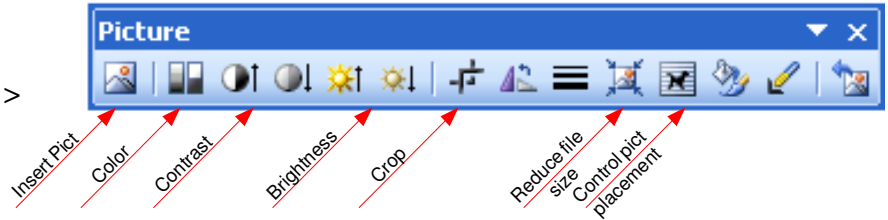








## Managing Document Size in MS Word

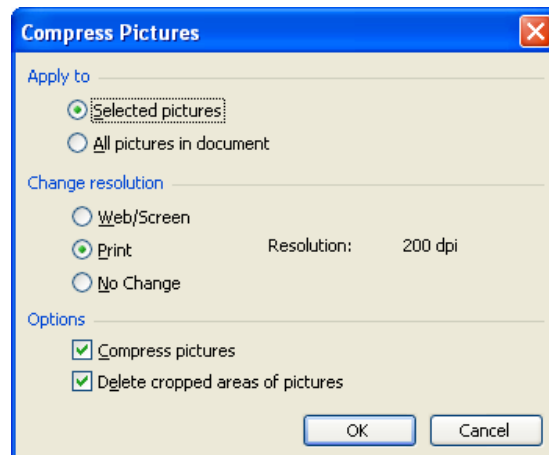
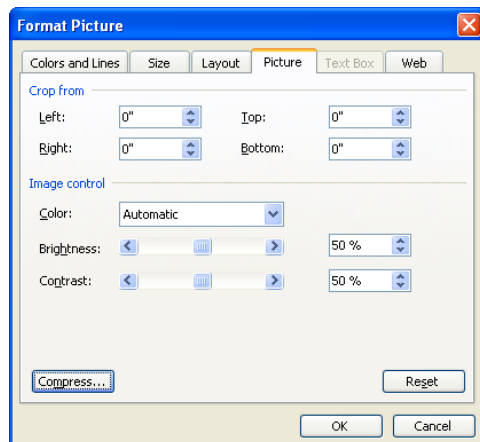
Eagle Project Workbook file size can become too large to email when large digital pictures are pasted into the document. This short guide will show you how to compress file size and make other picture adjustments and improvements. The first section is written for MSWord 2003, the second section is for MSWord 2007, 2010.

### MSWord 2003

- 1) Save your project. Enable the **Picture** toolbar. Access the picture tools by clicking the command bar, select **View > Toolbars** and click **Picture**.

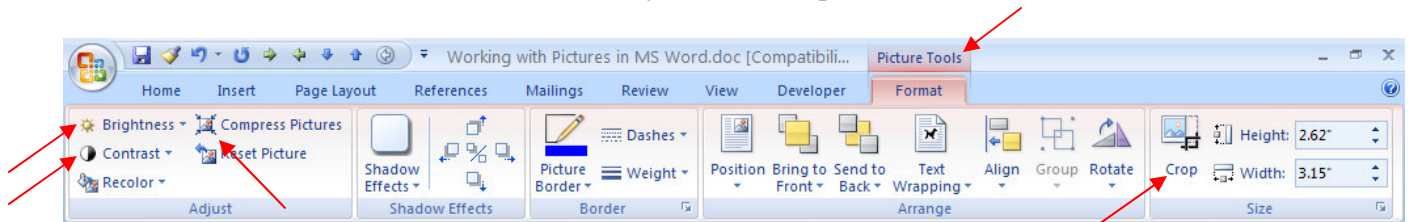








- 2) To shrink file size by compressing pictures.
  - a) Select one picture in your project. When a box appears around the picture you have made the selection. Right click and select **Format Picture**.
  - b) The Format Picture window will appear, click the **Compress** button.
  - c) The Compress Pictures window will appear click the buttons as shown, click **OK**, click **Apply**. Save your file.
- 3) To crop or remove a part of a picture
  - a) On the **Picture** toolbar, click **Crop** .
  - b) Position the cropping tool over a cropping handle and then do one of the following:
    - i) To crop one side, drag the center handle on that side inward.
    - ii) To crop equally on two sides at once, hold down CTRL as you drag the center handle on either side inward.
    - iii) To crop equally on all four sides at once, hold down CTRL as you drag a corner handle inward.
  - c) On the **Picture** toolbar, click **Crop**  to turn off the **Crop** command. Save your file.
- 4) To change the contrast or brightness of a picture to increase visibility
  - a) Select the picture you want to change.
  - b) In the **Picture** toolbar, click **More Contrast** , **Less Contrast** , **More Brightness** , and **Less Brightness**  to adjust their levels. Save your file
- 5) To control picture placement in you document
  - a) Select the picture, right click and select the On the Format menu, select the layout tab.
  - b) Click the text-wrapping style you want. Styles like **Infront** of text allow free style movement of the picture.
  - c) With the picture selected, use you arrow keys to move the picture. Save your file.



## MSWord 2007, 2010

- 1) Save your project file. Click on a picture in the Eagle Project workbook. When a box appears around the picture you have made the selection. Click on the **Picture Tool** tab at the page top. (If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture).



- 2) To shrink file size by compressing all pictures the document.
  - a) In the **Adjust** group, click **Compress Pictures**.
  - b) The **Compress Pictures** window set will appear click the buttons as shown below, click **OK**. Save your file.
- 3) To crop or remove a part of a picture
  - a) Select the picture you want to change.
  - b) In the **Size** group click **Crop** .
  - c) Position the cropping tool over a cropping handle and then do one of the following:
    - i) To crop one side, drag the center handle on that side inward.
    - ii) To crop equally on two sides at once, hold down CTRL as you drag the center handle on either side inward.
    - iii) To crop equally on all four sides at once, hold down CTRL as you drag a corner handle inward.
  - d) In the **Size** group click **Crop**  to turn off the **Crop** command. Save your file.
- 4) To change the contrast or brightness of a picture to increase visibility
  - a) Select the picture you want to change.
  - b) In the **Adjust** group, click **Contrast** or **Brightness** button.
  - c) **C More Contrast** , **Less Contrast** , **More Brightness** , and **Less Brightness**  to adjust their levels. Save your file.
- 5) To control picture placement in you document
  - a) Select the picture, right click and select the On the Format menu, select the **Layout** tab.
  - b) Click the text-wrapping style you want. Styles like **Infront** of text allow free style movement of the picture.
  - c) With the picture selected, use you arrow keys to move the picture. Save your file.

