



## Reducing the Size of Your MS Word or PowerPoint Files

Large files are very slow to load, save, and edit. They also may be too large to email. The following suggestions will help reduce your Word and PowerPoint document sizes.

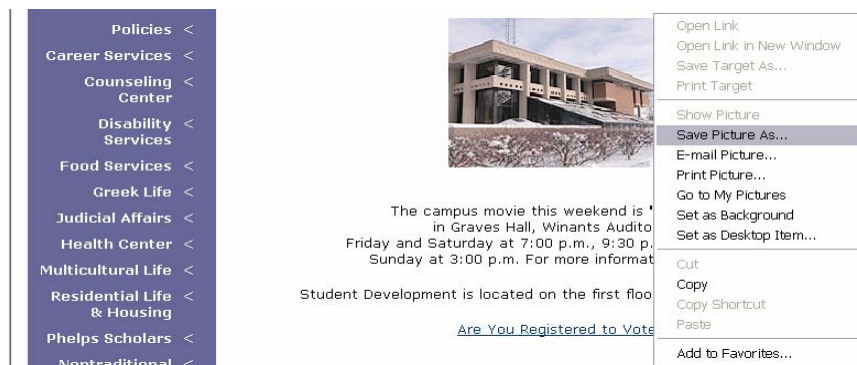
### **INSERT PICTURES-- DON'T PASTE THEM**

Whenever a picture is copied to the computer's clipboard and pasted straight into Microsoft Word, the picture is pasted as a bitmap—regardless of the file format of the original picture. Bitmap pictures are very large in file size and are low in detail, but they are the favored format of Microsoft Windows and Office. The result is a much larger Word or PowerPoint file than necessary, especially if there are more than a few pictures pasted in this way.

Instead of copy-pasting, save the pictures in a jpg format and insert them.

#### **To save a picture from a web browser to your computer**

1. Right-click the desired picture.
2. From the pull-out menu, choose **Save Picture As...** or **Save Image As...**
3. Browse to the location (drive and folder) where the file is to be stored and, if necessary, change the file name.
4. Click **OK**.



#### **To insert a picture into a Word or PowerPoint document**

1. Choose **Insert, Picture, From File...**
2. Browse to the location of the picture.
3. Select the picture file and click **Insert** (or simply double-click the file).

# COMPRESS PICTURES

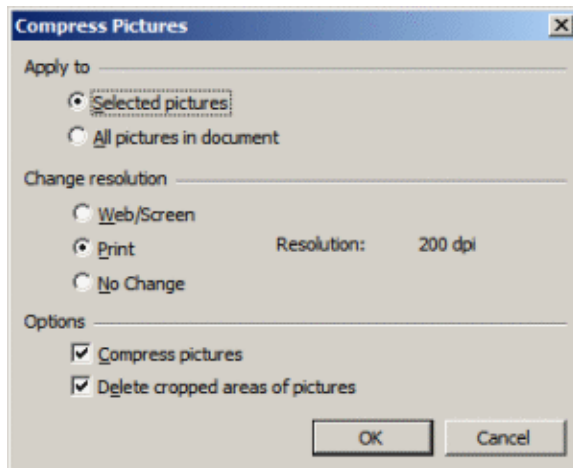
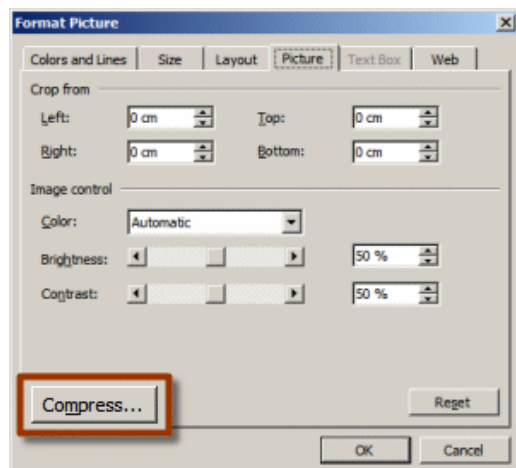
Even when a picture is inserted (not copied) into Word or PowerPoint, it may still be an inefficient file for the following reasons:

- If the picture has been cropped after insertion, the cropped portion of the picture is still in the file.
- It is also possible that the picture will possess a resolution greater than is capable of being printed using a normal printer.

Both of these situations will result in the Word or PowerPoint file being unnecessarily large. MS Office has a feature that will remove the non-required picture data from individual pictures or every picture in the file via a *compression* process.

**To remove unnecessary picture data (Important: Save your original file before you use the compress command because the quality may change)**

1. Right-click a picture and choose **Format Picture...**
2. The Format Picture dialog box will be displayed. Go to the Picture tab (it should be the currently-displayed tab).
3. Click the **Compress...** button in the bottom-left corner.



4. The Compress Picture dialog box will be displayed.
5. Under Apply to, choose either **Selected pictures** or **All pictures in document**.
6. Under Change resolution, choose **Print** if this file is likely to be printed or **Web/Screen** if not. The Web/Screen option will result in the lowest-resolution picture.
7. Under Options, select both **Compress pictures** and **Delete cropped areas of pictures**.

8. Click **OK**.

**Note:** when pictures are compressed the data that makes up the picture is removed from the file and cannot be retrieved unless the original picture is re-inserted into the file. Save the compressed version of the file under a different file name or in a different location. If the compressed version does not have good picture quality, you'll still have the original.