

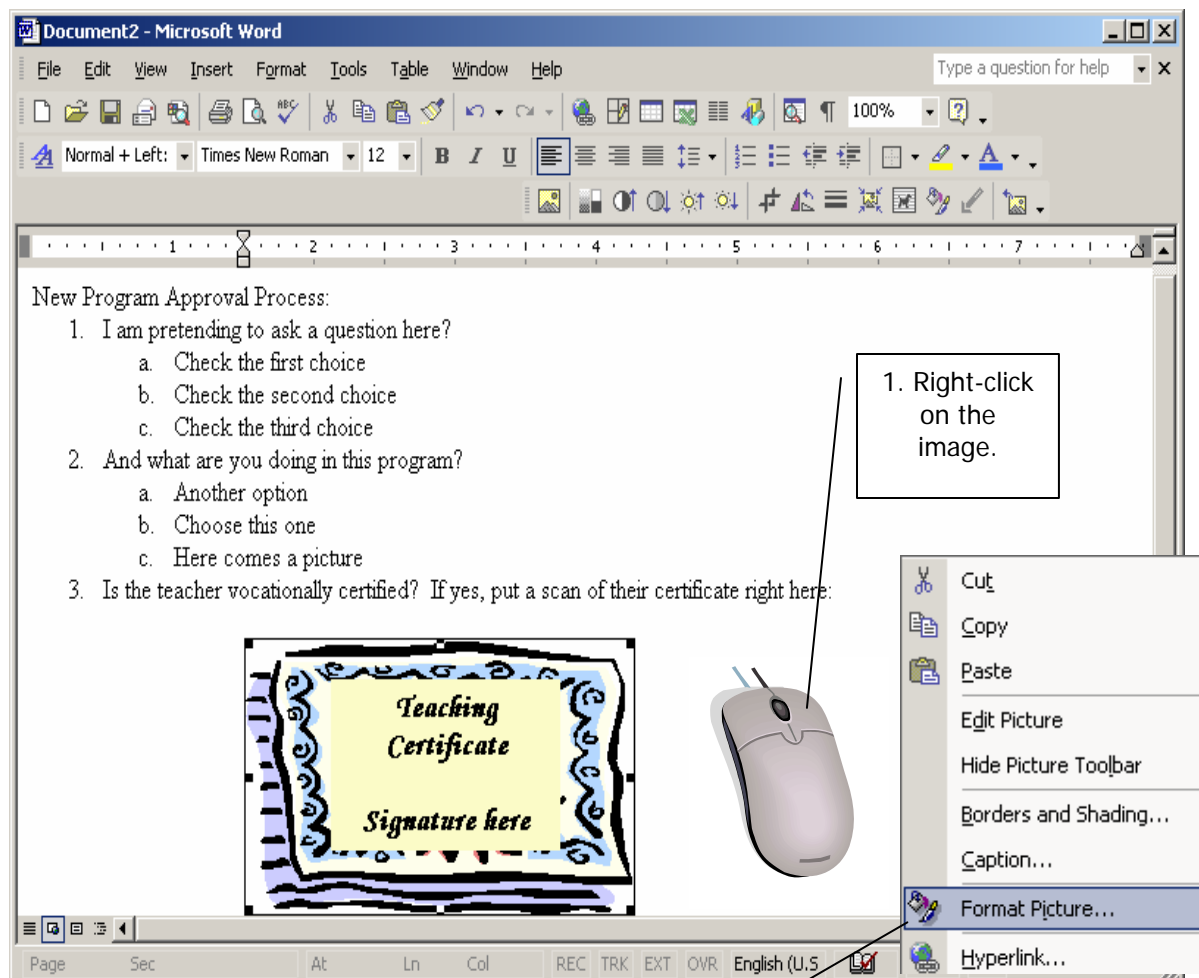
Compressing Word Documents for Submission

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 **cannot** be uploaded.

The ideal way to solve this problem is to save your images as compressed files before pasting them into your Word Document. Your scanning picture software should provide you with the tools to make any images less than 100K in size.

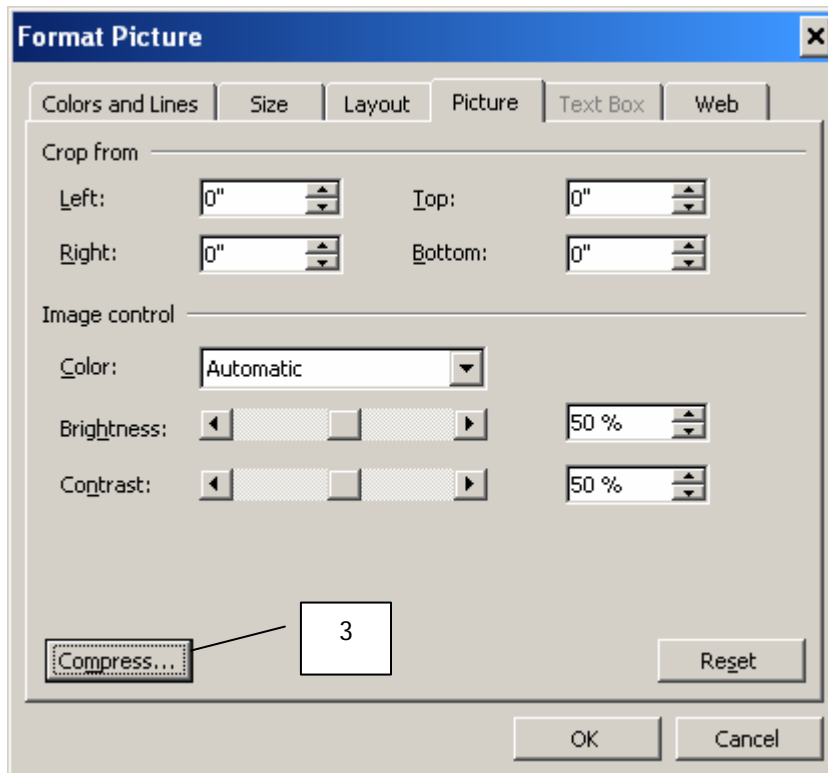
If you are unable to use those tools, the following is an alternative method for reduced Word Documents with images:

