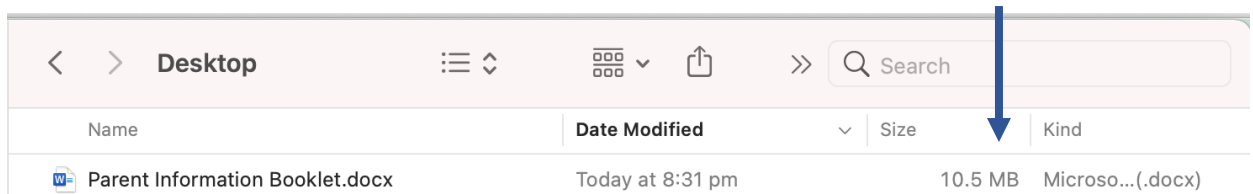


Compressing images in Publisher and Word

At times, file sizes are important on your website. If you have a large document with lots of graphics – it can take FOREVER for your parents to open. To combat this, Updat-ed websites have a 10mb file uploading limit. This means that any file bigger than 10mb won't be accepted into your media folder.

If you have a large newsletter or a school booklet that you need on your site – here are the steps to reduce the size of your file, having little to no bearing on what the images look like on your document. In our experience, most newsletters and documents are produced in Publisher or Word – please follow the appropriate steps.

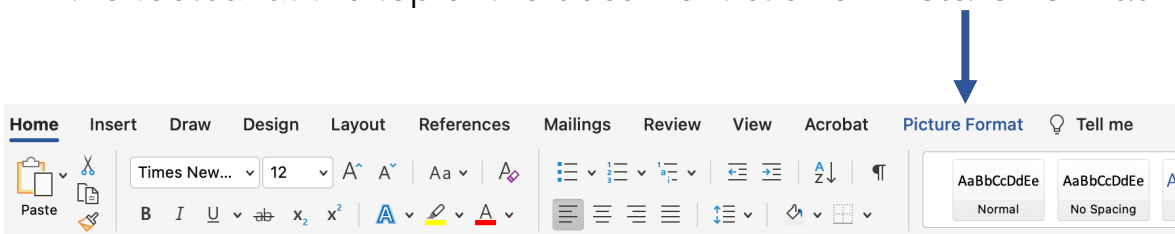


MICROSOFT WORD

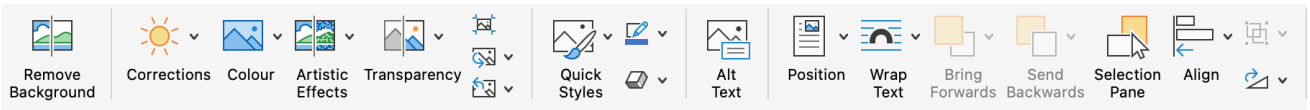
1. Open the document in word and click on one of the images in the file. The square boxes should appear around it.



2. In the toolbar at the top of the document click on **Picture Format**

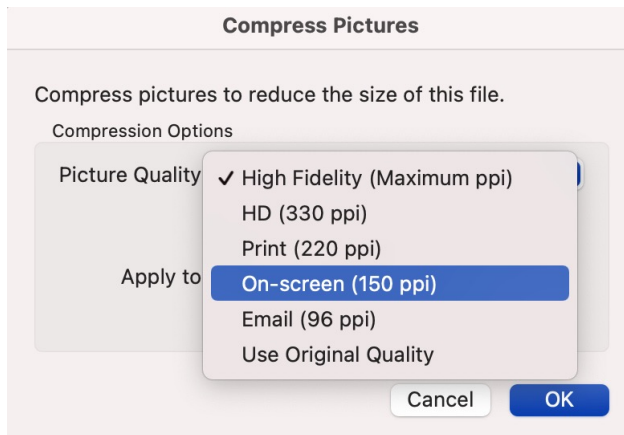


3. In the Format Picture toolbar you will see an icon that compresses the image.

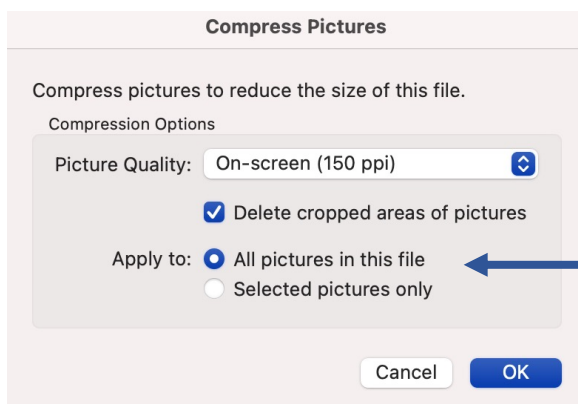


4. Click on the Compress Image button.

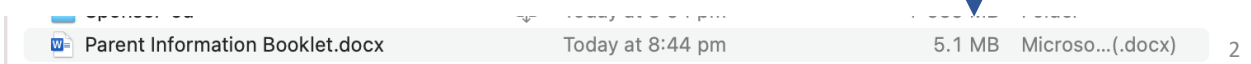
From the drop down menu choose "On Screen"



