

Edge Hill University

OPTIMISING IMAGES USING MICROSOFT WORD

WORD 2016 VERSION

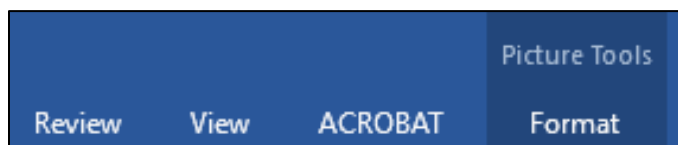
Introduction

Optimised images are of an acceptable visual quality, while having as small a file size as possible.

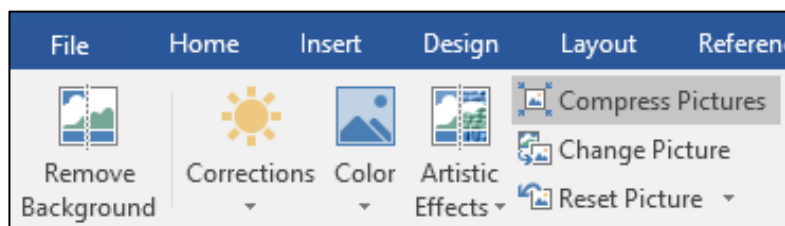
Turnitin has a file size limit, meaning that if you have a large number of images in an assignment, you might need to optimise images before submission.

How to Compress a Picture

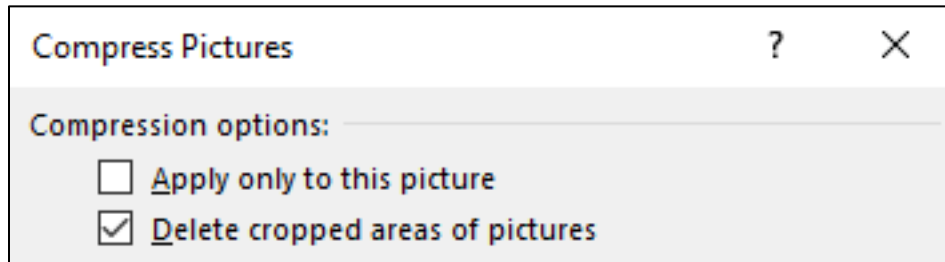
Click on an image in your assignment, and the Format ribbon will appear at the top of the screen.



From the Format ribbon, select 'Compress Picture'.



In the 'Compress Pictures' options, untick 'Apply only to this picture'.



Click OK to finish.