

Steps to Compressing Word Documents

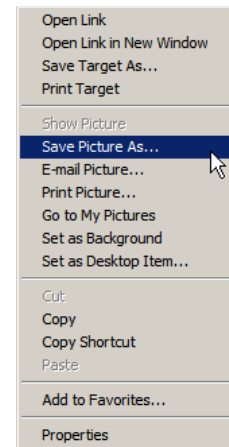
Creating your Word Document

Please keep in mind the following steps when creating your Word document.

Don't Paste Images, Insert Them

Any image that is copied/pasted into Word will be turned into a .bitmap which is the largest of all image files. Rather than copying an image, use the following steps to save and insert your image into your Word document.

1. Right-click on the image
2. Depending on your PC, select *Save Picture As* or *Save Image As*
3. Browse to the location that you want to save your image.
4. Change the filename to something descriptive that you will remember
5. Click OK.
6. In your Word document, select Insert → Picture → From File
7. Browse to the location of the saved image
8. Select the image and either click *Insert* or double-click on the file.

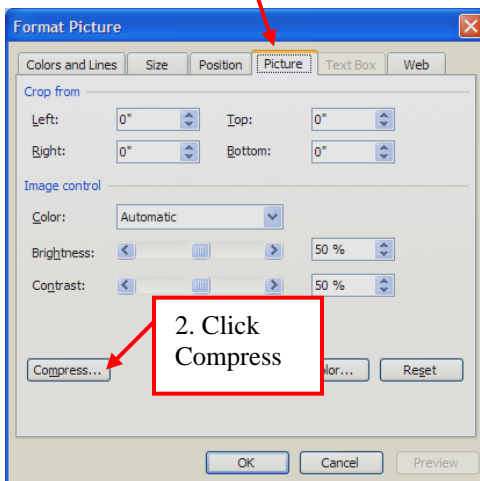


Even if you followed the steps above and inserted images into your Word document, your images may still contain extra information not needed in your document.

Compress Pictures

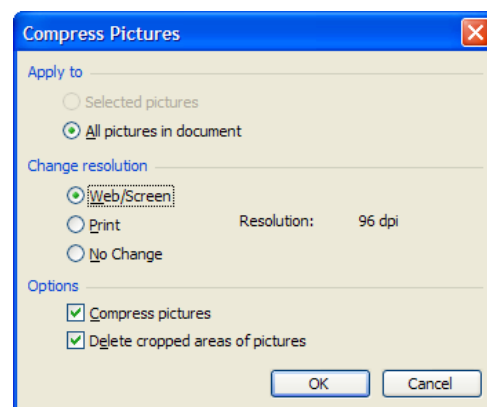
Right-click any picture in your document, and then click **Format Picture** on the shortcut menu.

1. Choose the picture tab



2. Click Compress

3. Once you have clicked **Compress**, change your **Compress Picture** options to match the image below.



4. If the pop-up box to the right appears, click Apply.

