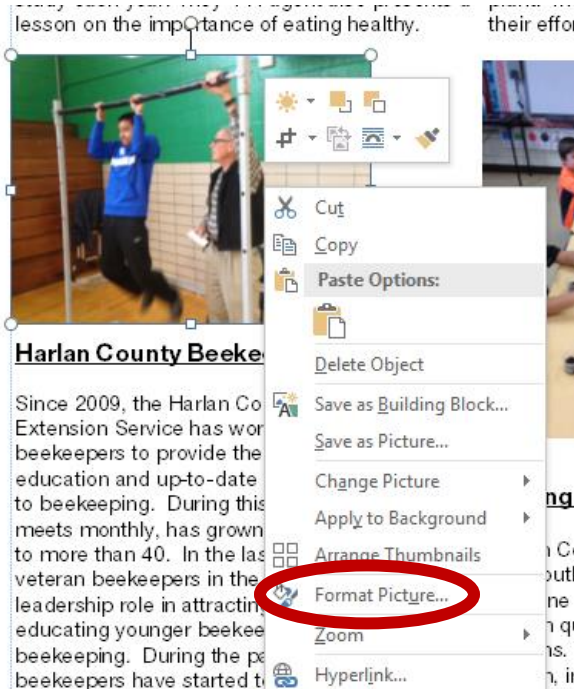


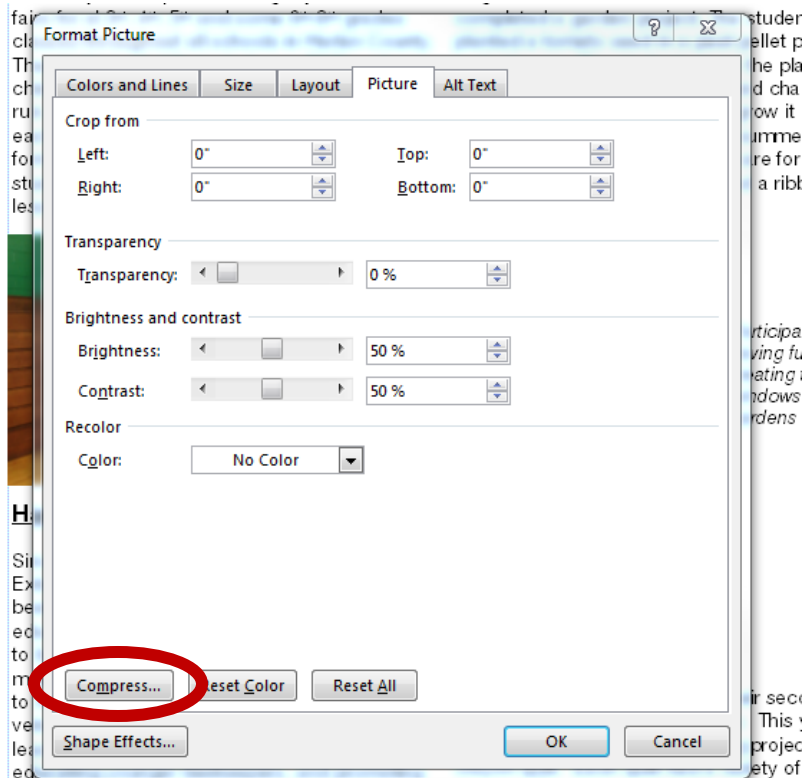
Reducing Image File Size Within Working Document

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...**

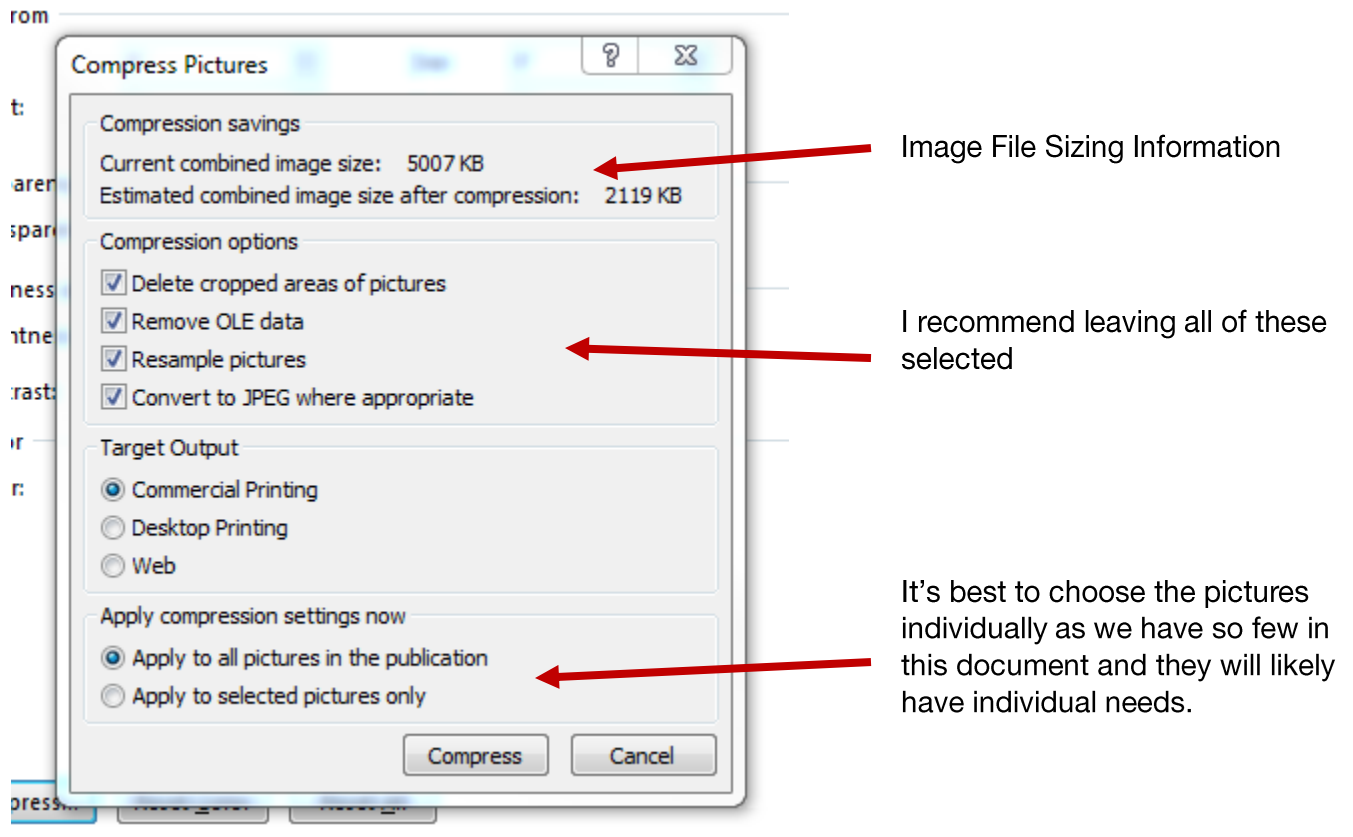


3. When the dialogue box opens, select **Compress...**



Reducing Image File Size Within Working Document

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.



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