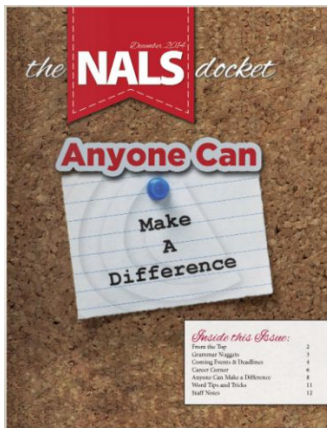# Word Tips & Tricks
Cropping and Graphic Compressing

By Susan C. King

Copying pictures from the web or cropping documents and inserting them into a document can cause large document sizes. To prevent or clean documents of this issue condensing the graphic is suggested.

Below is a graphic taken from an issue of *the NALS docket*. The only section needed for a user's purpose is the middle portion. After cropping *[See July 2014 issue]*, all the surrounding parts disappear to the eye. However, behind the scenes the information is still there waiting to be uncropped. This adds to hidden document size as well as allowing anyone the ability to uncrop and view the hidden graphic. To remove this unwanted hidden storage data, see below:
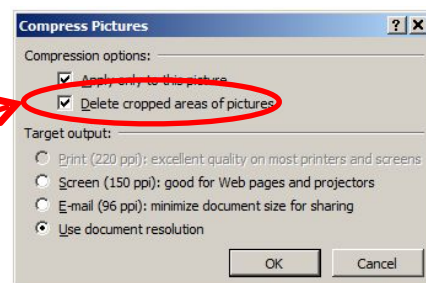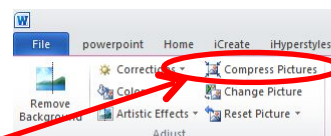
CLICK into *Graphic*

Picture Tools Format Tab

CLICK *Compress Pictures*

 Delete cropped areas of graphic

OK

Susan C. King, Legal Word Processor, was hired by Waller Lansden Dortch & Davis, LLP as a floater secretary in 1994 and soon thereafter advanced into a legal secretarial position. Three years later, she transferred into the Word Processing Department and is continuing her journey toward becoming a software specialist with strong ties to training and macro development.