

## SHRINKING FILES TO SMALLER SIZE

### IPHONE

#### **Method 1: Compress an *Existing* Photo using the Files App**

If you already took the photo and need to reduce its size, you can compress it directly using the built-in iOS Files app.

Open the **Photos** app and find your image.

Tap the **Share** button (the square with an upward-pointing arrow) in the bottom left corner. Scroll down and select **Save to Files**. Choose a folder (like "On My iPhone") and tap **Save**.

Open the **Files** app and locate the saved image.

Tap and hold the image, then select **Quick Actions > Convert Image > JPEG > Medium**.

The re-saved image will now take up significantly less storage space.

#### **Method 2: Convert to a Smaller Format (HEIF)**

You can also duplicate the image in the Photos app and adjust the settings to save it as a highly compressed format.

Open the **Photos** app and select the image you want to shrink.

Tap the **Share** button and select **Duplicate**.

Go back to your library and open the newly duplicated image.

Tap **Edit** in the top right corner.

Make a tiny adjustment (e.g., slightly crop the edge or apply a filter), then tap **Done**.

The re-saved image will now take up significantly less storage space.

#### **Method 3: Change Camera Settings for Future Photos**

If you want all your future photos to be smaller and take up less than 4MB by default, you can change your camera format to High Efficiency.

Open your iPhone's **Settings** app.

Scroll down and tap **Camera**.

Tap **Formats** at the top.

Select **High Efficiency**. This uses the HEIC/HEIF format, which preserves high quality but takes up about half the storage space of a standard JPEG.

### SAMSUNG

#### **Method 1: Using the Built-in Samsung Gallery (Samsung Devices)**

If you have a Samsung phone, you can resize images directly from your photo album.

1. Open the **Gallery** app and select the image you want to shrink.
2. Tap the **Pencil icon** (Edit) at the bottom of the screen.
3. Tap the **three vertical dots** in the top-right corner.
4. Select **Resize**.
5. Choose a smaller percentage (e.g., **20%** or **40%**) or a lower resolution, then tap **Done** and save the image.

### **Method 2: Using Google Photos (Any Android Device)**

You can use a quick Google Photos trick to email the photo to yourself, which automatically compresses it.

1. Open the **Google Photos** app and select your picture.
2. Tap the **Share** icon and select **Gmail** (or your preferred email app).
3. Before sending, tap the attachment to adjust its size (choose "Small" or "Medium").
4. Send the email to yourself, save the reduced image from the email to your phone, and delete the original large file.

### **Method 3: Using a Third-Party App (All Android Devices)**

For precise control over file size, a dedicated app is best.

1. Open the Google Play Store and install a free app like **Photo Compress & Resize** or **Lit Photo**.
2. Open the app and grant it permission to access your photos.
3. Select the image you want to shrink.
4. Choose **Compress**.
5. Adjust the quality or resolution slider until the estimated file size drops below 4MB, then tap **Compress/Save**.

### **Quick Tip to Avoid Resizing**

***Most modern Androids allow you to lower the camera resolution before you take the picture. Open your Camera app, tap the Gear icon (Settings), and look for Picture Size or Resolution to set it to a lower megapixel count.***