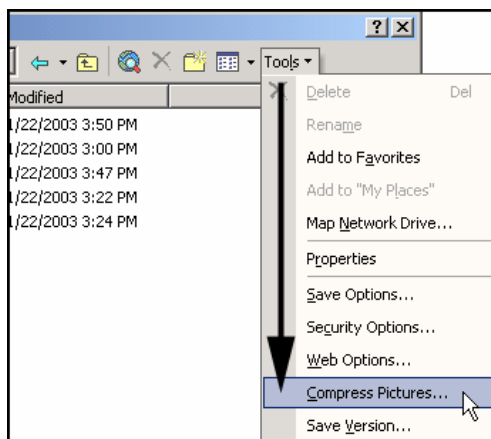
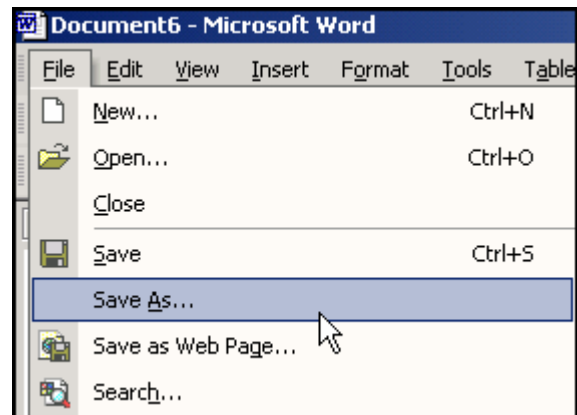


## ***Word XP: Compressing Pictures in a Document***

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1. Click on **START > PROGRAMS > MICROSOFT OFFICE XP > MICROSOFT WORD** or the method that you normally use to open this program.

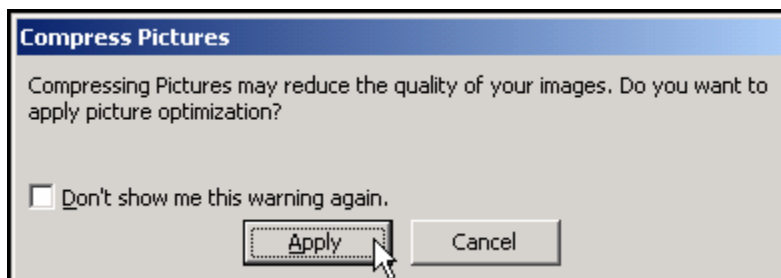
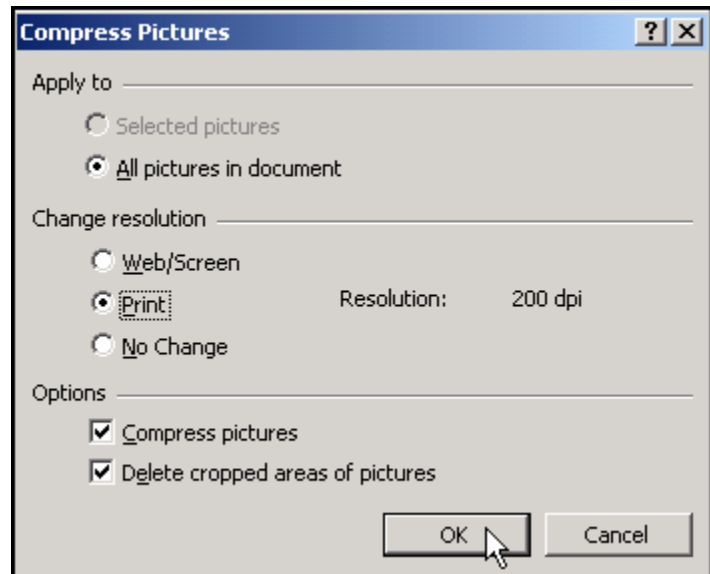
2. Once you have created a document that contains digital images, click on **FILE > SAVE AS**.



3. In the **SAVE AS** window there should be a **TOOLS > COMPRESS PICTURES** option in the toolbar. Click on **TOOLS > COMPRESS PICTURES**.

- The **COMPRESS PICTURES window** offers three categories in which you must make a selection: **APPLY TO**, **CHANGE RESOLUTION**, and **OPTIONS**. You must adjust these according to your purpose. You may want to leave the options category as is.

- Click the **OK button**.



- Another screen may appear on your screen. If you are asked to optimize the picture, click on the **APPLY button**.

- Click the **SAVE button** to complete the process and return to *Microsoft Word*.

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