



## Compressing Word Documents

For those of you creating documents for submission as part of the requirements for a New Program, we offer these suggestions to minimize their size. This is important, as large documents (more than 1 MB) cannot be uploaded.

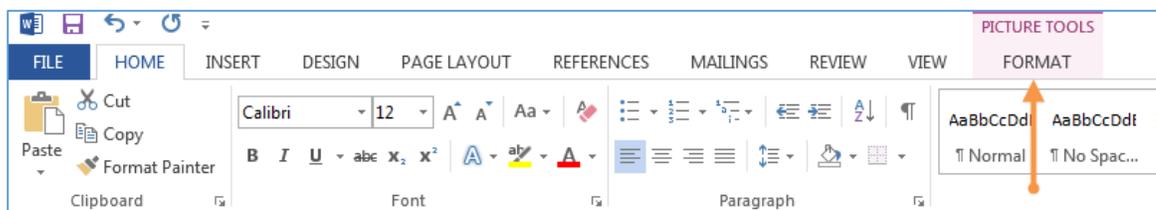
The ideal way to solve this problem is to save your images as compressed files before inserting them into your Word Document. Your scanning picture software should provide you with the tools to make any images less than 100K in size. Alternatively, you can try reducing your word file size by:

- Compressing Pictures
- Converting Word to PDF

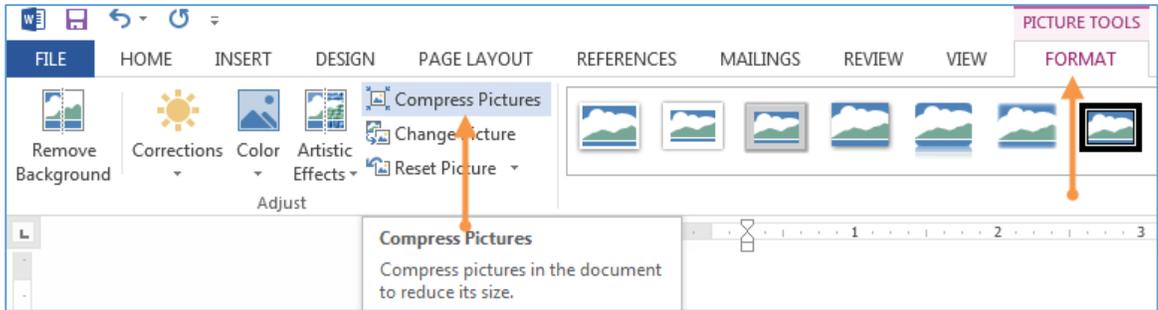
### Compressing Pictures

Adding images to a Word document can significantly increase the size of the file. To compress the images in your word file use the following method:

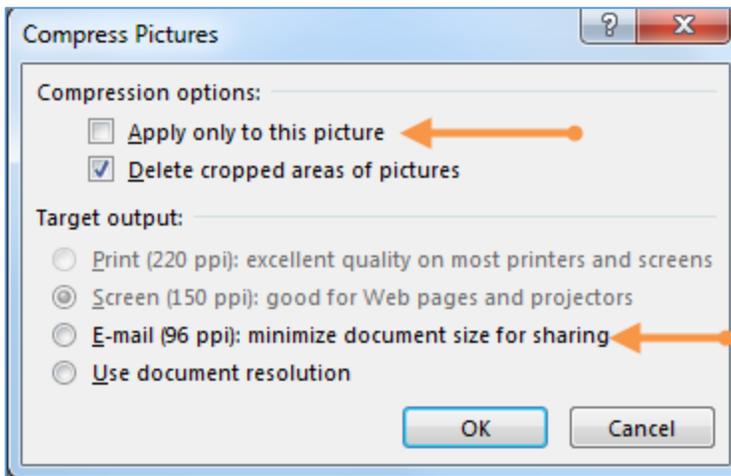
1. Select an image in your word document, the PICTURE TOOLS FORMAT Menu appears.



