

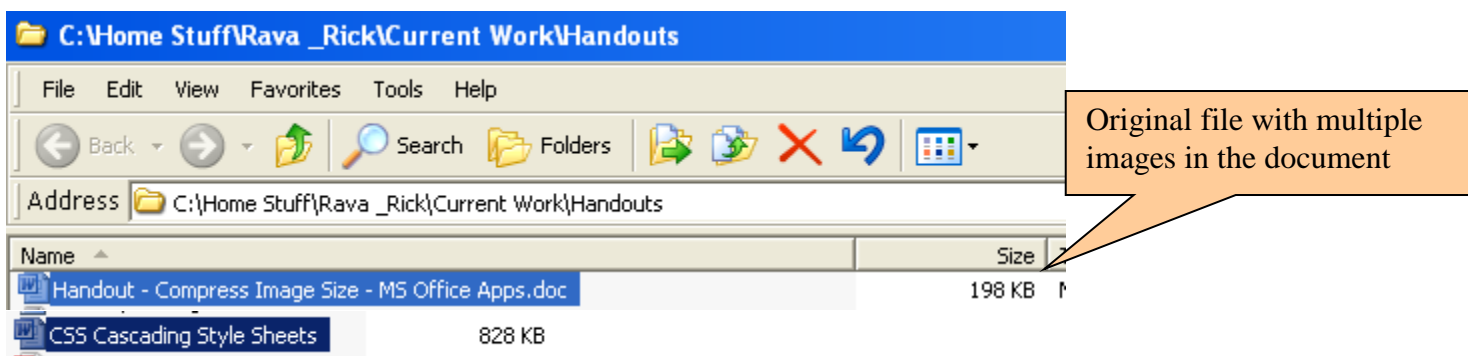
# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## KEEPING IMAGE SIZE DOWN IN MS OFFICE APPS

### Purpose

To reduce the file size of documents in Word / PowerPoint. Why? So that your electronic materials are smaller in size so that they may be downloaded / accessed faster (this also helps those with slower Internet connections).

For example – let's say that this document is currently the following size:

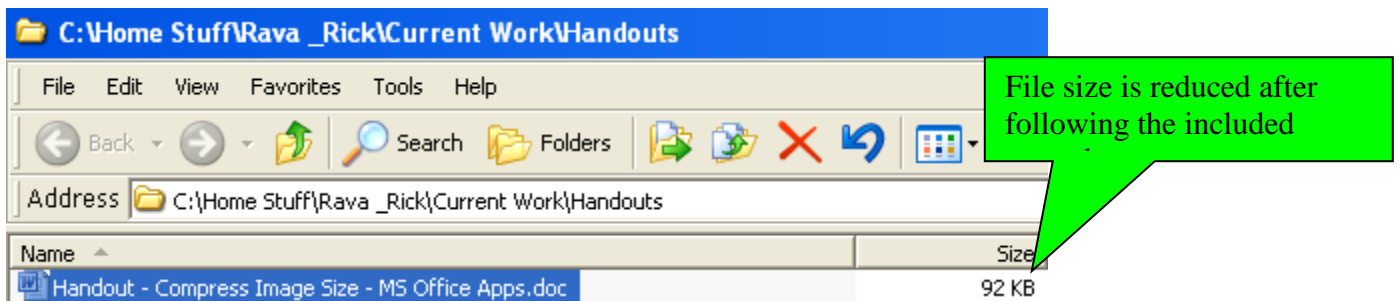


A screenshot of a Windows Explorer window showing a folder named 'C:\Home Stuff\Rava \_Rick\Current Work\Handouts'. The file list contains two items:

Name	Size
Handout - Compress Image Size - MS Office Apps.doc	198 KB
CSS Cascading Style Sheets	828 KB

An orange callout bubble points to the '198 KB' value in the file list, containing the text: "Original file with multiple images in the document".

After following this procedure the document is now the following size:



A screenshot of a Windows Explorer window showing the same folder. The file list now shows:

