

# Optimizing Files

## Why Optimize?

Files can be quite large, especially when they include several images. This can be a problem for file storage and file download. Users who do not have high speed Internet connections will be especially impacted and their connection might time out before they are able to download files.

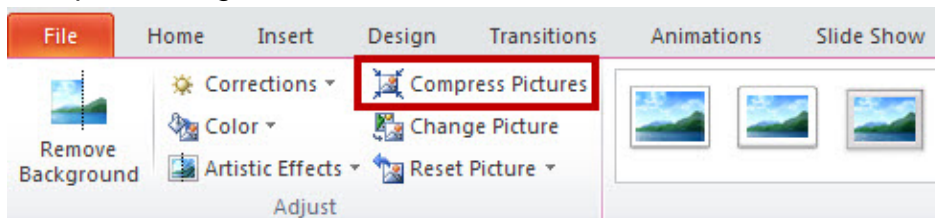
Fortunately, there are ways to optimize files, mostly by compressing images included. This can decrease file size significantly to result in saved storage space and much improved download performance. This document will address [Office 2010](#), [Office 2007](#), [Office 2003](#) and earlier, [Office on MAC](#), and [Adobe Acrobat Pro](#).

*Warning about RTF file format:* Some of you might request that your students save documents in rich text format (RTF) to ensure that you can read them with your word processing program. While this is a standard format, it does not compress images well and creates huge file sizes when graphics are included. For this reason, it is strongly advised that you have students save files in .doc format (Word 97-2003), which most word processing programs can do.

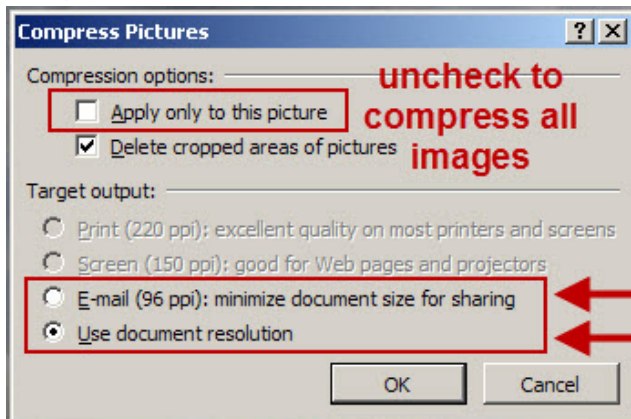
*Note:* Make sure to give your optimized file a new name so you retain the original file.

## Office 2010 (Word, PowerPoint, etc.)

1. In Office 2010, click an image on the page to open the Format ribbon and click the Compress Images icon from the left side of the ribbon.



2. Under the Compression Settings, uncheck “Apply only to this picture” to compress all images in the document.

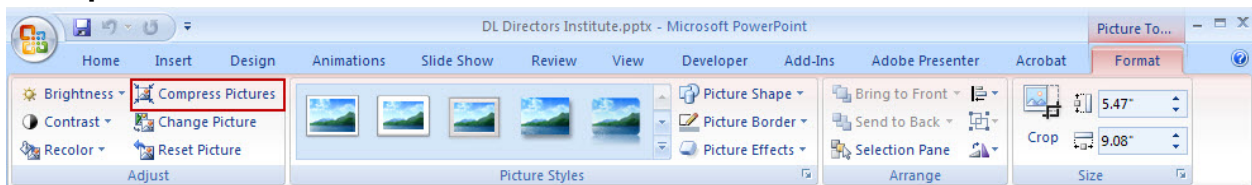


E-mail provides the most compression  
(creates smallest file size)

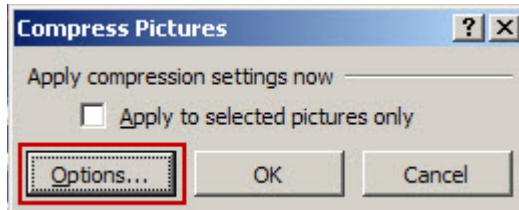
Document resolution provides acceptable  
compression.

