



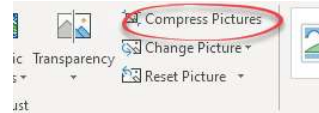
Images - Compressing

How do I compress my images?

If you have many graphics in your document you will soon find the size of the file becomes large. You can compress the images in your document to reduce this size.

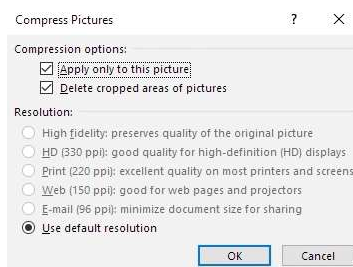
1. Click any image in the document.
2. Click to display the Picture Tools, Format ribbon.
3. Click 'Compress Pictures'.

The 'Compress Pictures' dialogue box will be displayed.



4. Untick 'Apply only to this picture'.

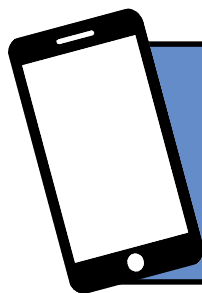
5. Ensure 'Delete cropped areas of pictures' is ticked.



6. In the 'Target Output' section, select the highest resolution offered or if you are unsure leave it at 'Use Document Resolution'.

7. Click 'OK'.

8. Remember to save your document!



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk