

# Compressing images in Publisher and Word

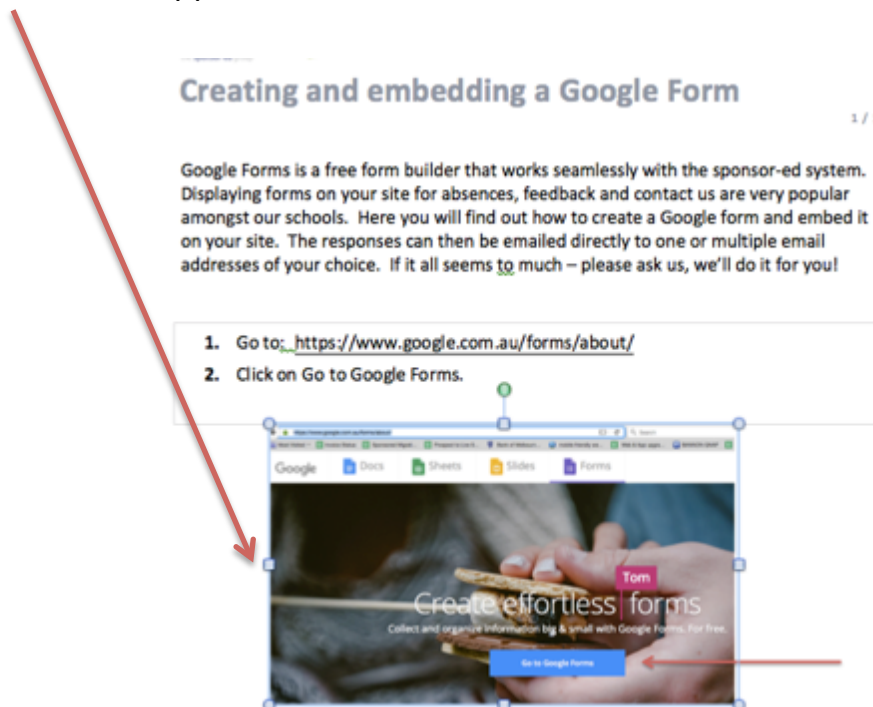
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At times, file sizes are important on your website. If you have a large document with lots of graphics – it can take FOREVER for your parents to open. To combat this, sponsor-ed websites have a 10mb file uploading limit. This means that any file bigger than 10mb won't be accepted into your media folder.

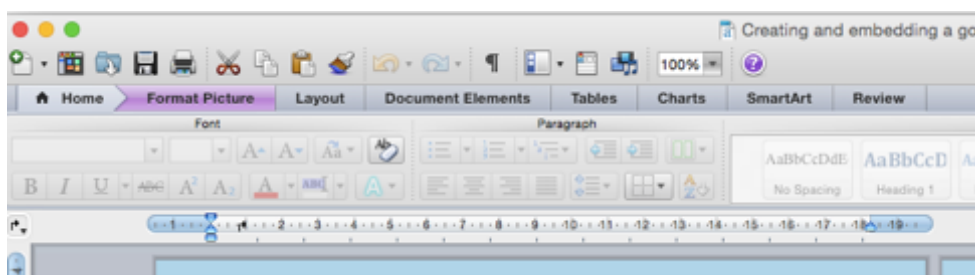
If you have a large newsletter or a school booklet that you need on your site – here are the steps to reduce the size of your file, having little to no bearing on what the images look like on your document. In our experience, most newsletters and documents are produced in Publisher or Word – please follow the appropriate steps.

