

How to reduce the size of MS-Word files containing pictures.

One of the key problems faced by the editors of club newsletters is reducing the size of the files so they can be e-mailed to members without problems. Here is the technique for reducing the size of MS-Word documents containing large pictures. This works for MS-Word 2003.

If your version of MS-Word supports this:

1. Click on an image. The Picture toolbar should appear somewhere on screen (alternatively 'view', 'toolbars', 'picture' will turn it on);
2. Select the 'Compress' icon;
3. Check the 'All pictures in the document' selector;
4. Check the 'Change resolution print' selector;
5. Check the 'Compress Pictures' selector;
6. Check the 'Delete cropped areas of pictures' selector;
7. Click the 'OK' button;
8. Click the 'Apply' button in the 'Compress pictures' window that appears;
9. Save the file once the compress is complete;
10. Convert the file to 'pdf' format if you have appropriate software;
11. If you are using pdf conversion software on your own PC it is important to make sure your settings for converting an MS Word file to PDF allow for adequate compression and reduction of the file, otherwise you could end up with a larger .pdf than the original doc file.
12. OR ALTERNATIVELY email the MS-Word document, as an attachment to pdf@koolwire.com . Don't include any message in the body of the e-mail, but you can enter the file name, for example '2007_12 Turnings', as a subject.
13. Watch your e-mail inbox for an incoming message from 'koolWIRE' with your document attached as a 'pdf' file. Clever trick eh!

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