

## Inserting Images & Image Settings for Word 2007 and 2010

It is important to use the Insert menu to insert a picture.

Do NOT copy/paste an image into your document. By default, Word tries to 'help' you and reduces the image's resolution.

Here is how to adjust your Word settings to make sure to avoid problems:

The image shows three parts of the Microsoft Word interface. On the left is the File menu with 'Options' highlighted. In the center is the ribbon with the 'Advanced' tab selected. On the right is the 'Image Size and Quality' task pane, where the 'Do not compress images in file' checkbox is checked and the 'Set default target output to' is set to 220 ppi. Red arrows point from the 'Options' menu item to the 'Advanced' tab and then to the 'Image Size and Quality' task pane.

**Correct Settings:**

Image Size and Quality All New Documents

- Discard editing data ⓘ
- Do not compress images in file ⓘ
- Set default target output to: 220 ppi

Here is a link with more information on how to deal with Word 2007:

<http://blogs.mtu.edu/gradschool/2011/04/06/turn-off-image-compression-in-word>

and Word 2010:

<http://office.microsoft.com/en-us/word-help/turn-off-picture-compression-HA010355184.aspx>

Unfortunately, one can only choose these settings in PowerPoint and Excel for the current open file.