## MICROSOFT WORD

1. Open the document in word and click on one of the images in the file. The square boxes should appear around it.

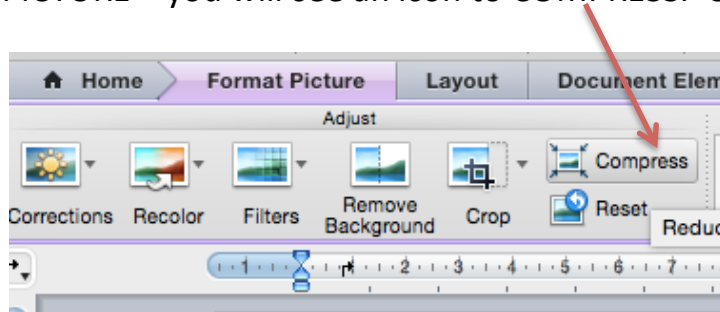


2. Now go to the toolbar above the document and click on **FORMAT PICTURE**.

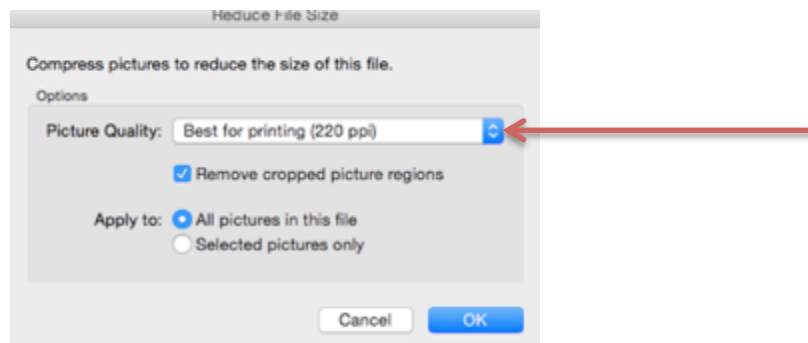


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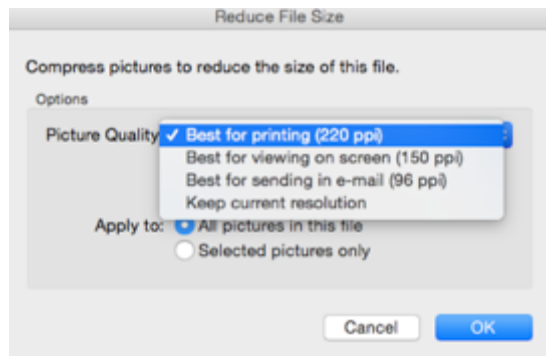
3. In FORMAT PICTURE – you will see an icon to COMPRESS. Click on this.



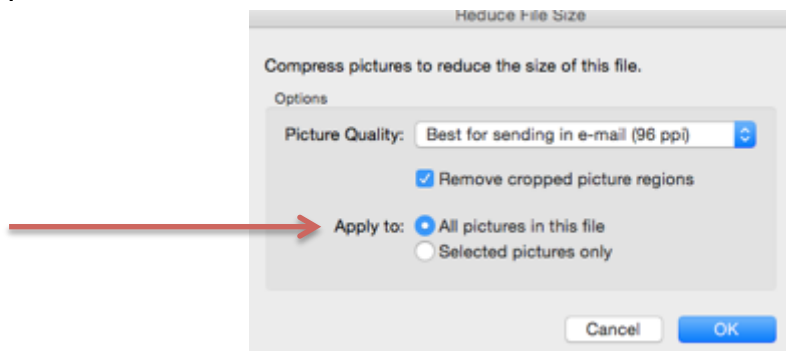
4. Use the arrows to open the drop down menu.



