

8 ways to make your files more e-mail friendly

from the HP Technology at Work website



Are you greeted every morning by a notice saying your inbox has exceeded its size limits? Ever heard a chorus of groans on a conference call as you forward a 7 MB presentation? Although [HP notebooks](#) and [desktop](#) PCs can easily handle the files, your e-mail and storage systems may suffer from the strain. Here are some tips and tricks to prune down your Microsoft Office® Word and PowerPoint files, and to share them without overwhelming inboxes.

Keep file size down from the start

1. **Turn off PowerPoint's fast saves** to strip excess data from your presentation files each time you save. Go to **Tools**, click **Options**, click the **Save** tab, and then clear the **Allow fast saves** check box. Then save your presentation again under a new name.
2. **Cut down on embedded fonts and pictures.** Check the font file size first – some newer ones are huge – and embed only the fonts you need. Likewise, don't copy and paste or drag images from other programs into your presentation. Doing so creates an image linked to an embedded object which can't be compressed. Instead click **Insert** then **Picture**, and then click **From File**. Or, to shrink such embedded objects: right-click on the image, select **Grouping** and click **Ungroup**. Immediately right-click the image again, point to **Grouping** and then click **Regroup**.
3. **Keep your PowerPoint images smaller** than 1024 x 768 pixels. To compress larger images in PowerPoint 2002 and later, right-click the picture and select **Format Picture**. Click the **Picture** tab then **Compress, Apply to**, then choose either **Selected pictures** or **All pictures in document**. Under **Change resolution** click **Web/Screen** or **Print** depending on how your presentation will be used. Finally, under **Options** select both the **Compress pictures** and **Delete cropped areas of pictures** check boxes.
4. **Word files grow with every tracked change**, even if you delete material. To reduce file size and see changes clearly, between rounds of revisions click on the **Accept Change** toolbar button and select **Accept all Changes in Document**. Then save the document as a new version.
5. **Extra formatting and styles can add to your file size.** To avoid unnecessary formatting, use either a reliable template or create documents from a blank Word file. Then create only the styles you need for Headings, Body Text and Bullet points. If you need to work from other files insert text with as little formatting as possible. Additionally, right-click on and delete unwanted styles under **Formatting, Styles and Formatting**.

Share without maxing out inboxes

1. **When using PowerPoint 'Review' feature** – in PowerPoint 2002 under **File, Send To, Mail Recipient (for Review)** – review and merge changes often to keep file size down. If you're the sender, open the presentation and click **Yes** to merge changes. Apply what you want to retain, then click **End Review** on the **Reviewing** toolbar and save the presentation.
2. **Compress your files** to eliminate redundant data. HP personal computers with Windows® XP and Windows Vista® Business have built-in compression abilities. Simply right-click on the file or folder you want to compress, choose **Send To** from the drop-down menu, then **Compressed (zipped) Folder**.
3. **End the need for sending large attachments.** Link to file or folder stored centrally on your server instead. Find out more about the benefits of HP networked servers.

Follow these tips and you'll be on your way to a leaner, more streamlined inbox. Your clients and colleagues will appreciate the effort, too.

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