

Reduce the file size of a picture

This information applies to MS Office 2010 products.

Pictures can dramatically increase the file size of your Office document. You can control this file size by making choices about the resolution of an image and the quality or compression of an image. One easy way to balance this tradeoff is to match the picture resolution to the use of the document. For example, if you are emailing the picture, you can specify a lower picture resolution to reduce the file size. On the other hand, if picture quality is more important to you than file size, you can [specify that the pictures are never compressed](#).

To save room on your hard disk drive or to reduce download times or load times on Web sites, you can [reduce picture resolution](#), [apply compression](#) with no visible loss of quality, and discard unwanted information, such as the [cropped parts of an picture](#) or other [picture editing information](#).

When you add a picture to your document it is automatically compressed using the number specified in the **Image Size and Quality** options on the **Advanced** tab of the *program* options. By default this is set for print (220 ppi), but [you can change this](#).

IMPORTANT Compressing a picture to reduce the size of the file changes the amount of detail retained in the source picture. This means that after compression, the picture can look different than before it was compressed. Because of this, you should compress the picture and save the file, before [applying an artistic effect](#). You can change or undo the compression even after saving the file as long as you have not closed the program you are working in, if the compression plus the artistic effect is not the look you want.

What do you want to do?

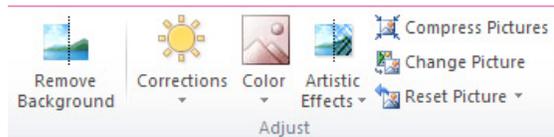
- ↓ [Change the resolution of a picture](#)
- ↓ [Set default picture resolution for all pictures in a document](#)
- ↓ [Compress a picture](#)
- ↓ [Delete cropped areas of a picture](#)
- ↓ [Discard all picture editing data](#)

This article discusses how to reduce the size of your Office file by compressing pictures. If you want to trim the edges of a photo or crop it , see [Crop a picture](#).

Change the resolution of a picture

When you do not need every single pixel in an image to get an acceptable version of it for your target destination, you can reduce or change the resolution. Reducing or changing the resolution can be effective with images that you have scaled to be smaller, because their dots per inch (dpi) actually increase in that case. Changing the resolution can affect image quality.

1. Click the picture or pictures that you want to change the resolution for.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

3. To change the resolution for the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.
4. Under **Target output**, click the resolution that you want.

NOTE The **Use document resolution** option uses the resolution set in the Microsoft Office Backstage view. By default this is set to print or 220 ppi, but you can [change this default picture](#)

resolution.

Set default picture resolution for all pictures in a document

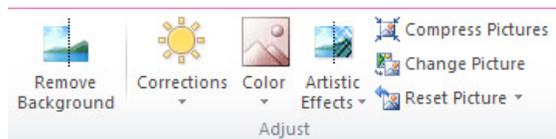
IMPORTANT This setting applies only to pictures in the current document or the document selected in the list next to **Image Size and Quality**. By default it is set to a target of Print (220 ppi).

1. Click the **File** tab.
2. Click **Options** and then click **Advanced**.
3. Under **Image Size and Quality**, click the document that you want to set the default picture resolution for.
4. In the **Set default target output to**, click the resolution that you want.

Compress a picture

Depending on how many colors are used in a picture, you can reduce the color format of the image (compress) to make its file size smaller. Compressing a picture makes the color take up fewer bits per pixel, with no loss of quality.

1. Click the picture or pictures that you want to compress.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

3. To compress the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.

Clearing the **Apply only to this picture** checkbox will override any previous changes you have made for other individual pictures in this document.

4. Under **Target Output**, click the resolution that you want.

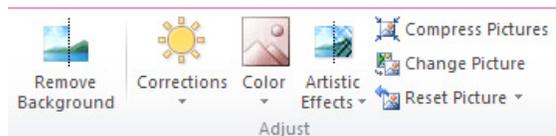
NOTES

- The **Use document resolution** option uses the resolution set in the Backstage view. By default this is set to a target of Print (220 ppi), but you can [change this default picture resolution](#).
- If you want the highest quality picture resolution and are willing to accept a larger file size, you can [turn compression off](#).
- Compression changes are made when you close this dialog box and the changes can be seen in your document immediately. If the results are unsatisfactory, you can undo the changes.

Delete cropped areas of picture

If you have cropped a picture, you can delete the cropped areas of the picture to reduce the file size.

1. Click the picture or pictures that you want to discard unwanted information from.
2. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.



NOTE If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.

3. To remove croppings for the selected picture or pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box.
4. Under **Compression Options**, select the **Delete cropped areas of pictures** check box.

Delete all picture editing data

If you have [cropped a picture](#) or made other changes to the picture, such as [applying an artistic effect](#) or [changing the brightness or contrast](#), information to reverse those changes is stored in your file. You can reduce the size of your file by deleting this editing data. Checking this option will reduce your document size, but if you want to undo your edits, you will need to reinsert the picture into your document if you want to undo any changes you have made.

1. Click the **File** tab.
2. Click **Options** and then click **Advanced**.
3. Under **Image Size and Quality**, click the document that you want to remove picture editing data from.
4. Under **Image Size and Quality**, select the **Discard editing data** checkbox.

NOTE This setting applies only to pictures in the current document or the document selected in the list next to **Image Size and Quality**.