5. Apply to all pictures in this file. Click OK.

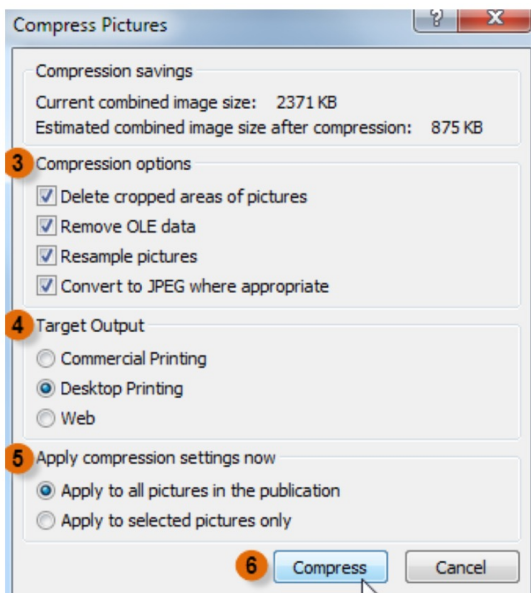
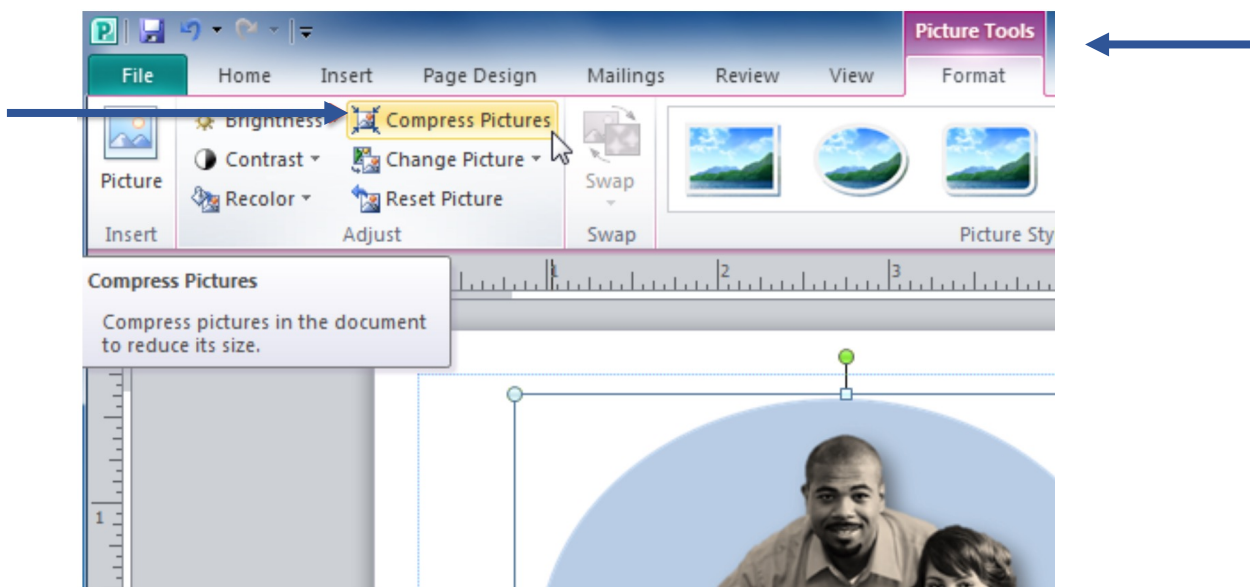


6. Save your file and you will see the size difference.



MICROSOFT PUBLISHER

1. Open the document in publisher and click on one of the images in the file. The square boxes should appear around it.
2. Click on the Picture Tools Format tab and locate the Adjust group. Click the **Compress Pictures** command.



3. You can have all options labeled in 3 ticked.
4. Target output should be **Web**
5. **Apply to all** pictures in the publication.
6. Hit **Compress**.
7. Save your work – it's a much smaller file size now!