

Optimizing Images in Microsoft Word & PowerPoint

Overview

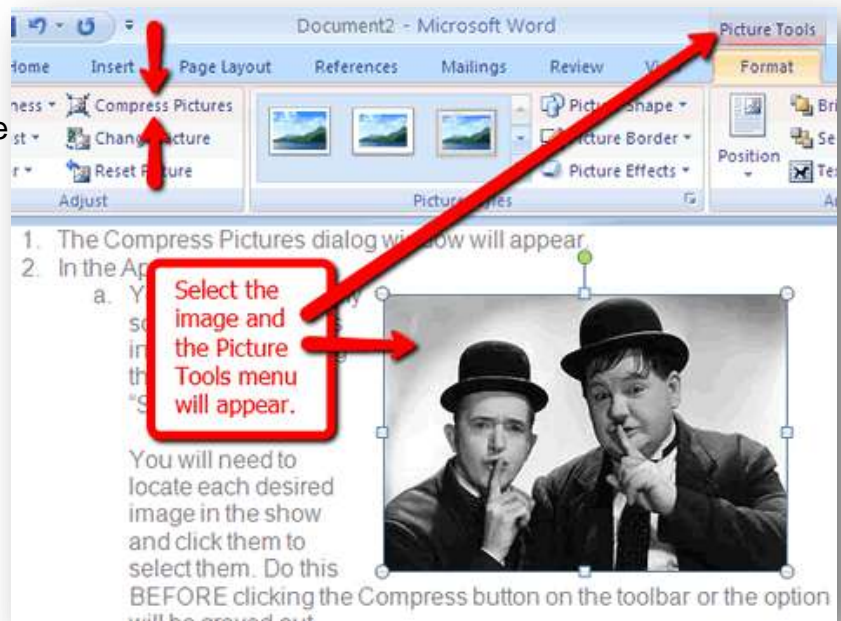
When sharing files across the Internet, such as when downloading from the Web or attaching to an email, caution should be taken to avoid unnecessarily large files which can slow transfer and waste storage space.

The file size of a Word document can become very large due to the images embedded in it. Images can have larger dimensions or a higher resolution (pixels per square inch) than necessary and they can have portions hidden from view which continue to bloat the document.

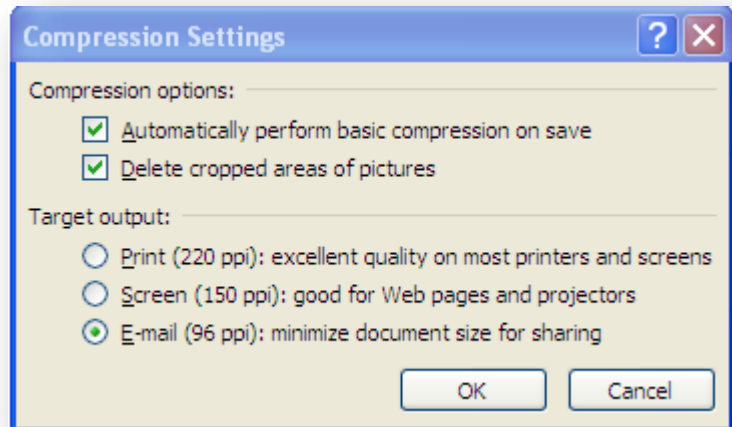
While the best results can be attained by optimizing images in a graphics program like Photoshop or Fireworks, Word has built in tools for optimizing images that are already embedded and which will achieve a significant savings in the overall size of the document. This is probably the handiest route to take when preparing to share an older existing Word document.

Optimizing in Word & PowerPoint 2007

1. Open the desired Word document
2. Click an image to select it
 - Handles will appear on the image
 - You may select multiple images by holding down the shift key.
 - A Picture Tools menu will appear while an image is selected.
3. Click Compress Pictures in the upper left of the Word window.
 - A compression dialog window will appear.
 - You can check the box to only compress the selected image(s) or leave it unchecked if you wish to optimize all the images in the document.
4. Click Options

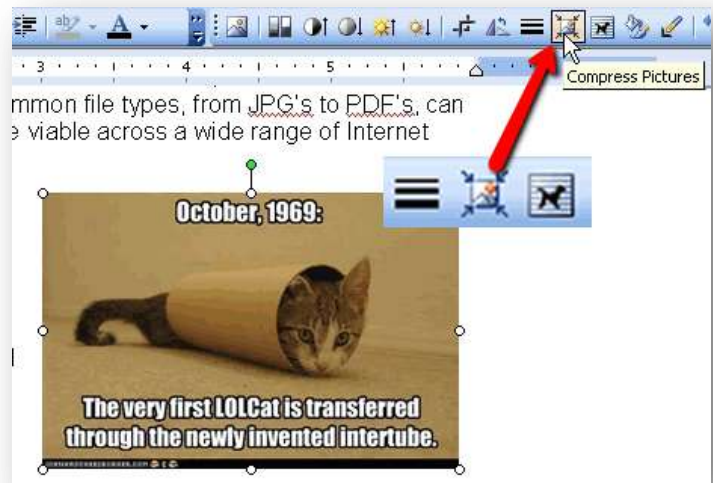


5. The Settings dialog window will appear.
6. Check the boxes for Automatically performing basic compression on save and for Delete cropped areas of pictures.
 - Cropped areas add to file size even though they're hidden from view. Deleting the cropped areas will trim away unneeded portions of the image.
7. Choose the smallest "Target Output" size you can live with.
 - If you're not trying to display minor details in an image, like brush strokes in a painting, 96 ppi should be more than sufficient resolution.
8. Click OK to save the Compression Settings and close the dialog window
9. Click OK to close the Compress Pictures dialog window
10. Save the document.



Optimizing in Word & PowerPoint 2003

1. Open the desired Word document
2. Make sure the Picture Toolbar is available
 - View menu>Toolbars>Picture
3. Click an image to select it
 - Handles will appear on the image
 - You may select multiple images by holding down the shift key.
4. Click the Compress Pictures icon in the Picture Toolbar



5. In the Compress Pictures dialog window choose whether to apply settings to the selected picture(s) or to all pictures in the document
6. Select the lowest resolution you can live with. 96 dpi is usually plenty for any image that doesn't need to show very minor detail like brushstrokes.
 - If you're not trying to display minor details in an image, like brush strokes in a painting, 96 dpi should be more than sufficient resolution.
7. Check the box for Compress Pictures
8. Consider checking the box for Delete Cropped areas of pictures
 - Cropped (and partially masked) areas add to file size even though they're hidden from view. Deleting these areas will permanently trim away unneeded portions of the image
9. Click OK

