

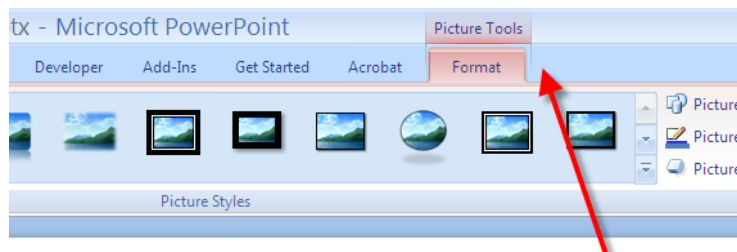
Compress Pictures and Delete Cropped Areas

Cropping and compressing pictures (any graphic, logo, chart, photograph, clip art, etc...) contained within the document allows web items to load and download faster. It is essential to reduce size anywhere we can, without sacrificing quality.

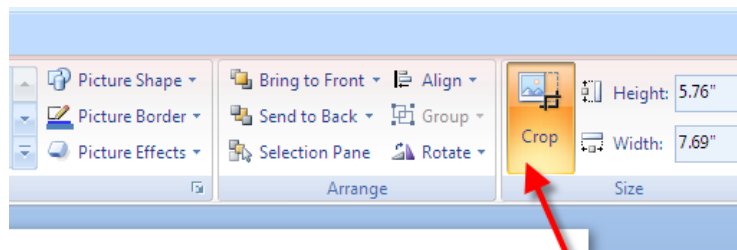
The first thing to do is to SAVE your file under a different name.

Cropping Graphics

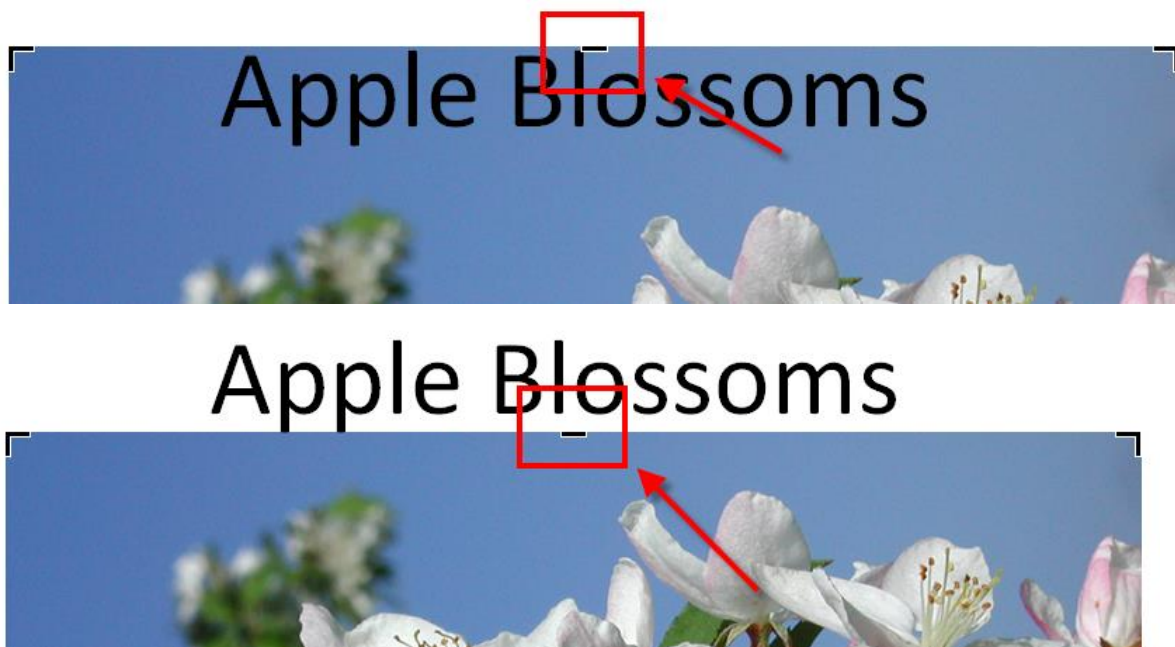
1. Select the graphic you wish to crop.
2. Select the Picture Tools Tab and then the Format Tab



