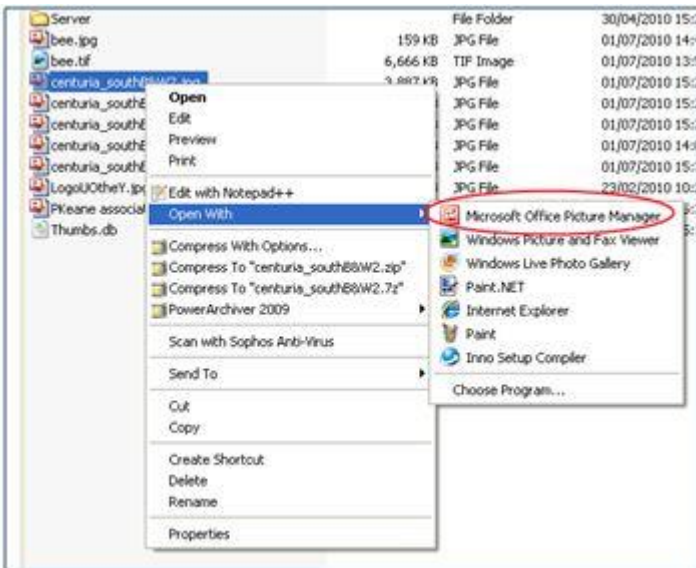


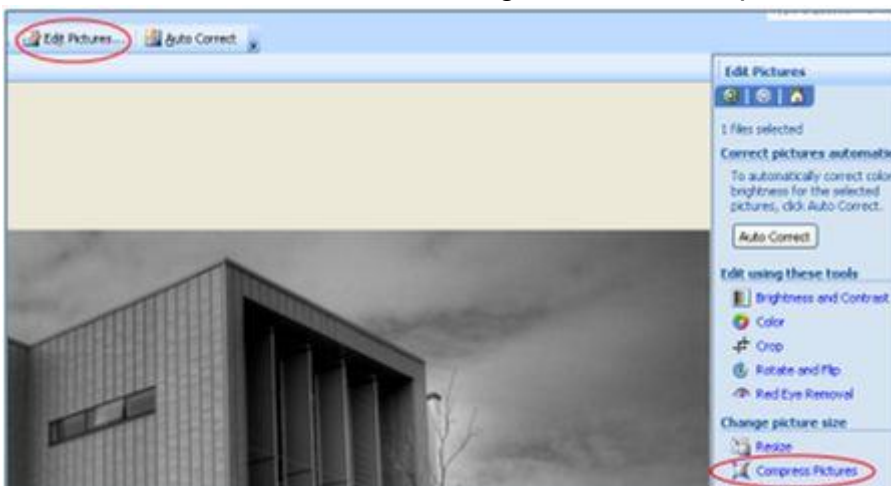
# How do I compress an image(s) for faster printing?

## How to compress a photo in Microsoft Office Picture Manager

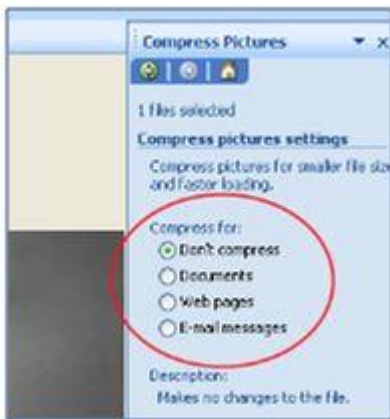
Navigate to your photo in windows explorer, right click the file, and choose Open With...select Microsoft Office Picture Manager. See below:



Click 'Edit Pictures' then from the right choose 'Compress Pictures'...



Decide the level of compression you require, Documents or Web pages (which are even smaller sizes) will be fine for most documents viewed in A4 size on a screen or in print.



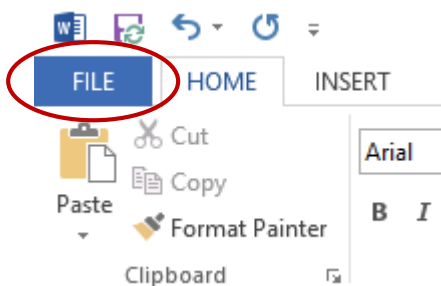
Only use e-mail if you intend to send the document by e-mail, and (with other photos in the file) would exceed the 10Mb size limit that many organisations seem to operate on their email systems.

## How to compress all photos in a Microsoft Office document

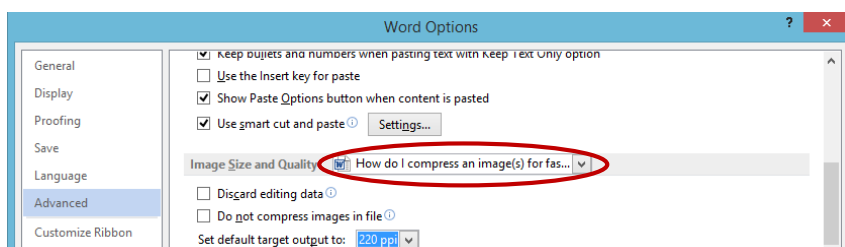
Important: This setting applies only to pictures in the current document or the document selected in the list next to Image Size and Quality. By default it is set to a target of Print (220 ppi).

Note that this feature is not available in Microsoft Project 2013.

Click the File tab, Click Options and then click Advanced.



Under Image Size and Quality, click the document that you want to set the default picture resolution for. In the Set default target output to, click the resolution that you want.



This method doesn't compress quite as much as reducing your photo sizes first and then inserting them, due to Office pre-sets to preserve quality, but it still reduces the file size by at least half and often by 5 or 6 times.

In a sample document of 14.6 Mb with 4 large jpegs, after completing the above task, the document size was reduced to 9.3 Mb when 'Print' was selected. You would be very hard pressed to notice any loss of quality at all, they look identical.