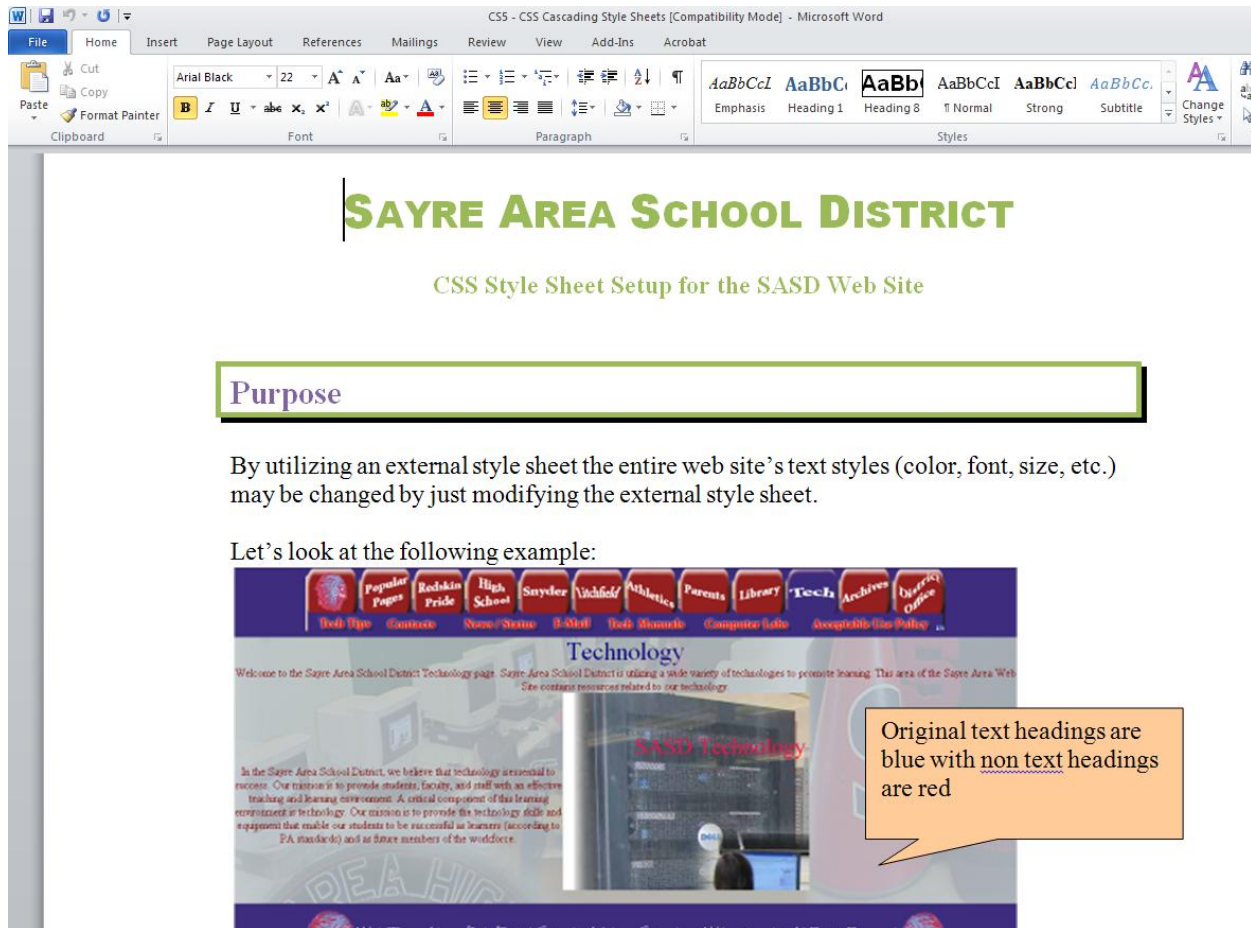
Name	Size
Handout - Compress Image Size - MS Office Apps.doc	92 KB

A green callout bubble points to the '92 KB' value in the file list, containing the text: "File size is reduced after following the included".

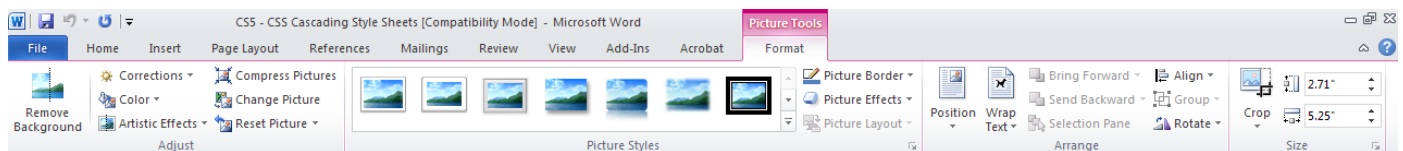
In this example, the file size has been reduced in half! Reductions vary on the number and resolution of images in your documents.

One easy way to reduce the file size of documents in Word/PowerPoint is to do the following:

Open up the desired document in Word / PowerPoint (see the following example)

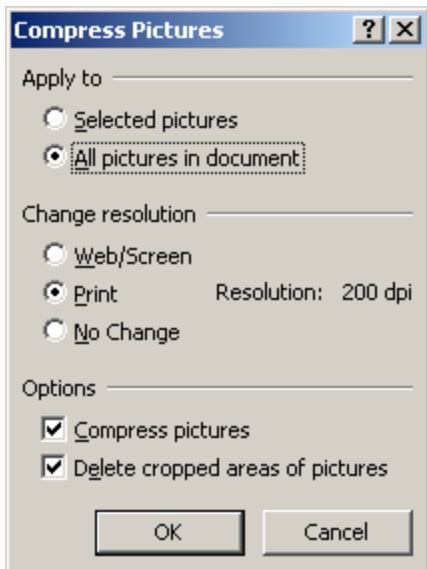


Double-click any of the images in the document



Select Compress Pictures

Click on the All pictures in document & Change resolution to Web/Screen (see picture below):



This compresses all of the images in the file and makes the file size much smaller.

Instead of seeing the window above, you may see this window:

Deselect Apply only to this picture

