

Compressing pictures in Microsoft Office



Word



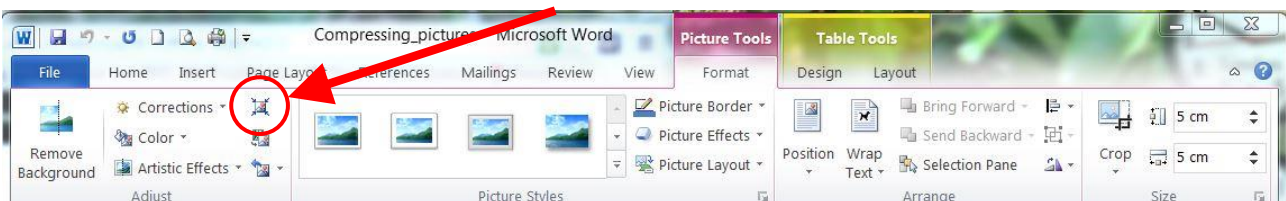
Publisher



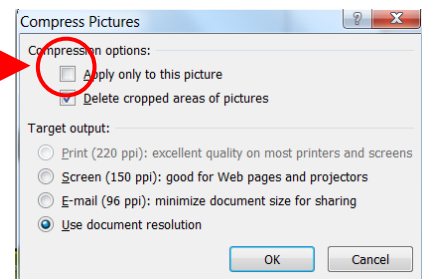
PowerPoint

Saves space and makes your documents open faster.

1. Select a picture
2. Click on the Picture Tools tab
3. Click on this icon



4. Untick the "Apply only to this picture" box. Click on [OK]



5. Don't forget to do it again if you add more images 😊