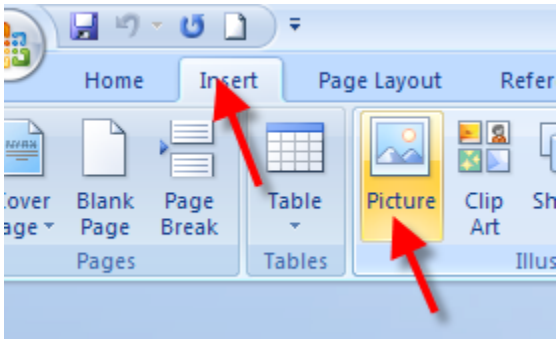
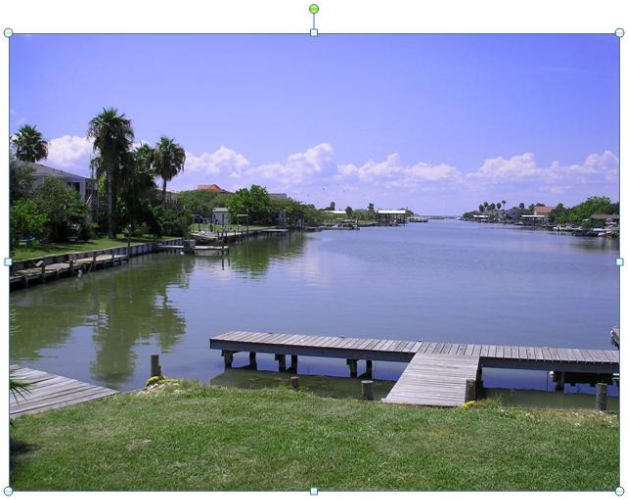
Resizing Pictures in MS Word 2007

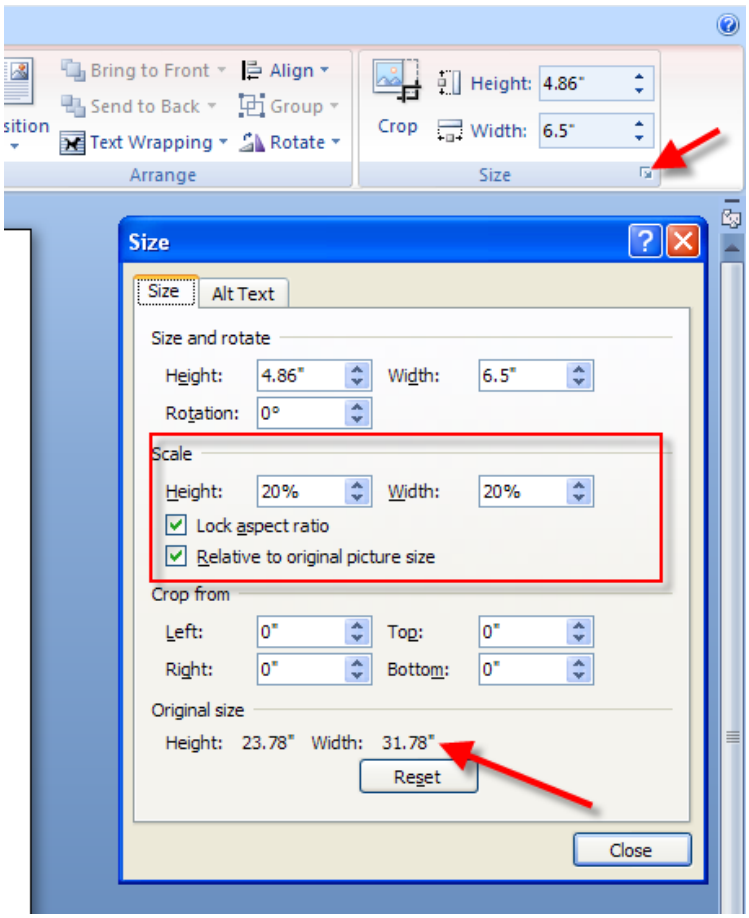
Insert your picture:




Here is the picture that you chose:

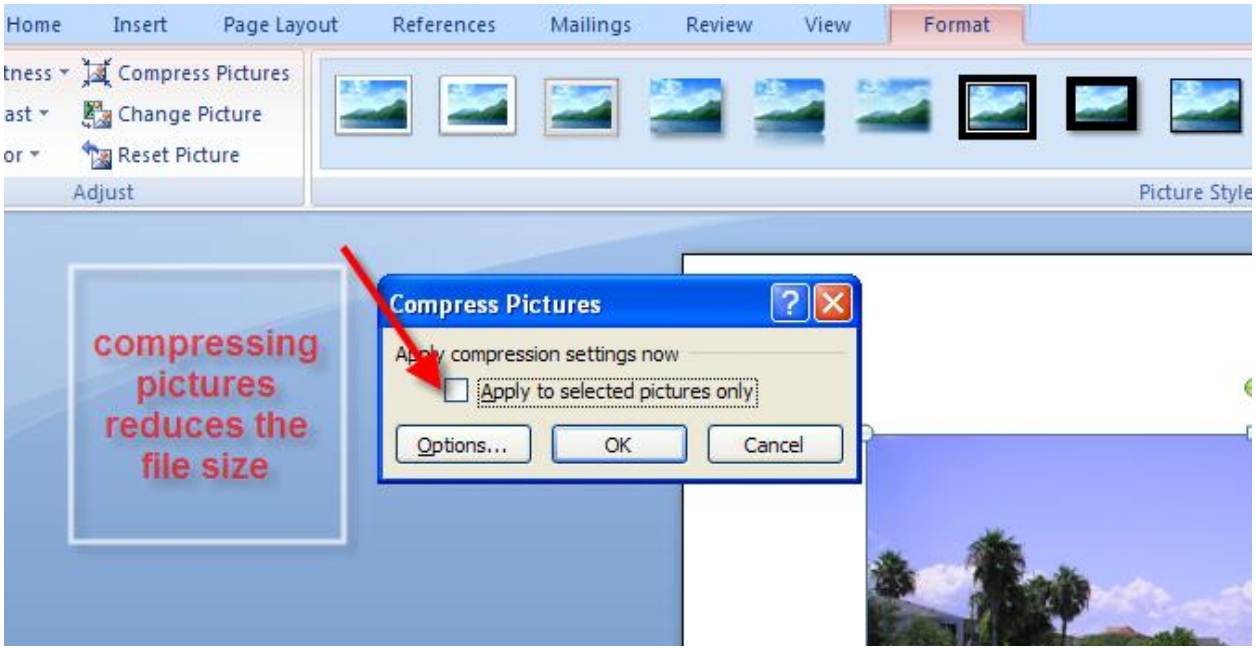


When the picture is inserted, it is automatically resized to fit inside the page – in this case, it is 20% of its original size:




You can make it smaller by dragging the corner, but the file size will stay the same:

To reduce the file size, compress the picture:


Home
Insert
Page Layout
References
Mailings
Review
View
Format
Compress Pictures
Change Picture
Reset Picture
Adjust
Picture Style
compressing pictures reduces the file size
Compress Pictures
Apply compression settings now
Apply to selected pictures only
Options...
OK
Cancel