

# Compressing Images in a Microsoft Office Document

(works with PowerPoint, Word, Excel – versions 2007 and 2010)

**Purpose:** Adding images to a document can sometimes make the file size of the document quite large. Many pictures or pictures with high resolutions often results in a document file size much larger than necessary. This can be problematic because it may take up too much space (i.e. on a flash drive) or pose difficulties for printing. These instructions demonstrate how to compress one or all of the images in a document in order to avoid these potential issues.

**Step 1:** *Complete all the Editing in Your Document* – It is best to first finish working on your document before you make any adjustments to the image compression settings. In this way, you will only have to go through this process once after all the images are added and edited (i.e. resized, cropped) to your liking.

**Step 2:** *Select the Image* – Click on the image in your document that you want to compress to select it. When an image is selected it will have a small green circle above it and small circles on each corner. [Figure 1.]



Figure 1 - Selecting an Image

**Step 3:** *Launch the “Compress Pictures” Tool* - When an image is selected a special “Picture Tools” toolbar will automatically appear at the top of the screen. In this toolbar is an option labeled “Compress Pictures.” Find and click this button to launch the tool. [Figure 2.]

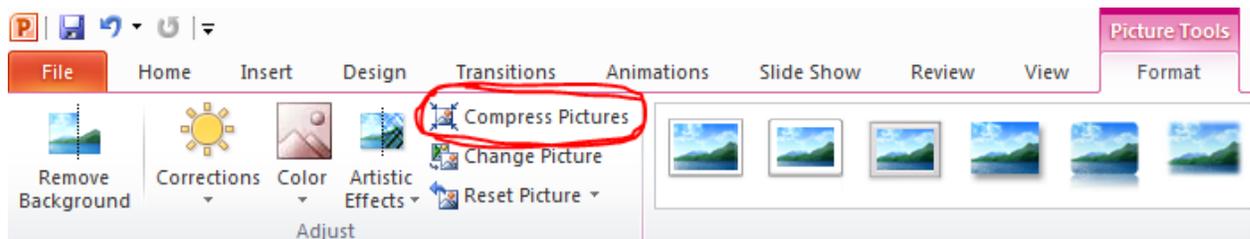


Figure 2 - "Compress Pictures" Button

**Step 4:** *Select your Options* – There are a couple options to choose from in the “Compress Pictures” tool. You can apply the compression settings you are selecting to either this image only or to all of the images in the document. If you have cropped images, you can choose whether or not to permanently delete the cropped areas (deleting the cropped areas will reduce the file size more). You can also select the appropriate “Target output” to correspond with your intended purpose for the document. [Figure 3 shows optimal settings for a document intended for printing.]

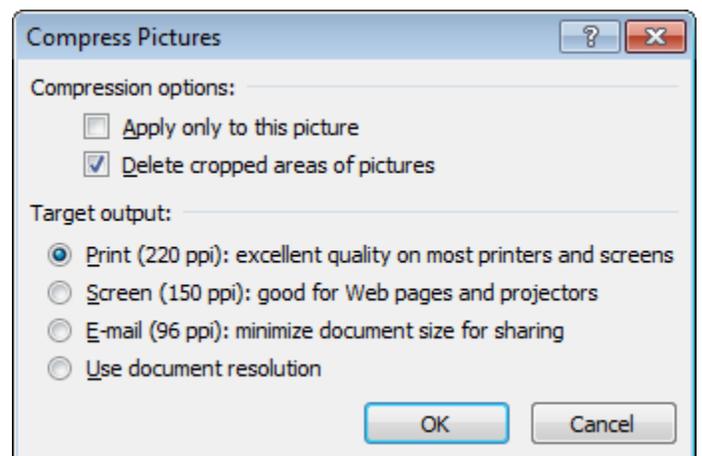


Figure 3 - Compression Settings Example