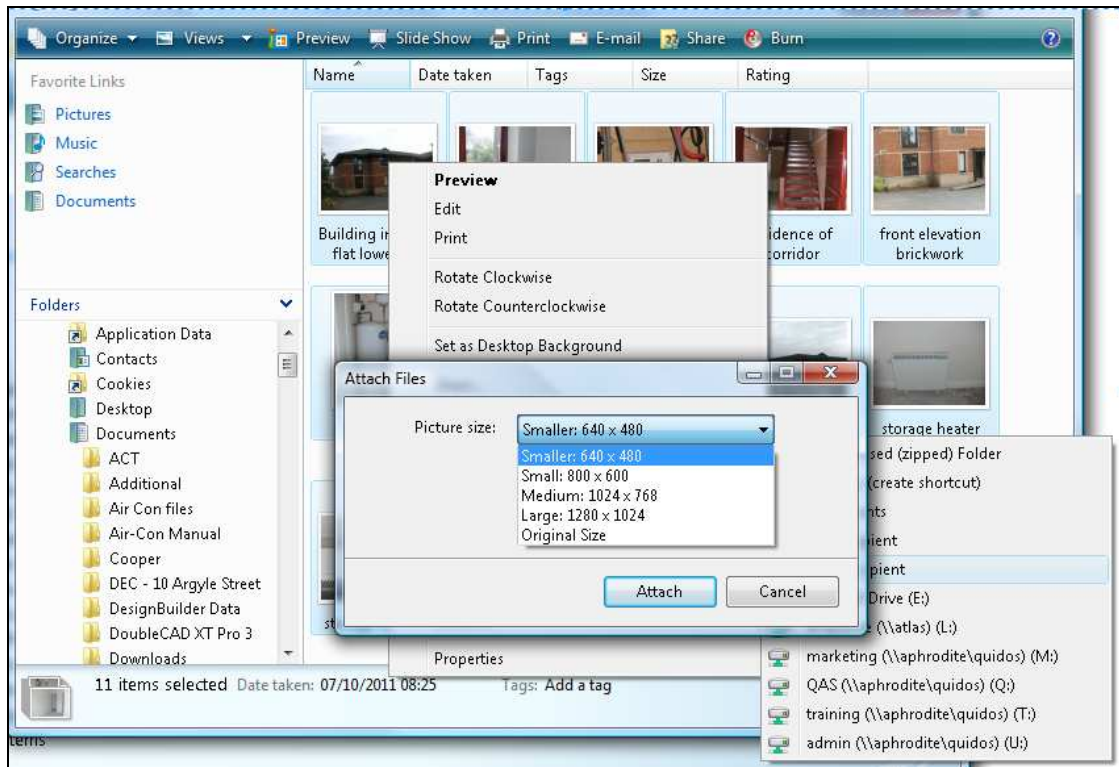
1. Save all of the images that you wish to resize in one folder on your computer:



