

# Optimizing Your Files for the Web

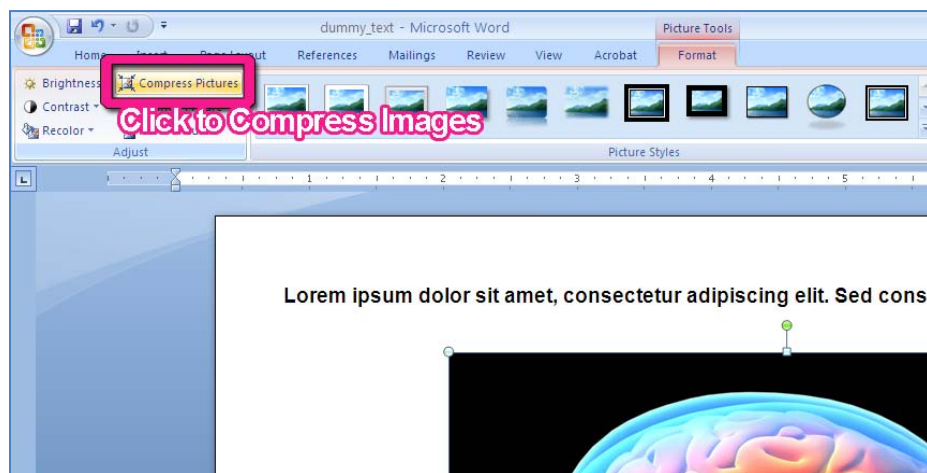
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Word documents, Power Point Slides, and Adobe PDF documents can be optimized for the web through file compression. Compression reduces the file size of a document, making it more manageable for uploading and downloading at your Blackboard course. Files that have been compressed can be uploaded to your Blackboard course.

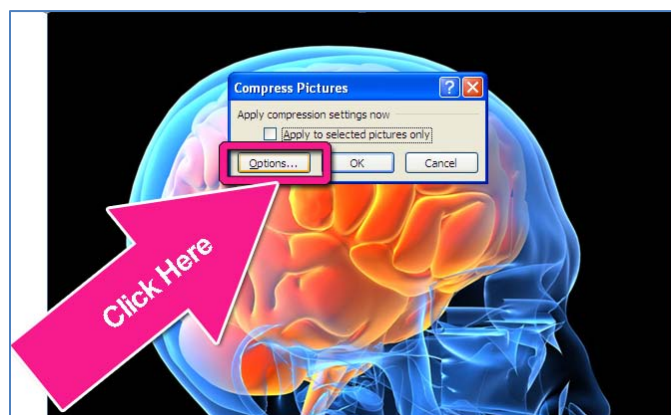
## Optimizing MS Office Documents in Windows

Version: MS Office 2007

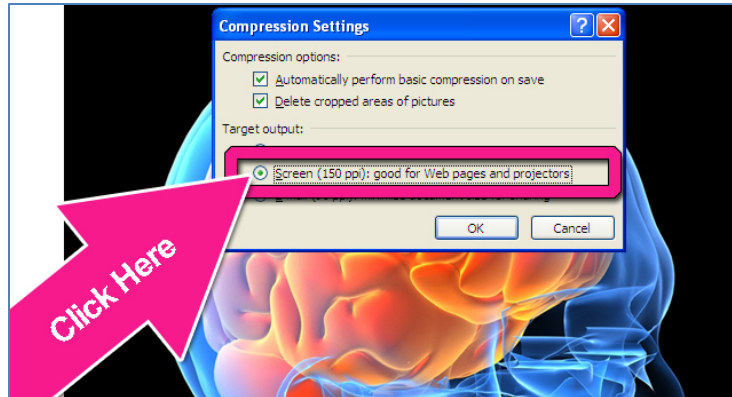
1. Open your Word document or Power Point document.
2. Double-click on any image you have included in the file. This will select the image and open up the formatting tab.
3. In the formatting tab, click on the **COMPRESS PICTURES** button.



4. A **COMPRESS PICTURES** pop-up will appear. Leave the “Apply to Selected Pictures Only” checkbox unchecked to compress all pictures in the file and **CLICK** the **OPTIONS** button.



- This will take you to the Compression Options area. Under **TARGET OUTPUT** select the **SCREEN** option. Click **OK** when done.



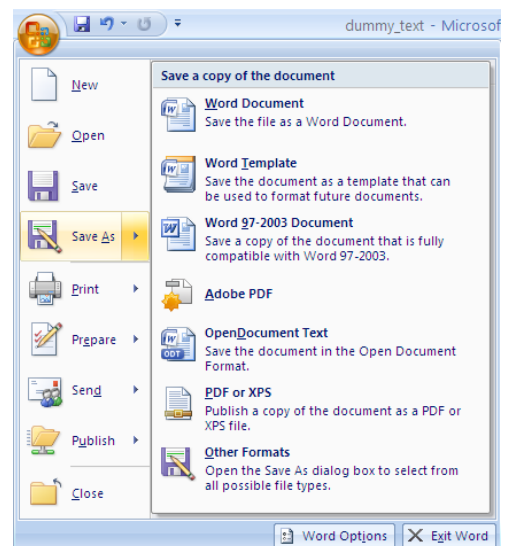
- You will be taken back to the main area of the Compress Pictures pop-up menu. Click **OK** to apply the compression settings to all images in the document.



- Next, it is a good idea to save a copy of your changes so that you have 2 versions of your file: 1) The original, uncompressed file and 2) The compressed file.