## Office 2007 (Word, PowerPoint, etc.)

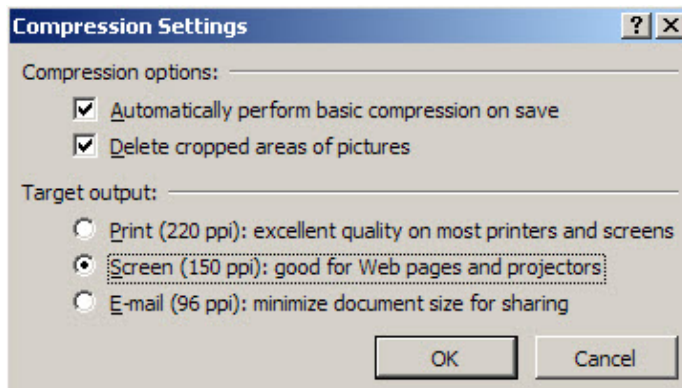
1. In Office 2007, click an image on the page to open the **Format ribbon** and select “**Compress Pictures**” from the left side of the ribbon.



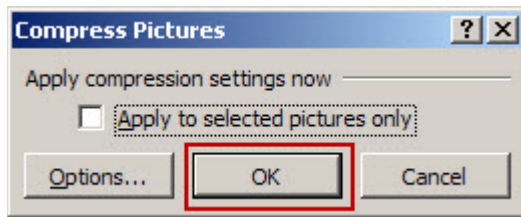
2. Click the “Options” button on the Compress Pictures window.



3. Change the “Target output” to “Screen (150 ppi)” and click “OK”.



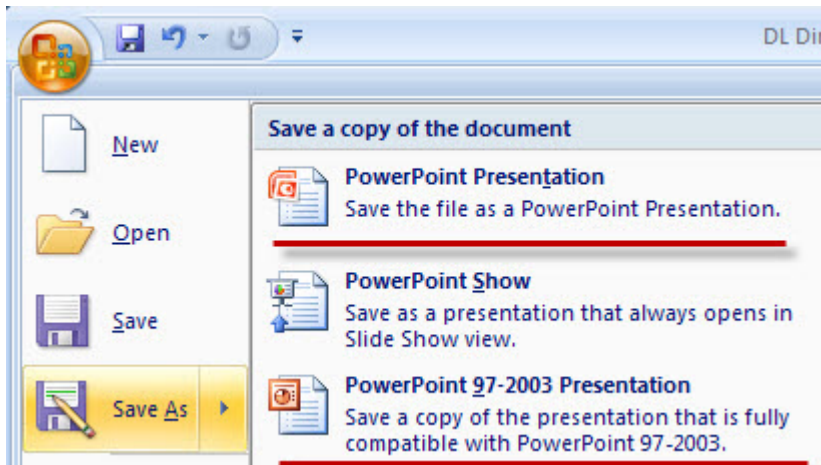
4. Click "OK" in the Compress Pictures window.



5. Click the Office Button.



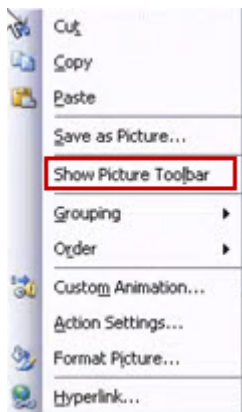
6. Select "Save As", then either "PowerPoint Presentation" or "PowerPoint 97-2003 Presentation".



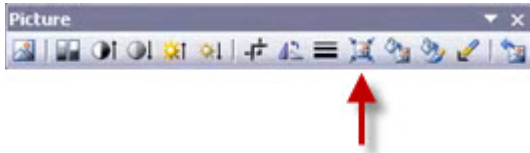
7. Select a new name for your file so you do not overwrite the original.

## Office 2003 and earlier (Word, PowerPoint, etc.)

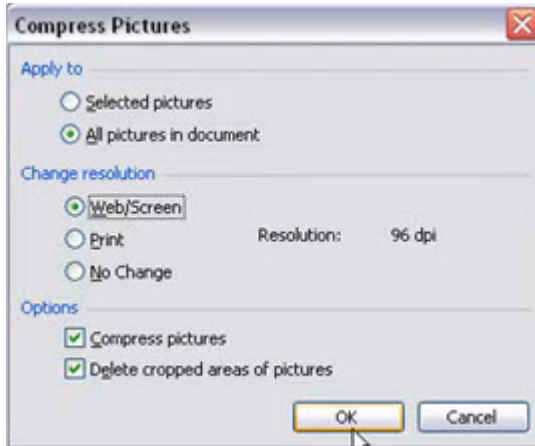
1. Right-click on any image in your document to bring up the menu and select "Show Picture Toolbar".



