

# Tracey's Quick Tips on how to **SAVE FILE SPACE** **PICTURE COMPRESSION** in **WORD**

## **DO THIS ONCE YOU HAVE SIZED THE IMAGE AS YOU WANT IT IN THE FINAL PRINT**

Here is an image – when it was first added to Word it took up the whole page.

I only want it half a page wide (as below) and grabbed a corner to resize it.



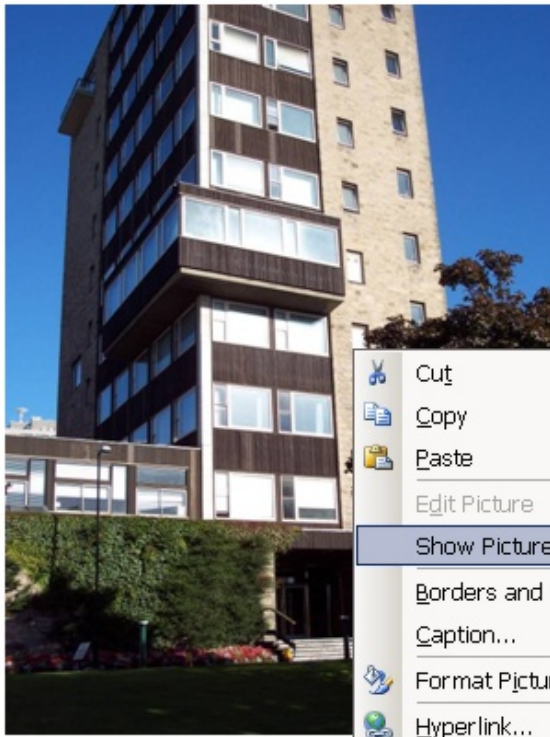
Before Picture Compression the files size was 1.438 KB – even though it only has one picture in it.

After Picture Compression the file size is 115 KB !

Less than one tenth the original size.

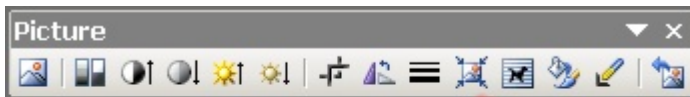
Read on for **HOW TO COMPRESS PICTURES:-**

1.



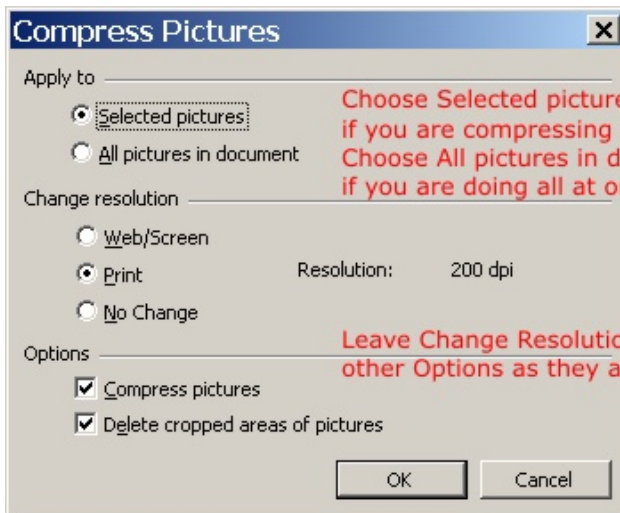
Right click on the Image  
Choose:-  
Show Picture Toolbar

2.



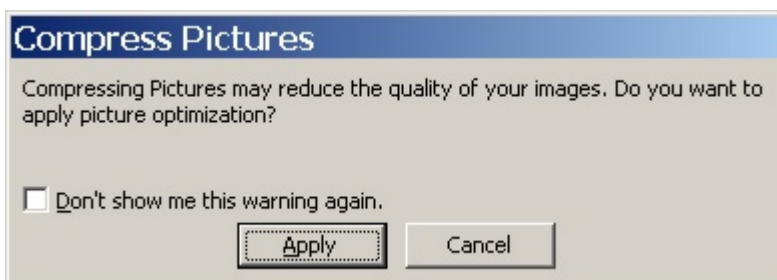
3.

Click on the Compress Pictures button



4.

Click on Apply,



Save the file,  
Wonder at all  
your new found  
disk space!!!

The warning above is telling  
you that this will shrink your

pictures – if you need them bigger later, keep a copy of the image (somewhere other than in your Word document).