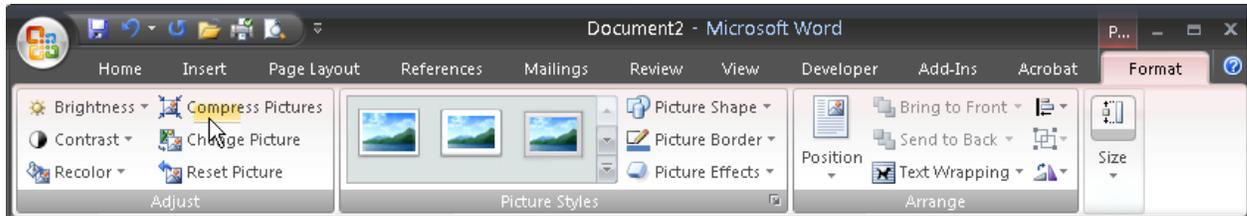


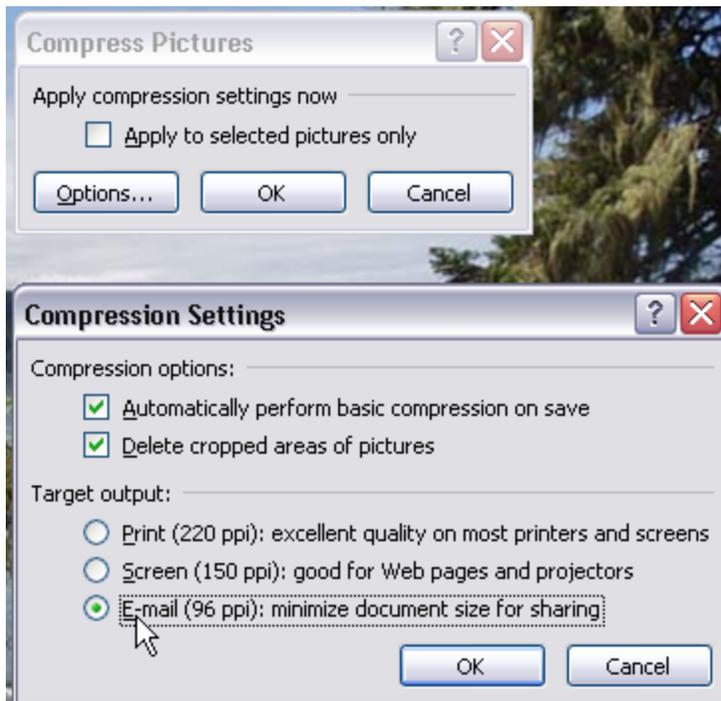
Compressing Pictures in MS Word, PowerPoint, & Publisher

Photos, graphics and other images can take up an enormous amount of room in your Microsoft Office documents. But, you can compress them. Here's how to do it in Word 2007. The process is similar in other MS Office products.

1. Double-click on any picture in your document.
2. Click **"Compress Pictures"** 



3. Click **"Options"** and select **"Email"**.



4. OK. Save the file with a new file name.