3. Select the Crop Icon



4. Bar will appear around your graphic. Select the bar you wish to crop from and move it.

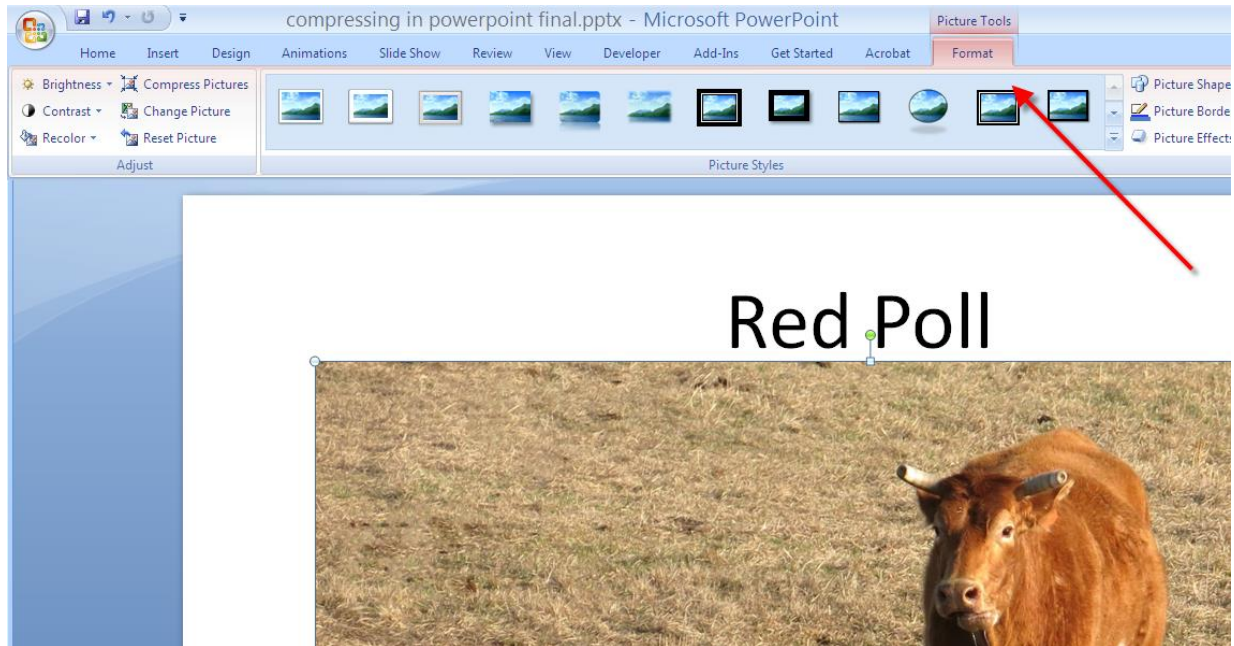


5. Click off of the picture.

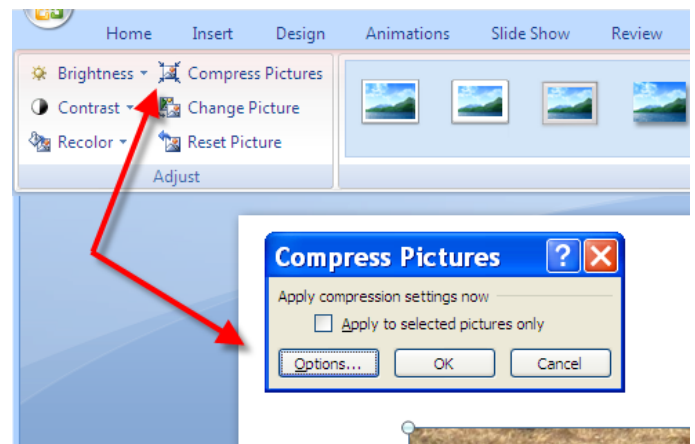
Compressing Pictures

To compress a picture(s):

