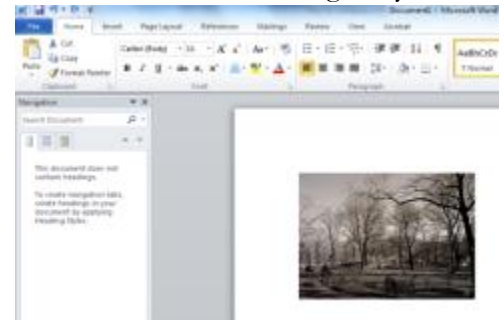




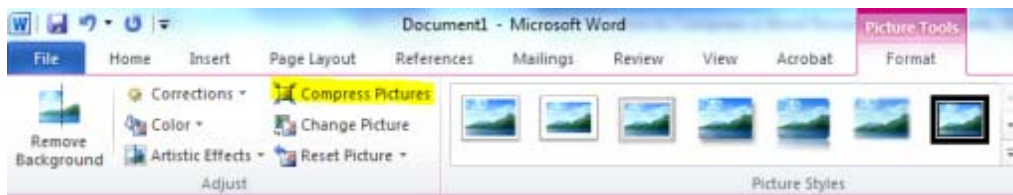
Compressing a Word Document

Compressing a Word document is recommended to make the most use of your disk space. Large files slow downloading time and can be difficult or impossible to e-mail. One recommendation is to use **Insert** instead of **Copy** and **Paste** when saving pictures to your hard drive. Also choosing JPEG instead of BMP will greatly reduce the file size. Below are instructions on how to compress a Word document.

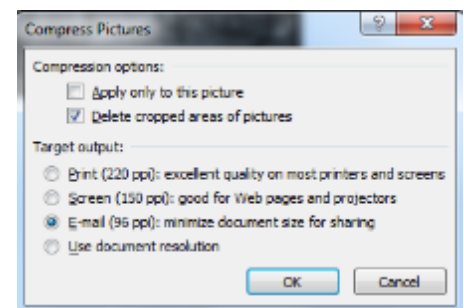
1. Select an image within the document by double clicking directly on the picture you wish to compress.



2. This will automatically change the top menu setting to **Picture Tools**. Select **Compress Picture**.



3. **Do NOT** check **Apply only to this picture**. This will ensure that every image within the document will be compressed.
4. Check **Delete cropped areas of pictures**.
5. Under **Target Output** select: **E-mail (96 ppi)** and then click **OK**.



6. Then choose *Save as*.
7. Change *Save as type* to *PDF*.
8. Select the *Optimize for* option to *Minimum size (publishing online)* and click *Save*.

