**How to Reduce Admission forms MS Word File Size for Emailing to Head office?**

Step-1

Open MS Word 2007

Step-2

Open Admission Forms MS Word File & Select one Admission Form Picture



Step-3

After selecting one Admission Form Picture- See Menu war & Click on Format



Step-4

After Clicking on Format, now click on Compress Pictures



Step-5

After Clicking Compress Pictures, A Dialog Box will appear, Click on Options



Step-7

After Clicking on Options, a new Compression settings Dialog Box will appear, select (Tick) both compression options & in target output section select E-mail & click OK (See below mentioned dialog box & select option accordingly)



Step-8

After Clicking OK, Save MS Word File & Check reduced file Size & attach the same in your mail



Note: For emailing MS Word file size must be below 25 MB. If still your file is heavy then create 2 or 3 MS word files.