

# Steps to Compressing Word Documents

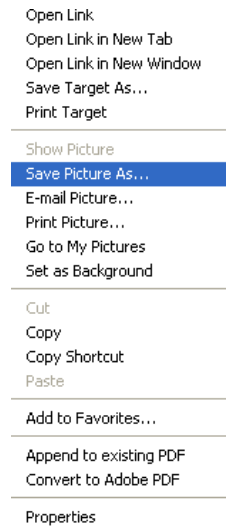
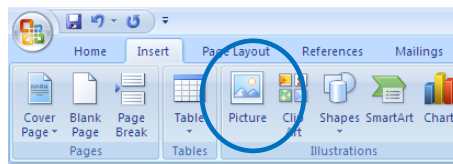
## Creating your Word Document

Please keep in mind the following steps when creating your Word document.

### Don't Paste Images, Insert Them

Any image that is copied/pasted into Word will be turned into a .bitmap which is the largest of all image files. Rather than copying an image, use the following steps to save and insert your image into your Word document.

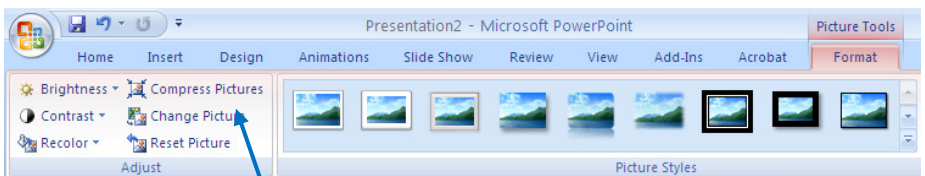
1. Right-click on the image
2. Depending on your PC, select *Save Picture As* or *Save Image As*
3. Browse to the location that you want to save your image.
4. Change the filename to something descriptive that you will remember
5. Click OK.
6. In your Word document, select the Insert tab and click on Picture
7. Browse to the location of the saved image
8. Select the image and either click *Insert* or double-click on the file.



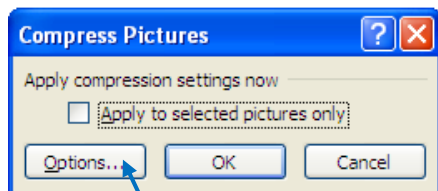
Even if you followed the steps above and inserted images into your Word document, your images may still contain extra information not needed in your document.

## Compress Pictures

Select any picture on any slide and make sure that the "Format" tab for Picture Tools is selected at the top of the screen. In the "Format" tab, click on "Compress Pictures" near the top left. The box below will appear; click Options.

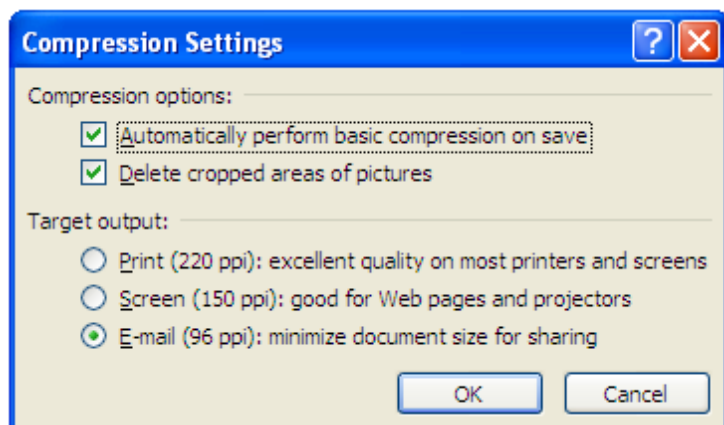


**1. Click Compress Pictures**



**2. Click Options**

**3. Change the Compression Settings to match the image to the**



Click OK in the Compression Settings box and then in the Compress Pictures box to apply changes.