Click the **OFFICE** button and from the menu choose **SAVE AS** to save this document as a new file.

Select the type of file you would like to save this document as and save it to a location on your computer.



\*\*\* NOTE \*\*\*

If you are operating an older copy of **Windows Office (i.e. 2003 or earlier)**, the process of optimizing your files will be similar, but has a few key differences in how certain tools are accessed.

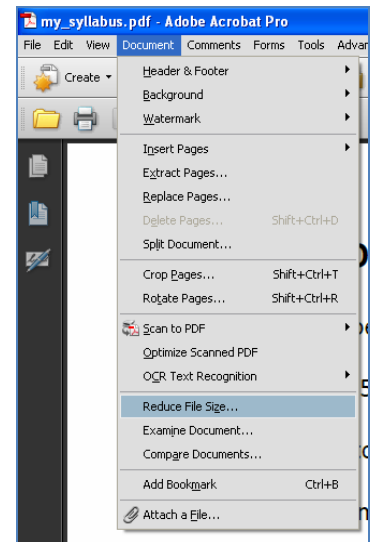
- 1) Open your file
- 2) **RIGHT-CLICK** on any image in the file to bring up the “Picture Tool Bar” pop-up.
- 3) Click the **COMPRESS PICTURES** button located within this toolbar.
- 4) Change **APPLY TO ALL PICTURES IN DOCUMENT**
- 5) Change the resolution to **WEB /SCREEN**
- 6) Click **OK** to compress all the images in the document.
- 7) Save the document as a new file.

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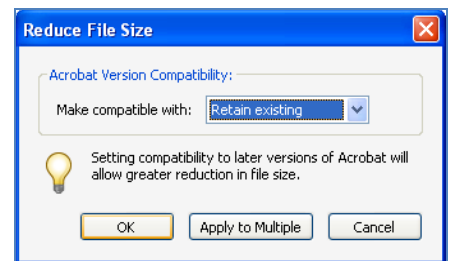
## Optimizing Adobe Acrobat PDF Documents

If you have the commercial version of Adobe Acrobat Pro, which allows you to create PDF documents, you can optimize your PDF file for the Web. Adobe Acrobat Pro is different than Adobe Acrobat Reader in that it has additional tools and features for creating and editing PDF files. Adobe Acrobat Reader does not have these tools.

1. Open the PDF in Adobe Acrobat Pro.
2. At the top of the page, in the program’s menu bar, click on **DOCUMENT**.
3. In the drop-down list of options that appears, select **REDUCE FILE SIZE**.



4. A **REDUCE FILE SIZE** pop-up window will appear. Leave all settings at their default values and just click **OK**.



5. A **SAVE AS** dialogue box will now appear. Give a new name to your optimized file to distinguish it from the non-optimized file. Click **SAVE** when done.

## Packing Files in a ZIP Folder

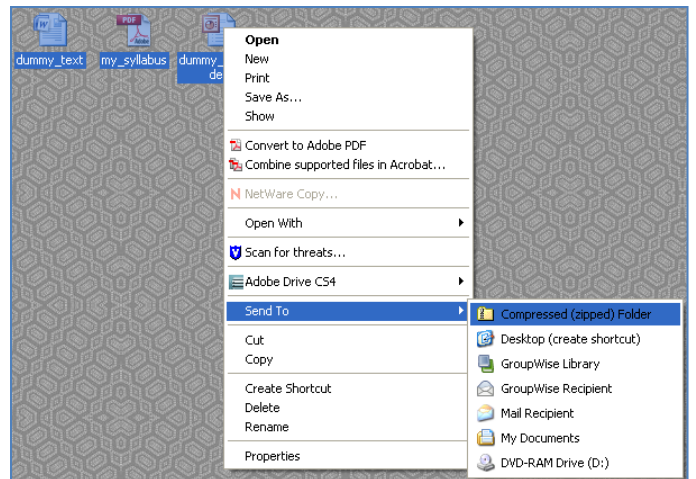
Another option you can try to reduce or compress a file's size is by sending it to a zipped folder. This creates a compressed copy of the file and stores it in a folder with a file extension of .zip. Sending a file to a zipped folder is very easy and can reduce a file's size by up to 80%, depending on the type of file, its contents, and its original file size. File types that benefit the most from this method of optimization are usually text-oriented and include Word documents (.doc, .txt) and Excel spreadsheets (.xls).


Zipped folders can be uploaded, downloaded, and sent as attachments in e-mail just as you would a regular file. To access the file inside a zipped folder, you just need to unzip and open the folder.

Windows (XP version and higher) makes unzipping folders as easy as clicking on the zipped folder icon to access the content within. No additional utilities or downloads are required.

### **To send a file/or files to a zip folder (In Windows)**

1. Locate the file or files you want to send to a zip folder on your computer.
2. Select your file with your mouse. If you have multiple files, click on the first file with your mouse, then press and hold down the **CTRL** key on your keyboard as you continue to select and highlight additional files with the mouse.
3. With your file/s selected, **RIGHT CLICK** on a selected file.
4. This will bring up a pop-up menu. Roll your mouse over the menu item called **SEND TO**.
5. Another pop-up menu will appear. Select **COMPRESSED(ZIPPED) FOLDER**.



6. A zipped folder  containing your selected files will be created and appear beside your original files.
7. Double-clicking on the zipped folder icon will open it and give you access to the copied files within.