

## Reducing File Size in Microsoft Office Documents

When uploading a file to ANGEL or emailing a document using the Fredonia email system, the maximum file size per document is 10mb. Below are a series of suggestions that can help reduce an existing files size without harming the quality of the document.

### Saving as a PDF

Saving any Microsoft Office file as a PDF will reduce the file size significantly. The newest versions of Microsoft Office for both the PC and Mac have the option of saving as a PDF built in. Otherwise a free program called CutePDF can be used.

#### On a PC in Office 2007

1. Choose the Office Button
2. Hover over the Save As option
3. In the pop out choose PDF or XPS

#### On a Mac in Office 2008

1. Go to the File menu
2. Choose the Save As option
3. In the Format drop down menu choose PDF

#### Older Versions of Microsoft Office for a PC or Mac

For all other versions of Office you can download a free program called CutePDF. This will allow you to “print” a version of your document to Adobe Reader. Once the file is in Adobe Reader it can be saved as a PDF. For more information on CutePDF go to <http://www.cutepdf.com/Products/CutePDF/Writer.asp>.

### Reducing Files Size Without Changing the Format

If your document must remain in the Word, PowerPoint, or Excel format and the files include graphics, images, and tables then some of this data can be compressed. The directions below will lead you through these steps.

#### On a PC

##### Mimimizing File Size in a Microsoft Office 2007 Files

1. Select any image in the document
2. Click on the Format tab
3. In the Adjust section of the Ribbon (the first section on the Format tab) click on the Compress Pictures button
4. In the pop up window Press the Options button and select the following
  1. Automatically perform basic compression on save
  2. Delete cropped areas of pictures
  3. E-mail (96 ppi): minimize document size for sharing
5. Press OK
6. If you would like the compression to only effect the single picture you have selected, checkmark Apply to selected pictures only. If you would like to have this apply to all pictures in the document leave this option unchecked and press OK
7. When you save the file it will save as the compressed file.

### **Minimizing File Size in Microsoft Office 2003 Files or Older**

1. Select any picture in the document
2. Go to the Format menu and select Picture
3. In the pop up window choose the Picture tab
4. In the bottom left hand corner of the Picture tab press the Compress button
5. In the Apply To section choose to compress either the selected pictures or all pictures in the document. By compressing all pictures in the document the overall file size of the document will be at its smallest.
6. In the Change Resolution section choose the Web/Screen option. This option minimizes the dpi of the picture.
7. In the Options section choose to Compress Pictures and Delete Cropped Areas of Pictures
8. Press OK. You may get a second pop up window warning that this may reduce the quality of the image. The change in quality will be minimal, select Apply.

### **On a Mac**

#### **Minimizing File Size in Microsoft Office 2003 and 2008 Files**

1. Complete and Save the original file
2. Quit the Microsoft program being used to edit the file
3. Locate the file in the location that it is saved in, select the file
4. With the file selected choose the File menu at the top of the screen
5. Choose Compress "Your File Name"
6. A new file will be created with the same file name but with the extension of .zip
7. Send this new file via email or ANGEL