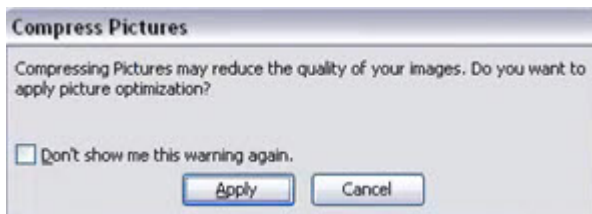
2. Select the “Compress Pictures” icon to open the Compress Pictures window.



3. Under **Apply to**, select “All pictures in document”; Under **Change resolution**, select “Web/Screen”; under **Options**, make sure “Compress Pictures” and “Delete cropped areas of pictures” are selected and click “OK”.



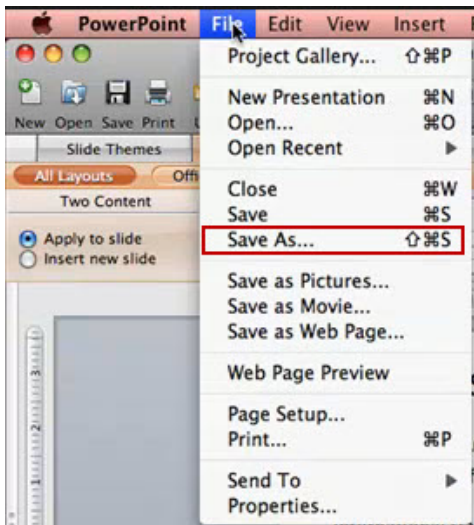
4. You’ll receive a message stating that compressing pictures may reduce image quality. Click “OK”.



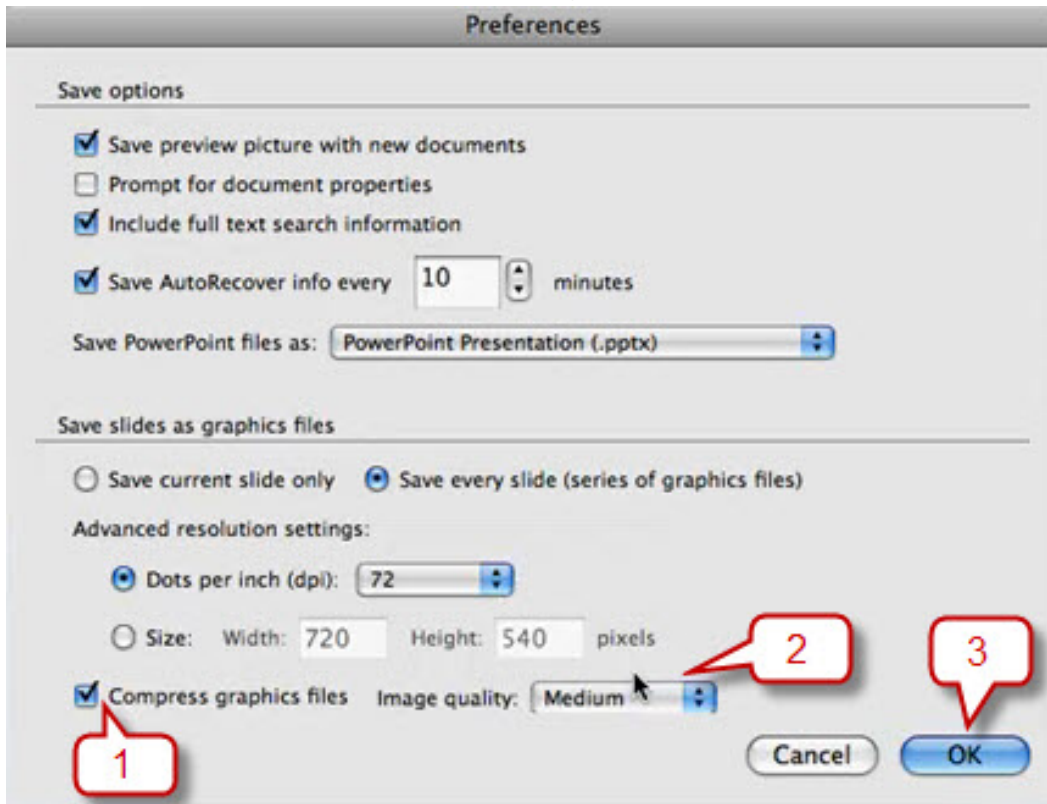
## Microsoft Office on MAC

If you are using a Macintosh, the steps are a bit different:

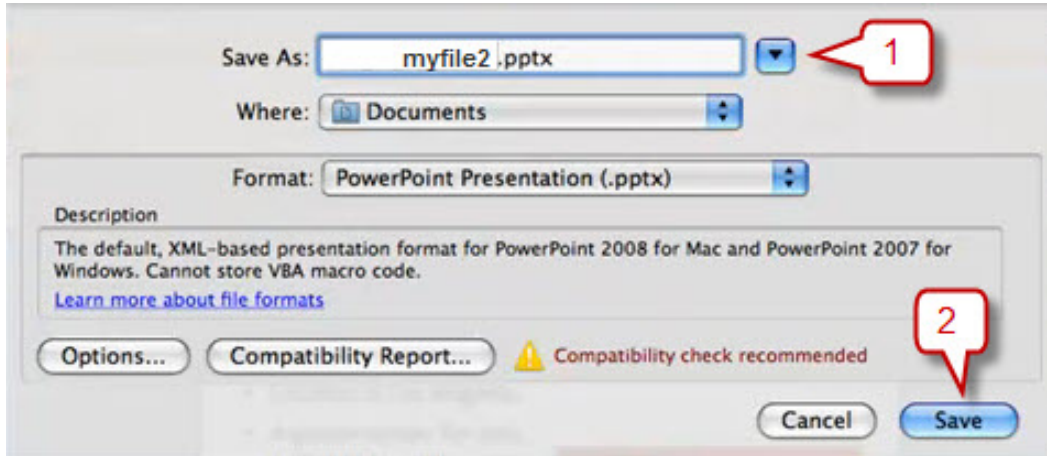
From “File”, select “Save As” to open the Preferences.



Check **Compress graphics files**, change **Image quality** to “Medium”, and click “OK”.



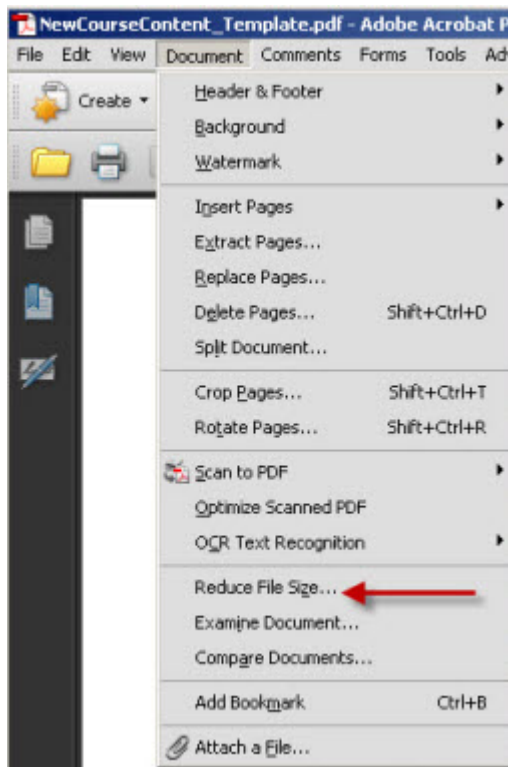
In the textbox next to “Save As”, provide a new name for your file so you retain the original and select the “Save” button.



## Adobe Acrobat Pro (PDF files)

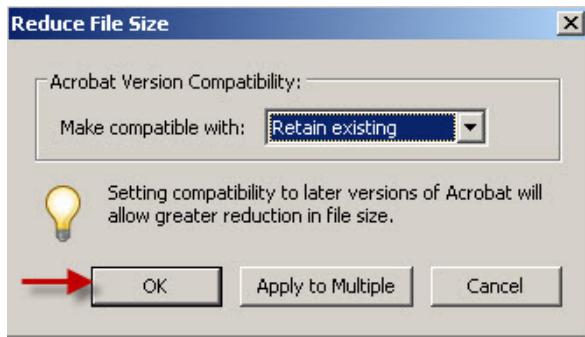
This section pertains to users who use Adobe Acrobat Pro. This will not apply to files opened with the free Adobe reader as these features are only available on the Professional version.

1. Open the file. Click on the **Document** menu item and select “Reduce File Size”.



2. In the **Reduce File Size** window, you will usually keep the default compatibility (the existing version used) or perhaps go back a version or two for users who might not have upgraded

their Adobe Reader. Select “OK”.



3. In the text box for File name, provide a new name for the file so you do not overwrite the original. Select “Save”.

