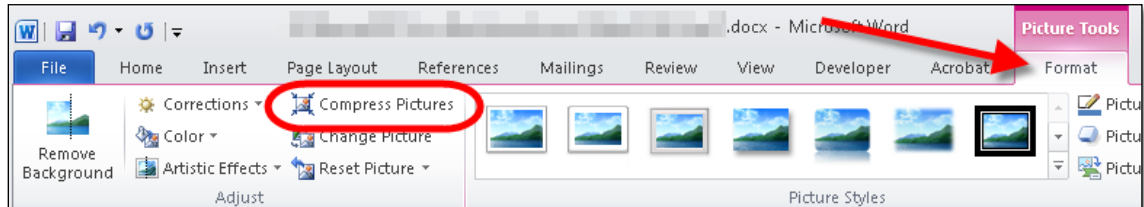


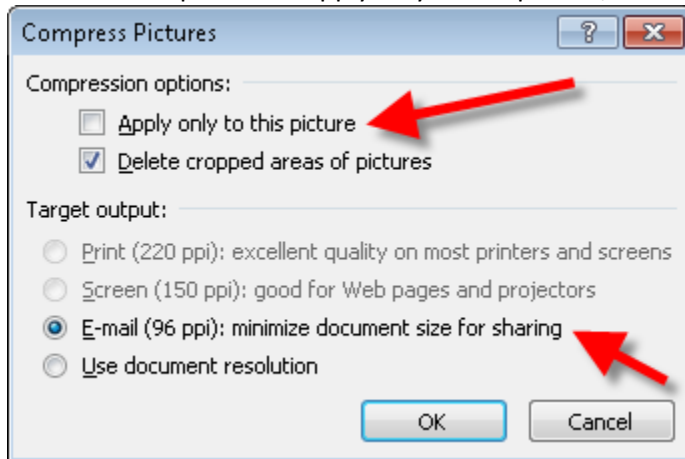
## COMPRESSING IMAGES IN WORD

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1. Select an image in your Word document.
2. Click the **Format** tab under Picture Tools if it did not automatically popup, and select **Compress Pictures**.



3. **Uncheck** the option for “Apply only to this picture,” and **select** the option for “E-mail (96 ppi)”



4. Click **OK**.