

Compressing Photos for eReferrals

The total size of an eReferral that currently will be transmitted is 5 MB. Allowing for the content, this means the size for photos is roughly 4MB.

Anything larger than this will cause the transmission to FAIL.

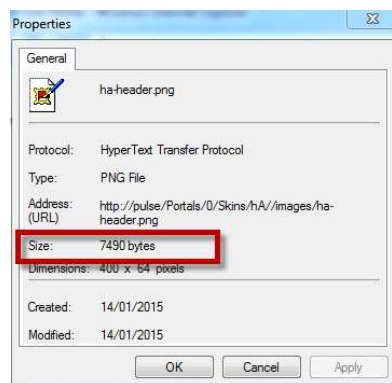
Accepted Formats in eReferrals

eReferrals accepts the following file formats for image attachments:

- .jpeg
- .tif

How to find the size of my pictures?

Right Mouse Click on an image and select Properties (MS Word)



Compressing an Image

If using a camera, it should be possible to choose a setting to capture a smaller image size (many modern cameras will default to a large image file). Some cameras and phones will ask if you wish to compress images before sending to your PC. Always choose to do this if the file size is likely to exceed 2 MB. (Methods vary according to phone and camera types).

There are many free software programs that you can use to compress photos. They are very simple and quick to use. Some Examples include:

Image Optimiser : <http://www.imageoptimizer.net>

Caesium: <http://caesium.sourceforge.net/>

JPEG Optimiser: <http://jpeg-optimizer.com/>

If you are using Microsoft Windows, then **MSPaint** can be used to resize:

- Open the picture in Microsoft Paint
- Go to the Image menu and select Stretch/Skew
- Resize the image to 30% of the original size
- Go to the File menu and select Save As to save the smaller version as a new file