



Reducing File Size

Microsoft Office applications create professional-looking documents that can be unnecessarily large in file size. These big documents are undesirable because they limit the file's ability to be transported — especially via e-mail. Also, very large files are slow to download, save and edit. Many organisations, Outlook / web mail inboxes are limited in size and a very large file could result in messages requesting that you empty your inbox before you can send further emails.

Follow these suggestions to restrict and reduce Word document sizes. (Note that these options also apply to Excel and PowerPoint.)

Don't paste images—insert them

Image files are available in a number of different formats, such as bitmaps, jpegs, gifs, each of which have advantages and disadvantages.

The least efficient of these formats is bitmap. Bitmap images are very large in file size and are low in detail, but they are also the favoured format of Microsoft Windows and Office. So whenever an image is copied to the computer's clipboard and pasted straight into Microsoft Word, the image is pasted as a bitmap — regardless of the file format of the original image. This results in a much larger Word document than necessary, especially if there are more than a few images pasted in this way.

There is considerable difference in file sizes when you **insert** an image vs. **pasting** the same image. Instead of copy- pasting save the images to disk in one of the other formats (**gif** or **jpeg**) and insert them.

To save an image from a web browser to a disk

1. Right-click the desired image
2. On the resulting menu, select *Save Picture As...*
3. Browse to the location (drive and folder) where the file is to be stored and, if necessary, change the file name and file type (**gif** or **jpeg**)
4. Click **OK**.

To insert an image into a Word document

1. Select *Insert > Picture > From File...*
2. Browse to the location of the image
3. Select the image file and click Insert (or simply double-click the file).

Turn off fast saves

Word and PowerPoint: On the **Tools** menu, click **Options**, click the **Save** tab, and then clear the *Allow fast saves* check box. Doing this forces Word and PowerPoint to remove excess data from your presentation file each time you save.



Save the document as a PDF

This is a valuable tool for reducing the file size of a document. It also renders the original document un-editable in its original, a bonus for web applications and material for which any drafting is complete. Adobe Acrobat software is required for editing Adobe documents. The reader is a free download from www.adobe.com. Adobe Professional or the writer is an expensive piece of software unless you can buy the educational licence which makes it excellent value.

A pdf document retains its original style, colour and formatting and can be retrieved and printed as a whole unlike web pages. Ideal for documents you want people to download and use unchanged.

Complex pdf documents can also utilise live linking to the Internet and within the document itself allowing you to simply index your online document for ease of use.

It is also possible to use MS Publisher (which cannot be transmitted electronically to a PC without the Publisher software on it to receive the file) then pdf it allowing the receiving machine to read the compressed file.

MS Powerpoints can also be made into pdfs which can reduce the file size for uploading and prevent editing by others.

Scanned Documents and Images

When scanning documents or photos set the resolution between 72 dpi to 75 dpi. By changing the resolution of the scanned image from the default setting of 200 dpi to 75 dpi, the file size becomes smaller and takes less time to download.

When viewing the scanned image on a computer screen, there is no difference in image quality between a 200 dpi image and a 75 dpi image.

There is a really useful site which explains about different types of files, optimising, reducing file sizes as well as scanning graphics very simply and in a really understandable way at: <http://www.fieggen.com/ian/graphics.htm>

Optimise and resize images before inserting into MS Documents web pages or sending as email attachments **see Fact sheet on *OPTIMISING GRAPHICS***

Win Zip

Zip (.zip) files are files that are compressed to decrease the total file size. Files are compressed to reduce the amount of disk space needed for storage and to reduce download times. Files must be uncompressed (unzip) to view. They cannot be read online but work best as downloadable files.

Win Zip software is necessary to utilise this option. It can be downloaded free as a trial from <http://www.winzip.com/> or from normal download sites [Tucows](#) and [Download.com](#)