Reducing Image File Size Within Working Document

Microsoft Publisher:

1. **Select the image** you wish to resize.
2. Right click to see the shortcut menu as shown below. Then select **Format Picture**...

3. When the dialogue box opens, select **Compress**...
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4. The Compress Pictures dialogue box will open showing details about the image to review as you make the decision about what setting you would like for this image.

- **Image File Sizing Information**
  - Current combined image size: 5007 KB
  - Estimated combined image size after compression: 2119 KB

- **Compression options**
  - Delete cropped areas of pictures
  - Remove OLE data
  - Resample pictures
  - Convert to JPEG where appropriate

- **Target Output**
  - Commercial Printing
  - Desktop Printing
  - Web

- **Apply compression settings now**
  - Apply to all pictures in the publication
  - Apply to selected pictures only

- **I recommend leaving all of these selected**

- **It’s best to choose the pictures individually as we have so few in this document and they will likely have individual needs.**

5. After choosing your settings, click **Compress**.