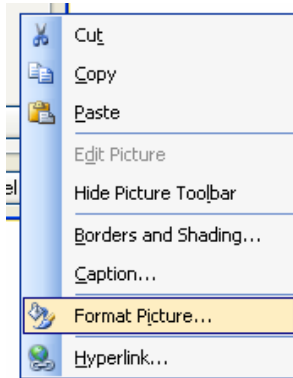
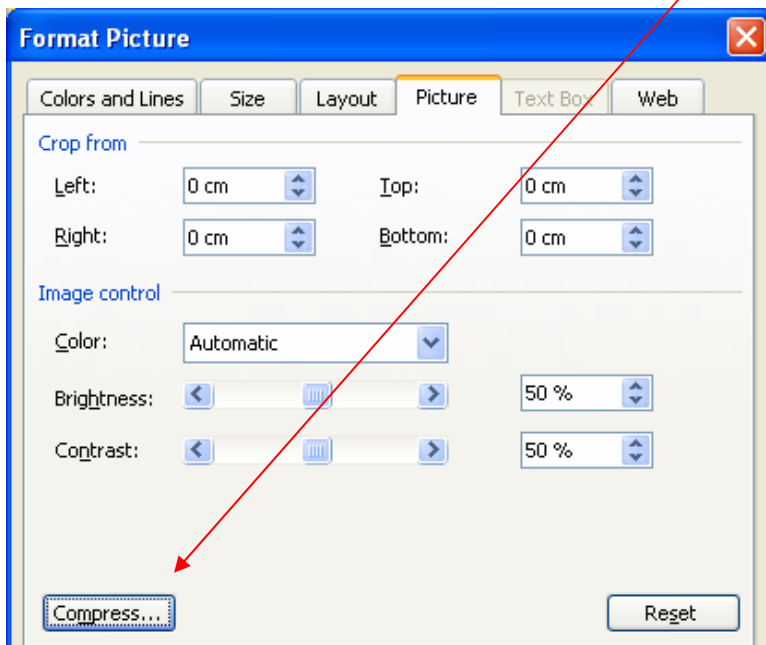


## Compressing Images in Word / PowerPoint 2003 (& Publisher 2007)

- Right or double click on the image and select Format Picture



- Select the Picture tab and then the Compress option.



- Now choose to apply to one, more or all pictures in the document and then select Web / Screen or Print as appropriate.

