# HOW TO REDUCE FILE SIZES

This guide aims to help you to compress the size of your photos, making your document file size smaller

## 1 SELECT THE PHOTO

Select the photo you would like to compress within your document by left clicking on the photo

At the top of your document click on Picture Format tab. Then, looking towards the left, select the Compress Picture option

## 2 PICTURE FORMAT TAB
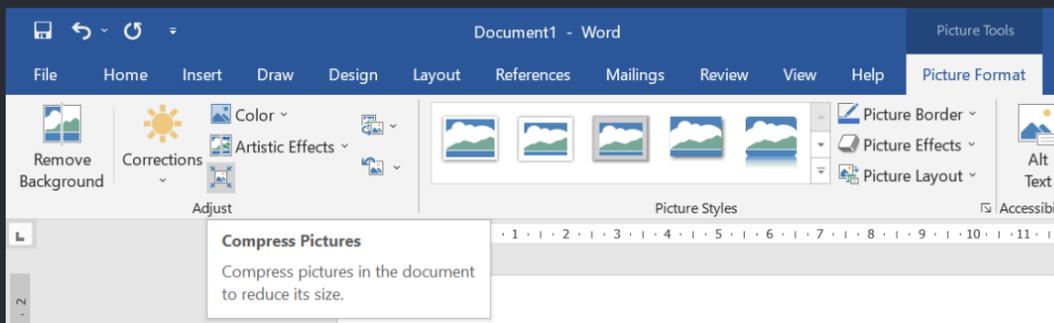
## 3 MAKING CHANGES

The default photo resolution (how clear a photo is) is set to 220 pixels per inch (ppi). Under Resolution, select the resolution you want, then click OK.
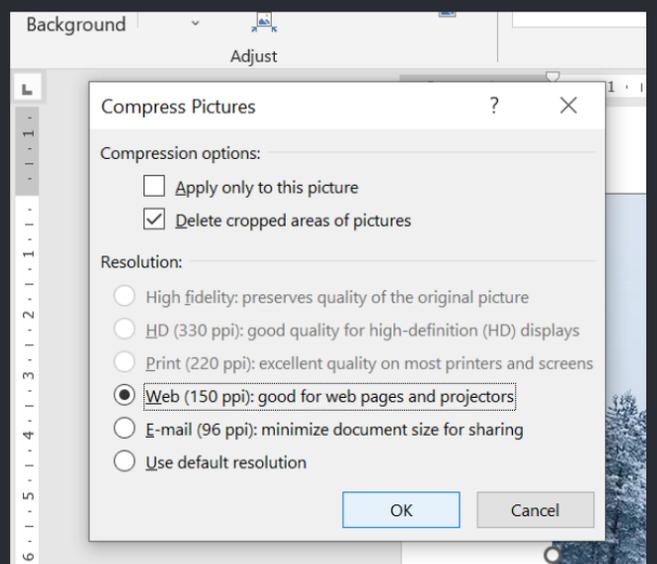
## 4 SAVE YOUR DOCUMENT

If you have previously saved your document, use the File tab and click Save. If it is your first time saving your document, use the File tab and click Save As
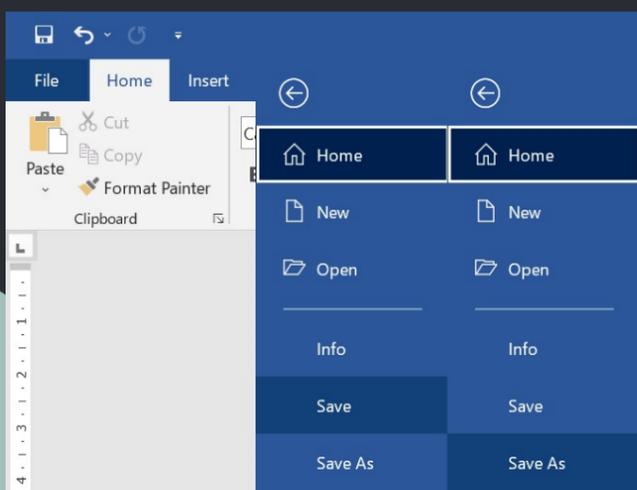
Photos in documents can make the file size quite large, which takes up more memory space on your device and can make it difficult to send electronically