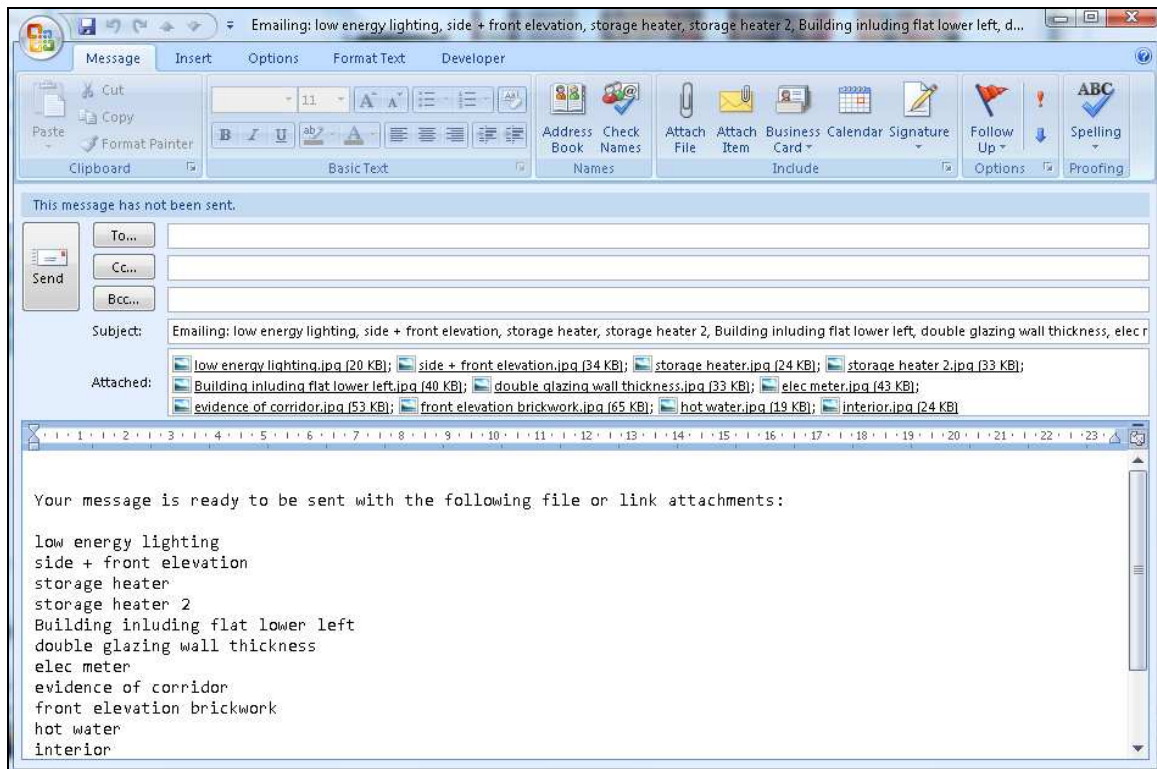
2. Highlight all of the images that you want to resize, right-click to select the 'send to' option, and then select 'Mail Recipient':



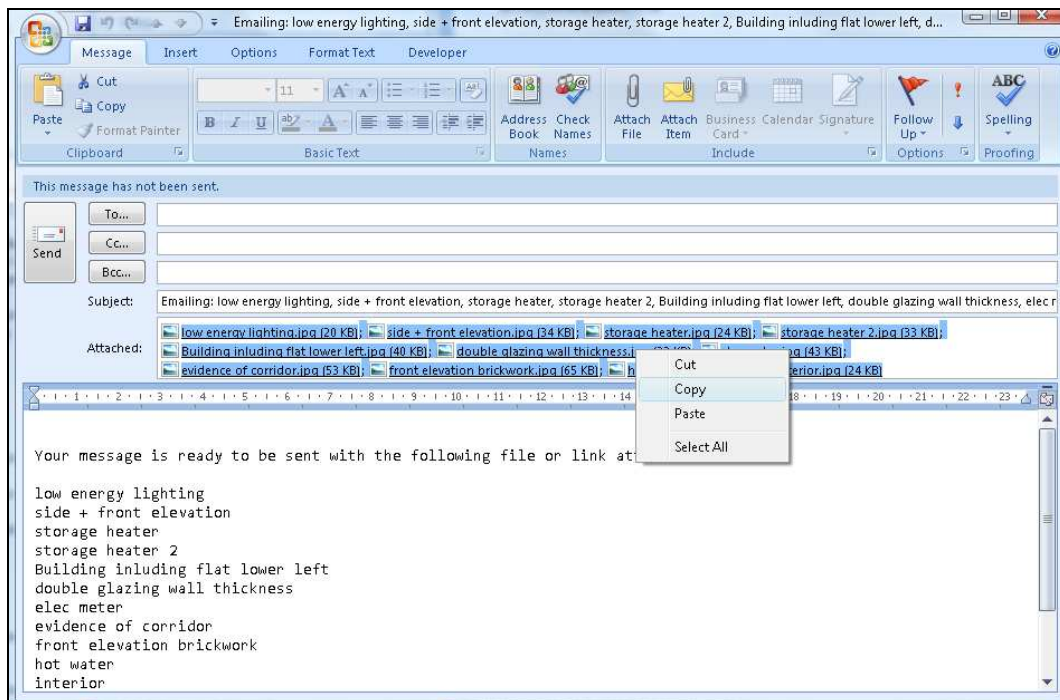
3. You will be prompted to select what size you want the images to be resized to. Select the 'Smaller: 640 x 480' option and click 'attach':



4. Your computer will now bring up an email with all of the images saved within as much smaller attachments:



5. Highlight all of the resized images within the email, and copy and paste them into a new folder:



6. You have now resized all of the images to much more manageable levels, and these can now be uploaded to the system:

