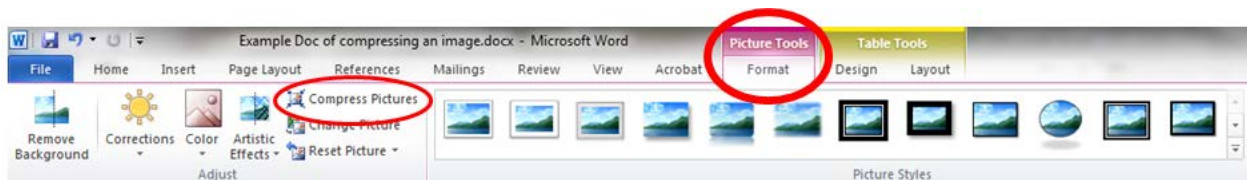


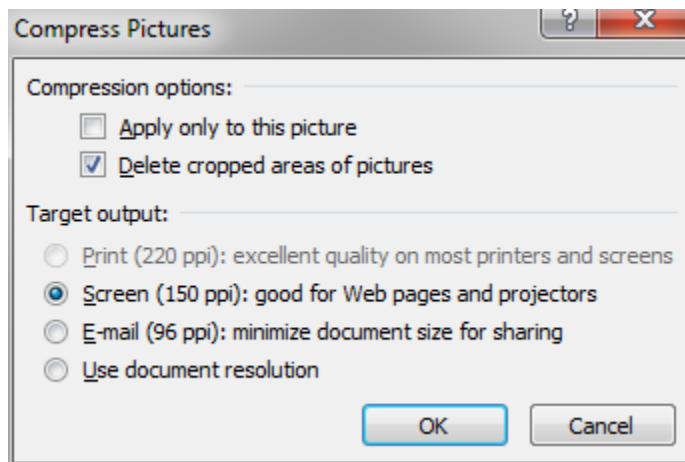
How to Reduce the File Size of an MS Office 2010 document that has Images

Note: Compressing images in a file won't degrade the quality for an on-screen show but if you want to change something later, some image information will be lost. For this reason, please pay attention to Step #1

- 1) Save a copy of your document/presentation, giving it a unique name. Do this so you have an original of your document that doesn't have the compressed images.
- 2) Find a slide or page in your document which has an image.
- 3) Click on the image to select it.
- 4) In the top menu, notice a new menu item appeared "Picture Tools – Format". Click on this.



- 5) Now find the words "Compress Pictures" from the menu items and click on it. The following menu appears.



- To apply compression to all pictures in your document or presentation, uncheck the top.
- Select the 2nd checkbox to remove any areas from your picture that you already cropped off.
- For the target output, selecting Screen (150ppi) will provide a smaller file and look fine on-screen.

6. Click OK to have this take effect. There may be a slight delay as the pictures are compressed, then the window will go away.
7. Don't forget to save your presentation again to save the compression changes you just made to the pictures.
8. If you look at the file size of the Power Point or Word file which wasn't compressed and compare it to the one which was, you should see a difference.