2. Click on the FORMAT menu, the FORMAT menu expands.
3. Click on Compress Pictures, the Compress pictures window opens.



4. If you want to compress only the selected image, then select the **Apply only to this picture** option. By default, the compression settings apply to all the images in the document.



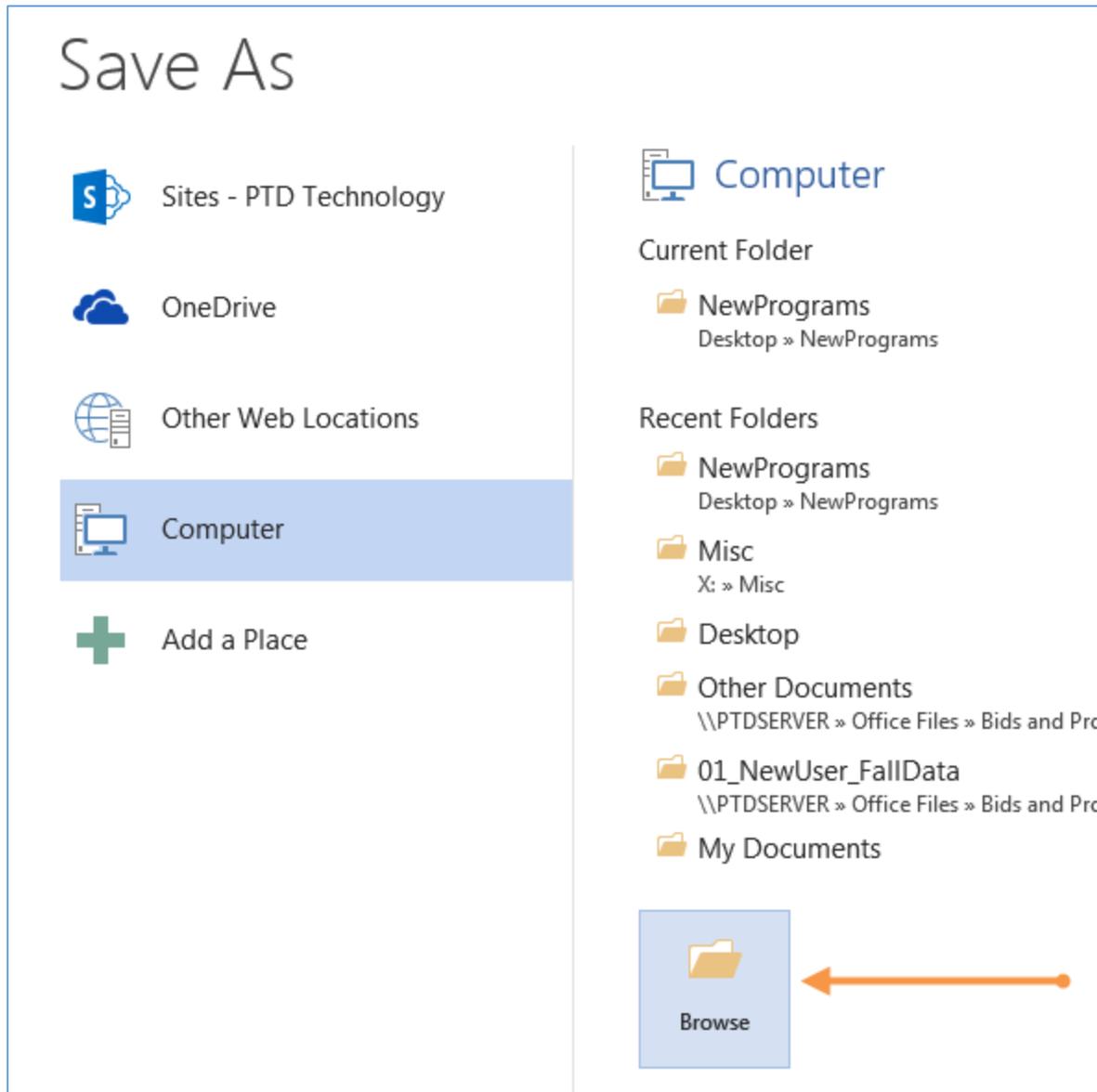
5. From the Target output section, select **E-mail (96 ppi)**, which is the smallest size.
6. Click **OK**.

