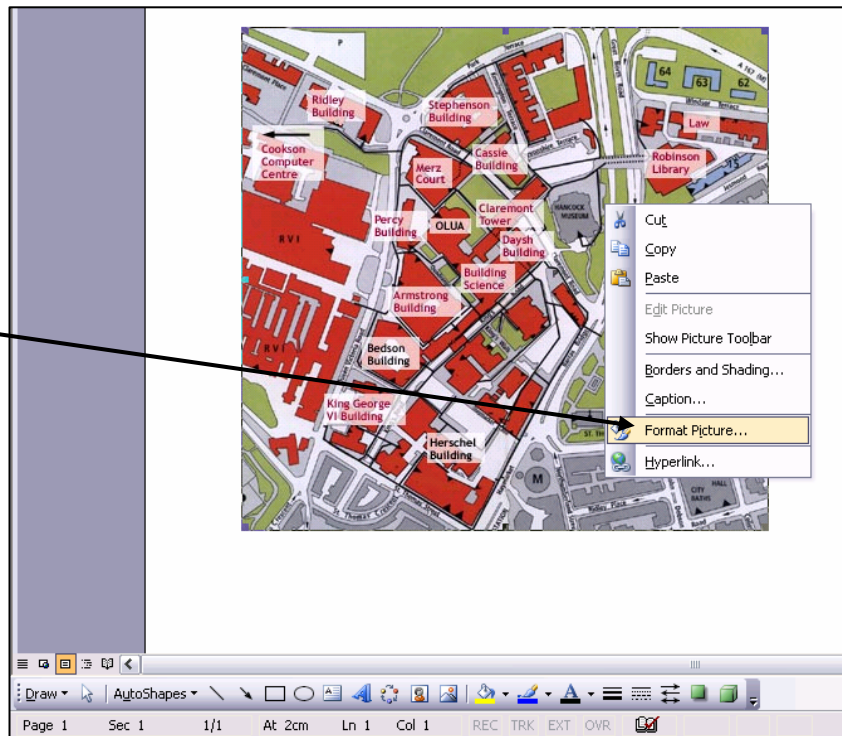


Compress Pictures in Word Documents

Open the Presentation you want to reduce in size.

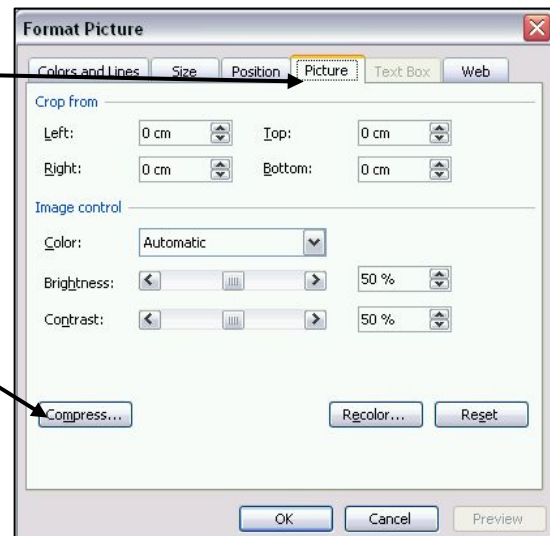
Locate one of the pictures you want to compress and **right-click** the mouse button on it.

A menu will appear click on "Format Picture"



Click the "Picture" Tab

Click the "Compress" Button



If you want all the pictures in the Presentation Compressed select "All pictures in document"

Next you can choose what resolution you would like to change to; for most purposes "Web/Screen" is best: choose "Print" only if you will be using a very high quality printer, for publication.

Once you have chosen the options click OK. If the document looks fine; save the file with a different name via "File" and "Save as", so that you still have your original version.

