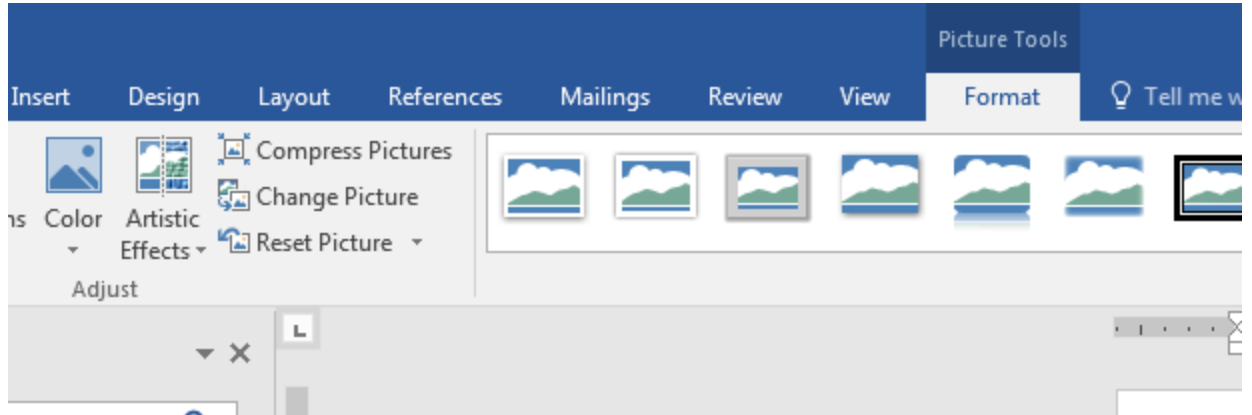


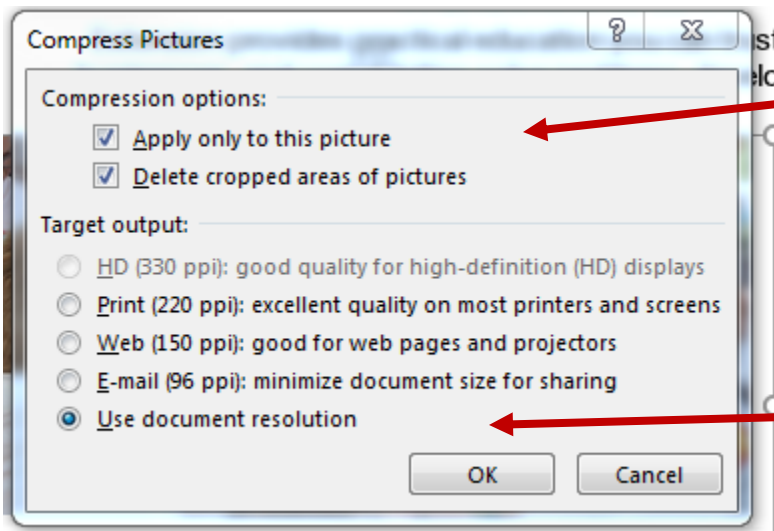
## Reducing Image File Size Within Working Document

Microsoft Word:

1. **Select the image** you wish to resize.
2. Choose the **Format** menu that appears under **Picture Tools**. Then choose **Compress Pictures**.



3. The Compress Pictures Dialogue box will open.



I recommend leaving both of these selected

I would initially try the choice "Use document resolution". Deleting the cropped areas may provide enough of a file size change. If not, return to this dialogue box and choose a smaller ppi setting.

4. Click **OK** and save your file.