## Convert Word to PDF

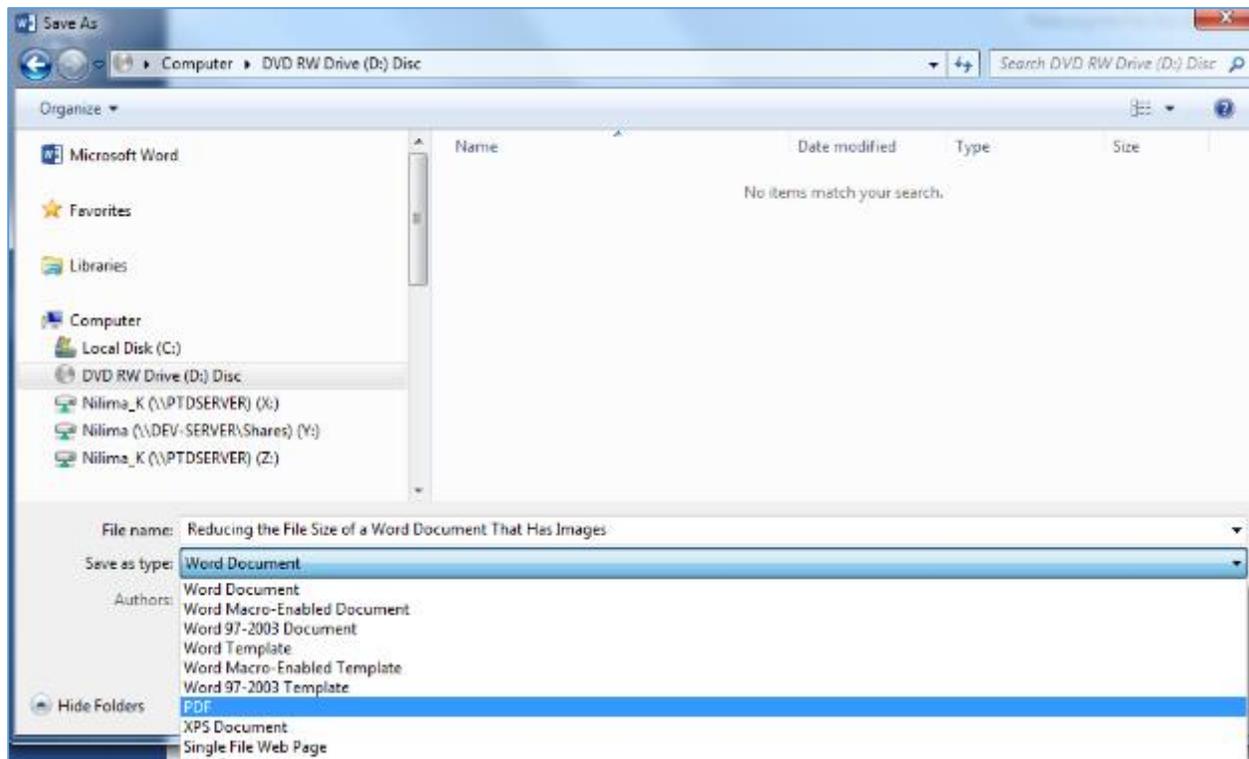
In recent versions of Word like 2007, 2010 and 2013, it may well be automatically reducing the file size. So, if you have already optimized your word document, you may save it as a PDF document. Saving a word document as a PDF can sometimes reduce the file size.

To save your word file as a PDF:

1. Click **FILE**, **Save As**.



2. Click **Browse**. The Save As window appears. Navigate to the location where you want to save your file.
3. From the **Save as type:** drop-down list, Select PDF.



4. Click **Save**.