5. CHOOSE – Best for sending in e-mail (96 ppi).



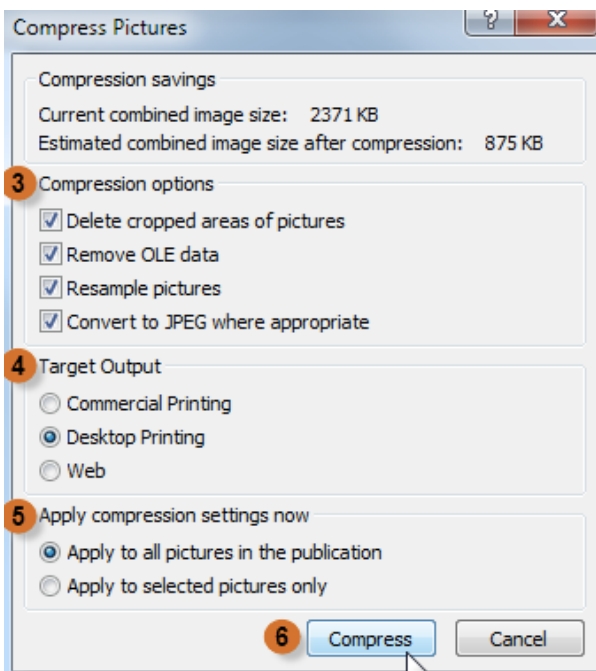
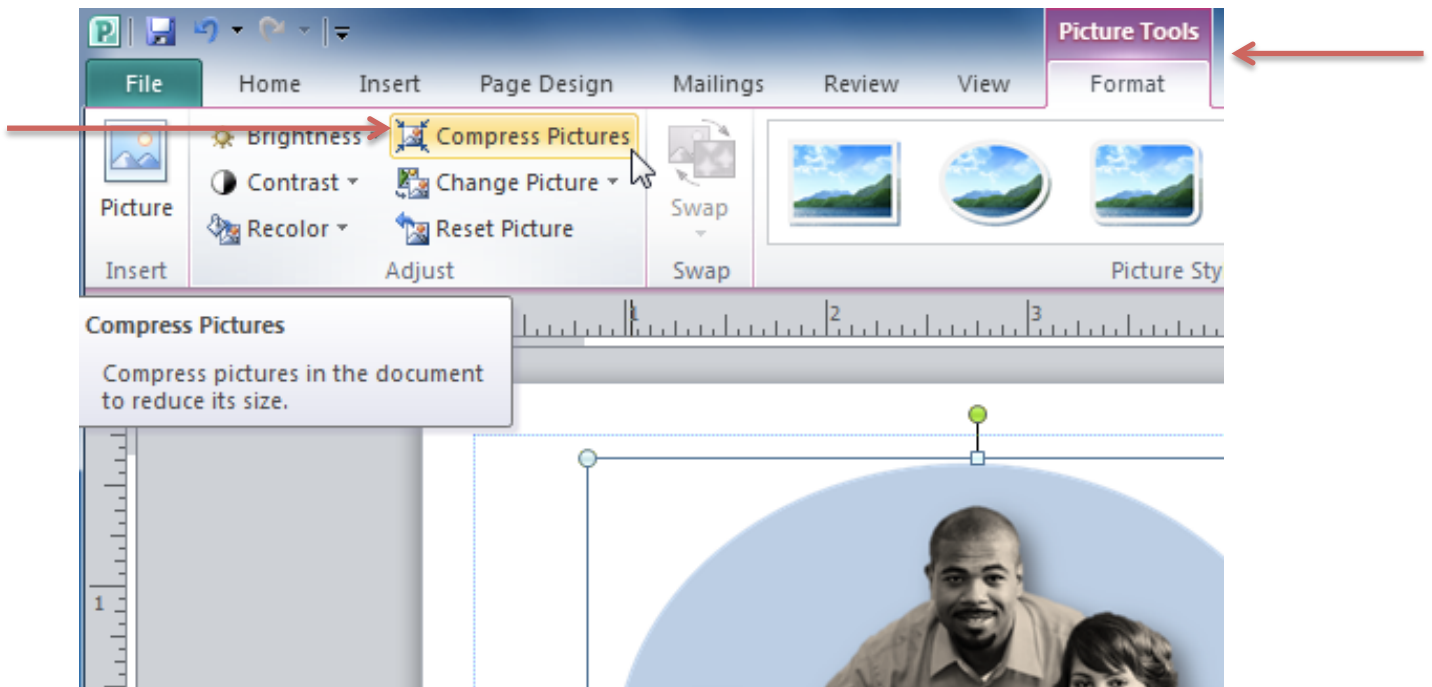
6. Apply to: All pictures in this file. Save your work and your file is a fraction of the size it once was!



# Compressing images in Publisher and Word

## MICROSOFT PUBLISHER

1. Open the document in publisher and click on one of the images in the file. The square boxes should appear around it.
2. Click on the **Picture Tools Format** tab and locate the **Adjust** group. Click the **Compress Pictures** command.



3. You can have all options labeled in 3 ticked.
4. Target output should be Web
5. Apply to all pictures in the publication.
6. Hit Compress.
7. Save your work – it's a much smaller file size now!