

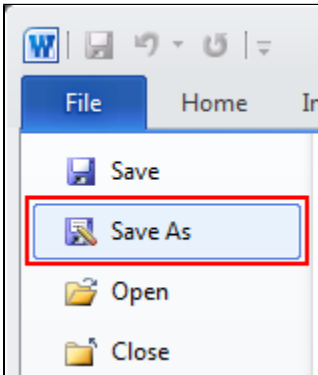
How to compress or optimize a Word file

This article will explain how to reduce the file size of your word document. This may lead to reduced image quality, so it's recommended that you keep a backup of the document before compressing it.

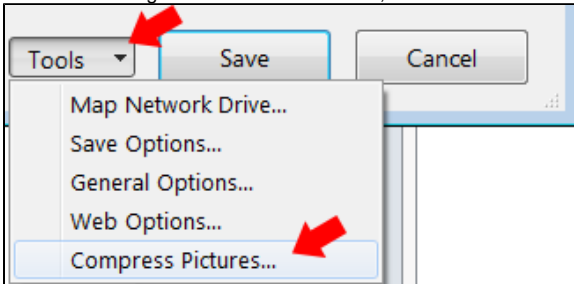
These instructions should work for Microsoft Word 2010, 2013, and 2016. Mac versions are likely similar.

Steps:

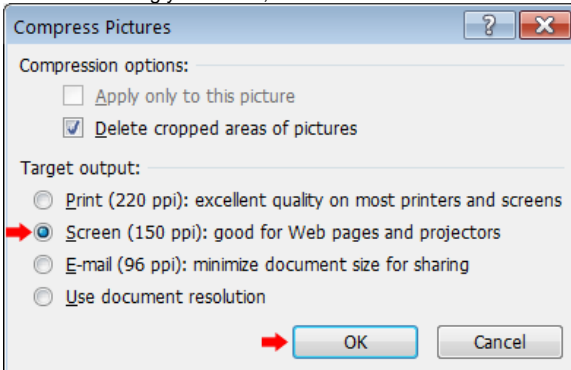
1. From Word, with the document you'd like to compress, click on **File** in the top left and then **Save As**.



2. On the bottom right of the Save as window, click on **Tools** and then **Compress Pictures**.



3. You'll have a number of options here, but setting the Target output to **Screen** usually works well. After making your select, click the **OK** button and then save your file.



4. In this particular example, the file went from about 25MB to 7MB.

Name	Size
My Document.docx	24,949 KB
My Document-compressed.docx	7,110 KB

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