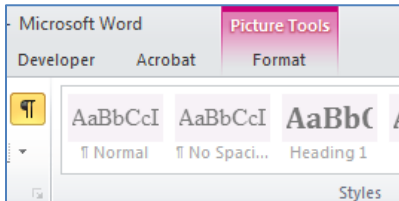


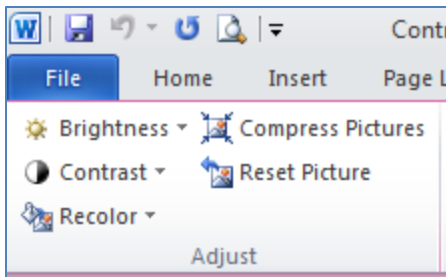
# How to Compress Images in Microsoft Word Documents

Tested on Word 2010 for Windows running on Windows 7, January 9<sup>th</sup>, 2014

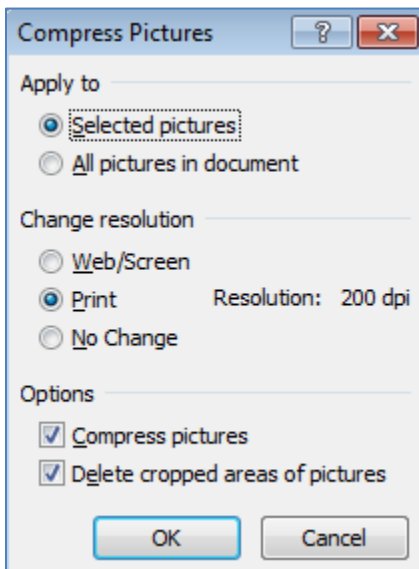
1. Open the Word doc.
2. Click the photo you want to compress.
3. On the Word Ribbon, a new tab appears at the far right – Picture Tools Format:



4. Click the pink Picture Tools.
5. Look to the far left on the tab, to a group called Adjust:



6. In the Adjust group, click Compress Pictures. A popup window appears:



7. In the Apply to section, choose either Selected pictures or All pictures in document.
8. In the Change resolution section, choose either Web/Screen or Print. Web/Screen is probably better for email, but it will not print as nicely.
9. Click OK.
10. Save the document.