1. Use the mouse to move the I-beam (cursor) over the image that you want to send. Using the right mouse button, click on the image.

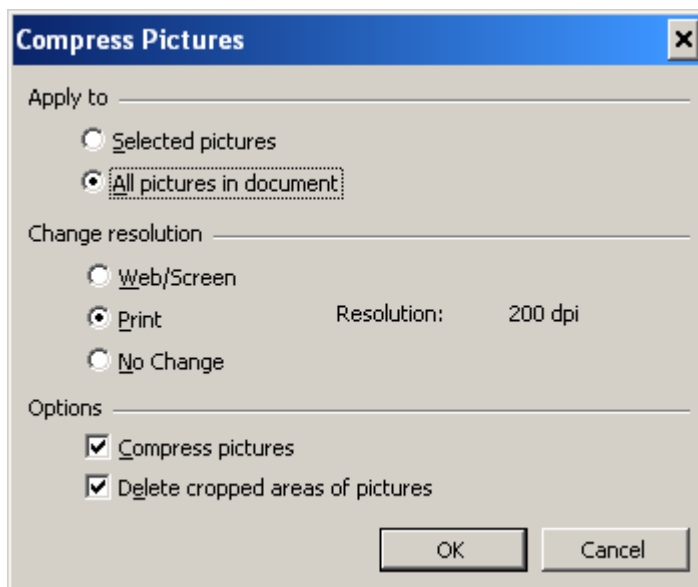


2. Choose "Format Picture" from the menu.

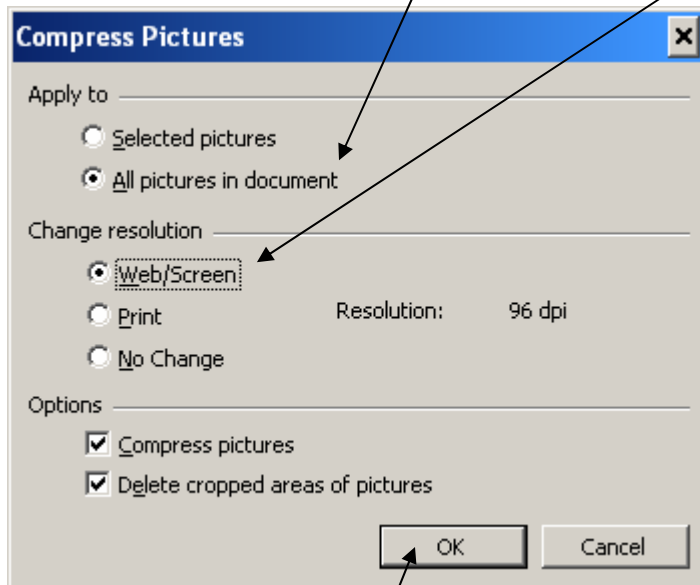
- As shown, you will get a little popup menu with “Format Picture...” as an option. Choose this option (click on it with the mouse) and the following window will open up:



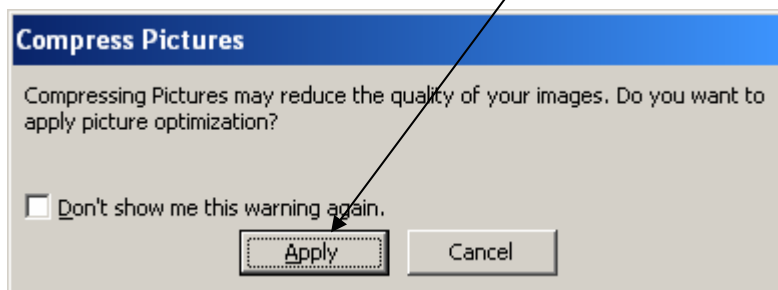
- Select the “Compress” button to open the following screen:



4. Select the "All pictures in document" and "Web/Screen" option buttons like the following screen:



5. Then select the "OK" button and the following message will appear. It is of no real significance. Select the "Apply" button to complete compression of the pictures and keep picture quality.



Be sure to save the document so that your work is not lost. By following these steps, document size can be reduced by roughly 1/10 the size of the original document.

Quick review of steps:

1. Select any image/picture in the document
2. Right mouse click on the picture
3. Choose the "Format Picture..." option
4. Choose the "Compress..." button from the next window
5. Choose "All pictures in document" and "Web/Screen" option buttons
6. Choose "OK"
7. Choose "Apply"
8. Choose "OK"
9. Save your document