

## Microsoft Office – Compress pictures command

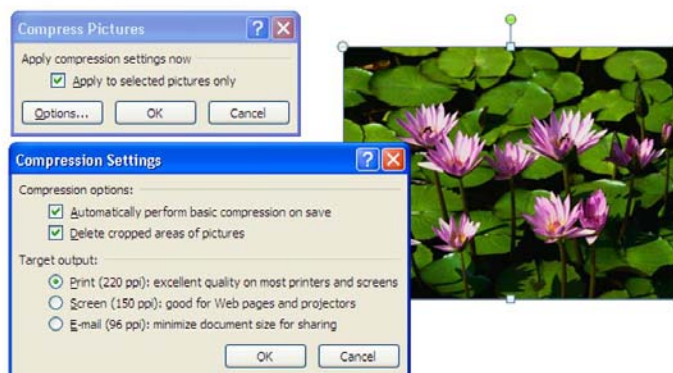
To reduce the file size of your presentation or document and to help with problems such as slides appearing on screen very slowly for example, or difficulties emailing attachments, you can use the **Compress Pictures** command on the **Format** tab.

Changing the compression setting of a picture reduces the number of unnecessary pixels that are stored, especially with graphics that have been reduced in size. Most digital cameras will take photos at 10 mega pixel plus, which gives a photo that could be easily printed several metres across. Way too many pixels for PowerPoint etc!

Select from the following compression settings:

- Print (220 ppi): excellent quality on most printers and screens
- Screen (150 ppi): good for Web pages and projectors
- E-mail (96 ppi): minimize document size for sharing

### Compressing Pictures

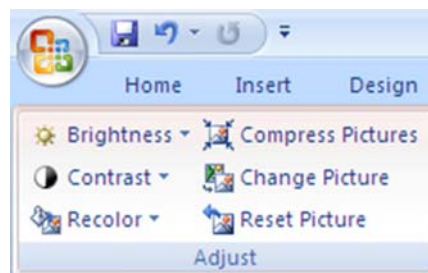


#### To do this:

1. Select one or more pictures in a document.
2. On the **Format** tab, click **Compress Picture**.

**Note:** If you do not see the **Format** tab, make sure you have clicked on the picture which will then enable the tab.

3. Select the options you want.



**Note:** Selecting the **Delete cropped areas of pictures** check box discards the parts of the picture that were hidden during cropping, which will further reduce the file size.

**Tip:** When taking photos for use in a presentation or Word document for example; set the cameras resolution to Low or 640x480 or 800x600. By doing this, you will make the process of reducing picture compression etc, a lot easier. Also note that a standard mobile phone camera with a resolution such as 1.3 mega pixel (typical business phone), is ideal for inserting photos into a presentation.

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