

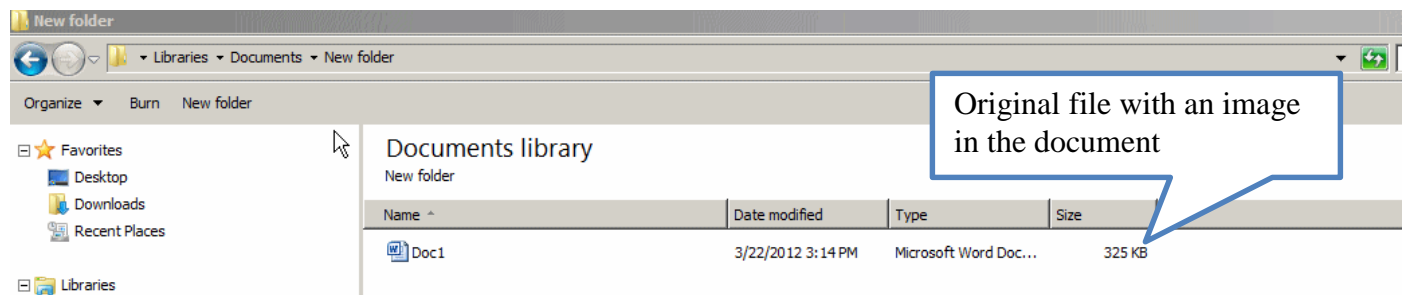
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

KEEPING IMAGE SIZE DOWN IN MS OFFICE APPS

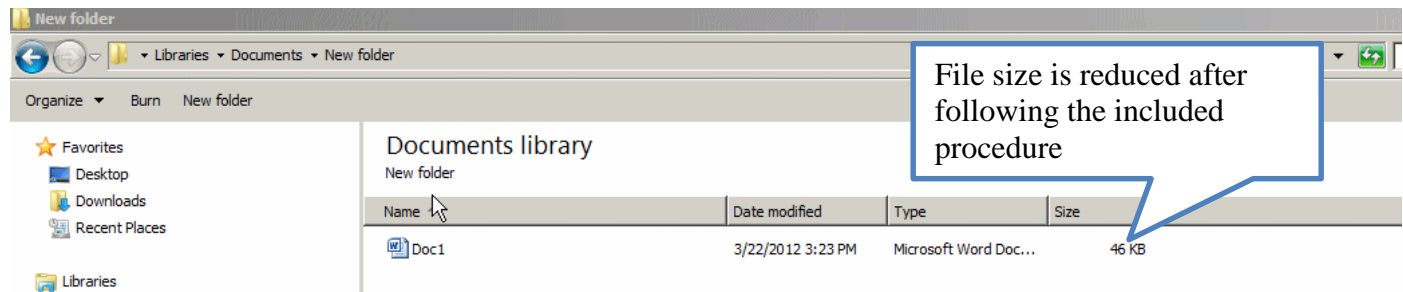
Purpose

Why reduce the file size of documents in Word / PowerPoint? 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:



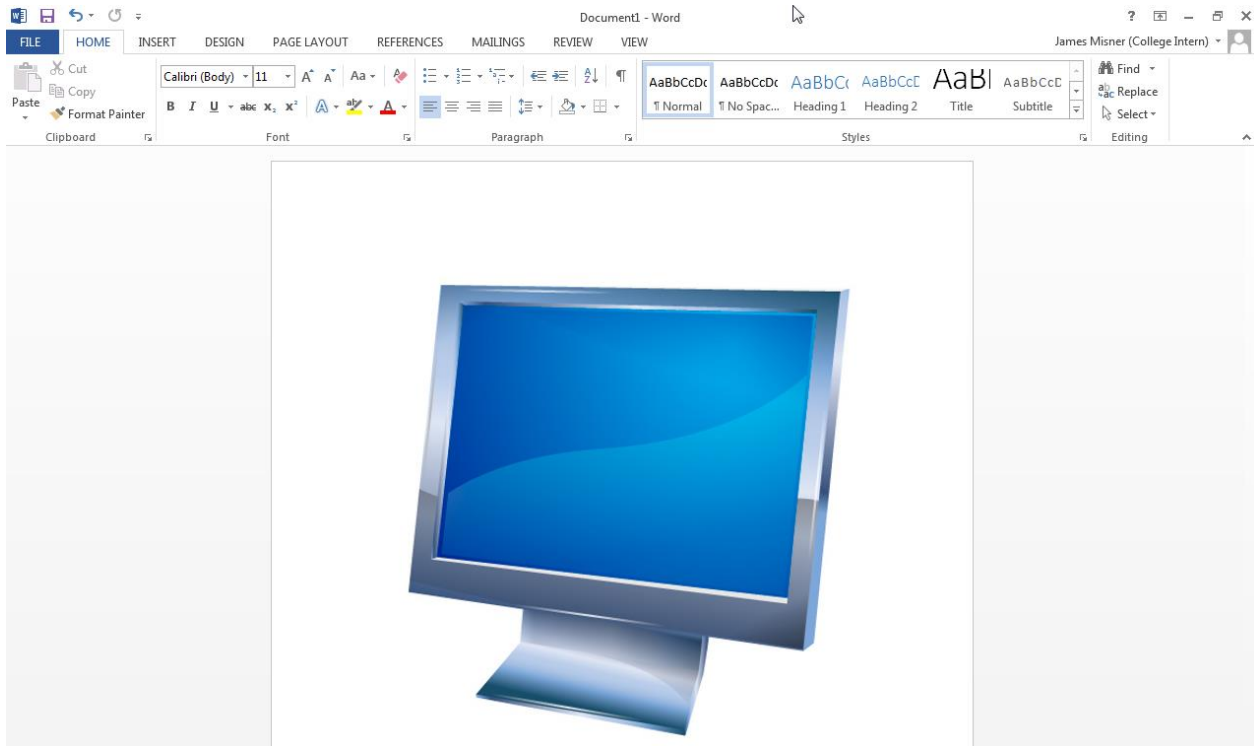
After following this procedure the document is now the following size:



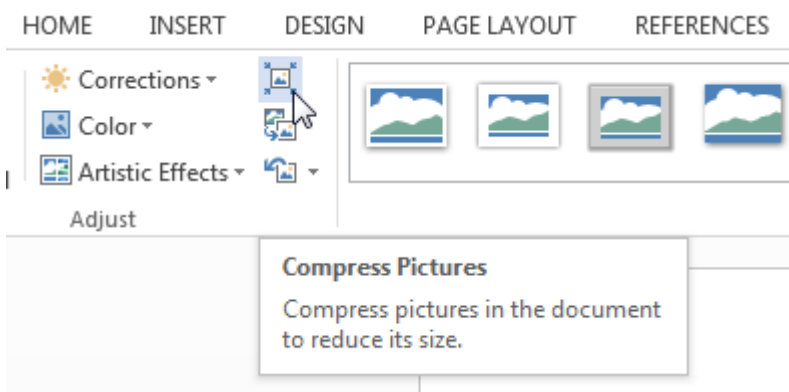
In this example, the file size has been reduced 7 times! Reductions vary on the number and resolution of images in your documents.

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

Deselect Apply only to this picture and select E-mail. Then click OK.

