

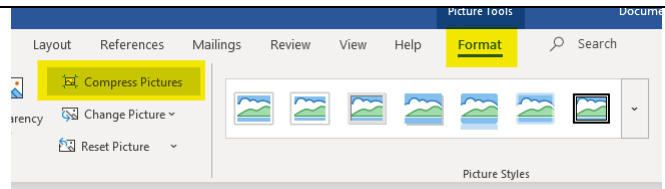
How to compress an image (Windows)

Step 1

Within your Word document, select the image you want to compress

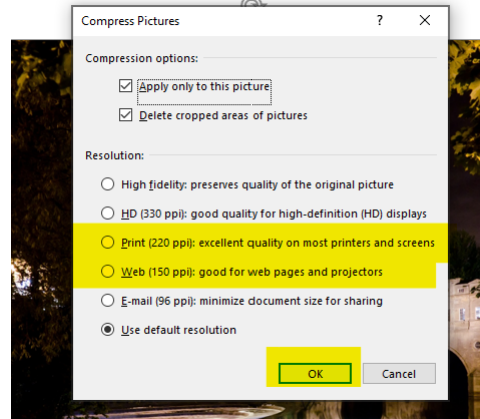
Step 2

Click the Picture Tools Format tab and then Compress Pictures



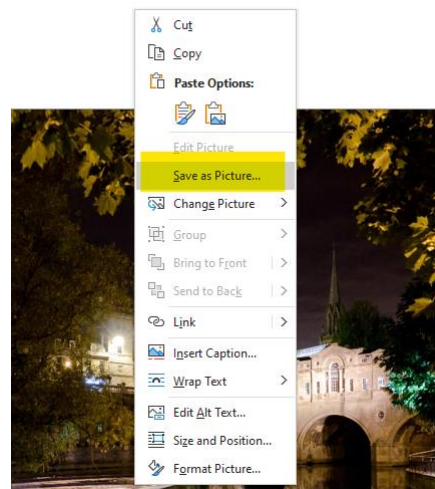
Step 3

Choose a lower ppi setting, such as for web or print. Click OK.



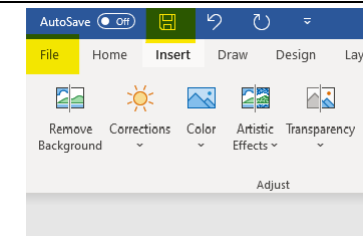
Step 4

Either right click on the image, click 'Save as Picture' and re-save it to your computer.



Step 5

Or re-save the entire Word document using the File option.



[Further instructions](#)