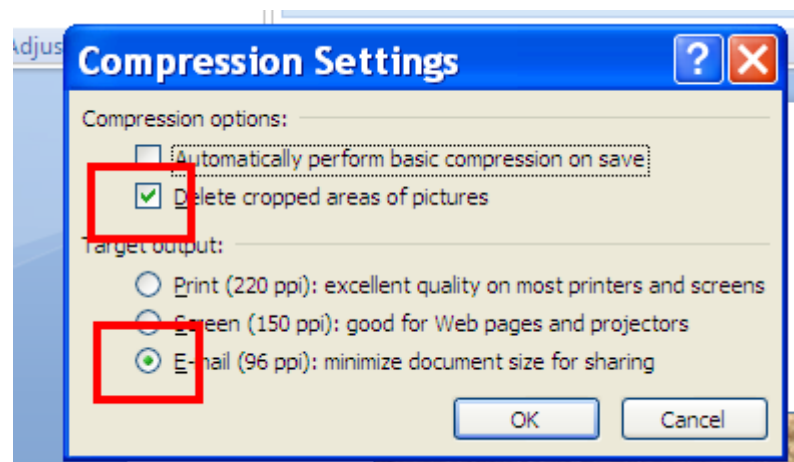
1. Select one of the pictures in your document.
2. Select the Picture Tools Tab and then the Format Tab



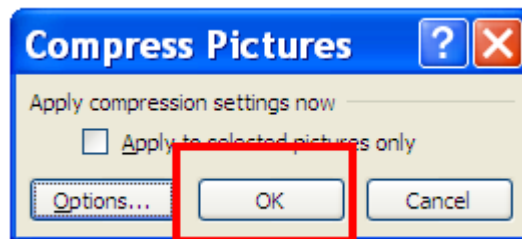
3. From the Format Tab select the Compress Pictures icon. A dialog box will appear. Select the Options button. This will bring up a dialog box that will allow you to compress all the pictures at once (recommended) or you can compress them individually. If you decide to compress pictures individually you will have to repeat each step below for all pictures. Recommended to leave Apply to selected pictures only UNCHECKED.



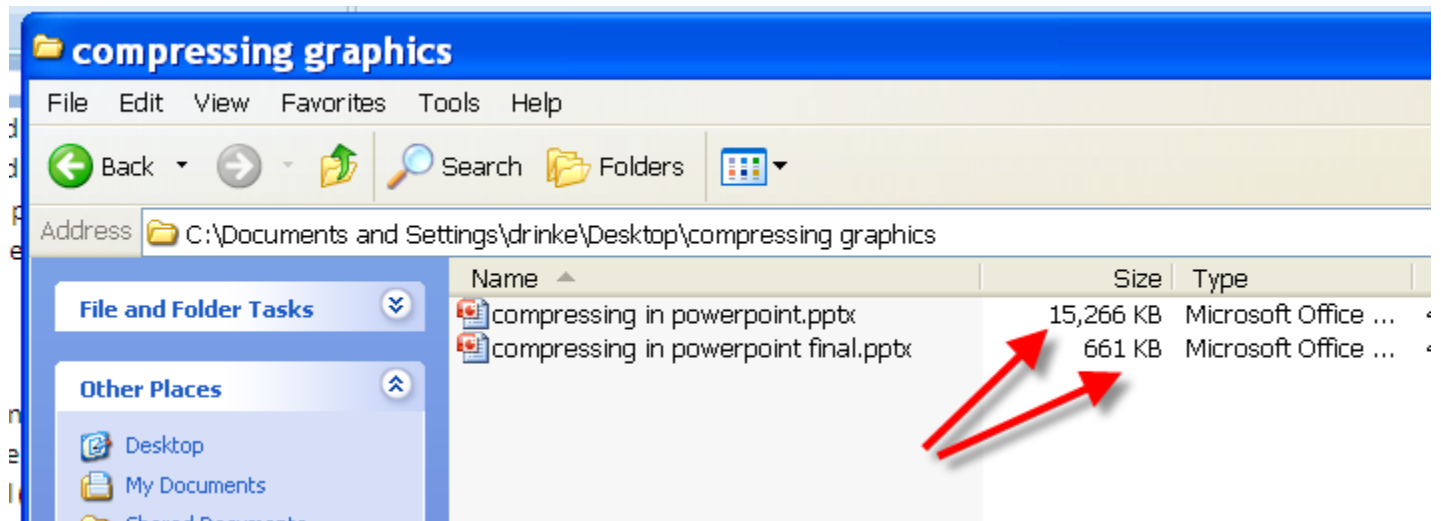
4. Options to Select:
 - a.. Delete cropped areas of pictures
 - b. E-mail (96 ppi): minimize document for sharing.
 - c. Then select the OK button.



5. The select the OK button.



6. Next save your file. Now compare the file sizes from the original to the optimized file.



The same steps will work in PowerPoint, Word, and Excel.

University of Arkansas, United States Department of Agriculture and County Governments Cooperating.

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