

## Ways to Reduce File Size

As you assemble your thesis, the size of the document may become increasingly difficult to manage. This is particularly true if you've included images in your work. A large file size can make your thesis slow to open and cumbersome to navigate for both you and your readers. To help avoid potential frustration, below are some easy ways you can reduce file size.

### Use Styles to Format Your Thesis

Adding manual formatting to your thesis can increase file size. Instead, use the styles included in the thesis templates to format headings, subheadings, and caption text. Using the styles included in the templates can also help you easily achieve a consistently formatted, professional looking thesis.

### Insert Images instead of Using Copy + Paste

Instead of using the Copy + Paste function to add images to your thesis, insert them instead. Go to **Insert > Pictures**. Find the location of the image, and then insert it by double clicking on the file or by selecting it and then clicking **Insert**.

### Compress Images

Compressing an image reduces its size without degrading the quality to an unacceptable level. In your document, click on the image you want to compress. Go to **Picture Tools > Format > Compress Pictures**. Select **Apply to selected pictures**. You may also select **Delete cropped areas of pictures**. This will remove cropped image data, and so make sure your images are in final form before selecting this option.

### Save Images at a Lower Resolution

Once your images have been finalized, you can save them at a lower resolution. Go to **File > Options > Advanced**. Click **Discard editing data**. This removes stored data that allows you to restore your images to their original versions, and so make sure your images are finalized before taking this step! Also make sure **Do not compress images in file** is **not** selected.

### Crop White Space from around Images

Even though it's imperceptible on the page, the white space that often surrounds images increases their size. To eliminate unnecessary white space, click on the image and then go to **Picture Tools > Format > Crop**. Use your cursor to delete extraneous white space or set the image size in the **Size Group** in the ribbon at the top of the page.

### Reduce the Size of Your PDF File

Although you will likely finalize your thesis while it is a Word document, the size of your PDF can affect your reader's ability to open and navigate your work. When you convert your Word document to PDF, go to **Save As > Save as Type > PDF**. Then, choose **Optimize for Minimum Size (publishing online)**.

These suggestions can result in a smaller file!

