Centre for Technology Enhanced Learning

Compressing Images in Microsoft Word (Windows & MacOS)

CONTENTS

INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Many assessments may require images be added for content that would traditionally been drawn in an exam (e.g. a drawing of an equation). It is recommended that images be drawn by hand, a photograph taken with a Smart Phone and this photograph added to your document.

This guide provides information on how to use inbuilt Microsoft Word features to reduce the size of the image and as such the size of the document. Online submission tools have a limit on the size of submission, so reducing the size is desirable to support easy upload.

Accessibility considerations

Images can be difficult to understand for users with visual impairments. Consider adding ALT Text to images to describe their content. Right clicking on an image will allow you to **Edit ALT Text**.
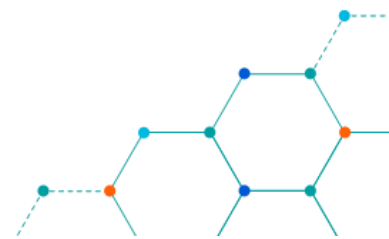
QUICK GUIDE

Windows

1. Select the picture or pictures that you want to compress.
2. Under **Picture Tools,** on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.
3. Select the compression you would like for the picture (the smaller the DPI, the smaller the size of the image).
4. Click **OK** to reduce the resolution. If the reduction renders the image unreadable, click undo to revert and select a larger DPI.

MacOS
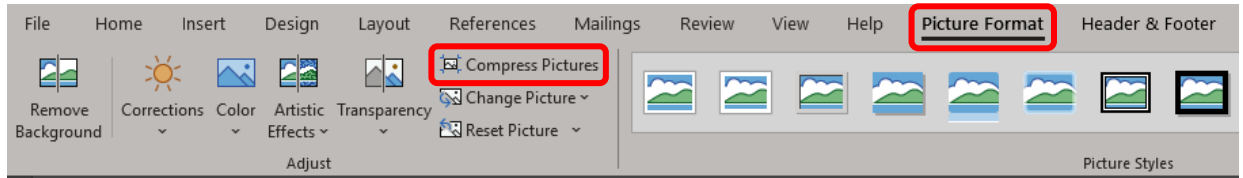
1. To compress all pictures in your document, on the ribbon, select **File** > **Compress Pictures** (or **File** > **Reduce File Size**).
2. To compress only selected pictures, hold down SHIFT, click the pictures you want to compress, and then click **Compress Pictures** on the **Picture Format** tab.
3. Select the compression you would like for the picture (the smaller the DPI, the smaller the size of the image).
4. Click **Selected pictures only** or **All pictures in this file.** If the reduction renders the image unreadable, click undo to revert and select a larger DPI.
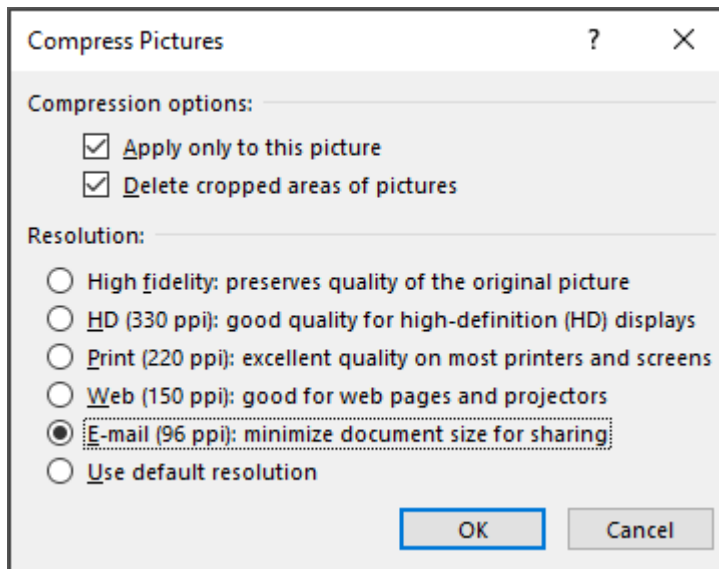
DETAILED GUIDE

Windows

1. Select the picture or pictures that you want to compress.

2. Under **Picture Format,** in the **Adjust** group, click **Compress Pictures**.
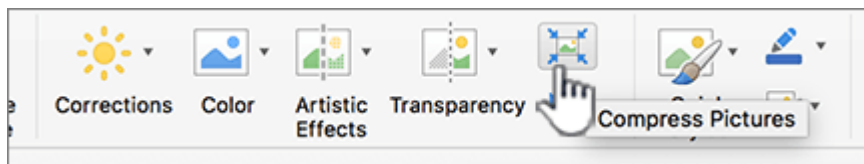

3. Select the compression you would like for the picture (the smaller the DPI, the smaller the size of the image).

4. Click **OK** to reduce the resolution. If the reduction renders the image unreadable, click undo to revert and select a larger DPI.

MacOS

1. To compress all pictures in your document, on the ribbon, select **File** > **Compress Pictures** (or **File** > **Reduce File Size**).

2. To compress only selected pictures, hold down SHIFT, click the pictures you want to compress, and then click **Compress Pictures** on the **Picture Format** tab.

3. Select the compression you would like for the picture (the smaller the DPI, the smaller the size of the image).

4. Click **Selected pictures only** or **All pictures in this file**. If the reduction renders the image unreadable, click undo to revert and select a larger DPI.

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