

Re: make word file smaller to e-mail

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2005-12/msg00647.html>

- *From:* "rndthought" <rndthought@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Tue, 6 Dec 2005 05:01:03 -0800
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Graham,

Yes, for sure on majority text files. And the uncertainty of final file size is exactly why I like the options in Acrobat (specifically the Distiller). Without affecting the text quality, pictures can easily be compressed up to the maximum (albeit probably unrecognizable). The only time I can see not yielding much of a result would be if all the picture files were properly sized, cropped and optimized with a file type that compresses (lossless or not). But even then, if the final file is still too big, the decision to reduce picture quality to further decrease file size can be made as easily as "Print".

In regards to the file type exclusion: Mine is a "Typical" installation of Outlook (Office Pro XP SP2) that has blocked .zip files from day one. Do you know where the file type exclusions can be added or deleted for Outlook or is it better to post this in the Outlook forum?

And thank you Graham for the thoughtful comments, would never have imagined using Messenger as a mini FTP type client. A+

"Graham Mayor" wrote:

- > rndthought wrote:
 - >> Using a lossless compression program like PKZIP just adds complexity,
 - >> recipient will now need to have a ZIP program to decompress or if it
 - >> is a self decompressing file...not advisable. The file will not be
 - >> immediately viewable and the .zip file extension is blocked by
 - >> Outlook. Now files must be renamed.
- >
- > ZIP files are not automatically excluded by Outlook – at least not by
- > default, and it is not necessary to rename the files the zip contains. It is
- > also bad practice to open attachments – especially Word documents – directly
- > from e-mail messages.
- >
- > Word documents contain a lot of 'air' so they compress well. The pictures
- > less so. PDF files with graphics are usually smaller than the original
- > documents (and are certainly more secure), but they may not reduce the file

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- ◆ **Re: make word file smaller to e-mail**
◇ From: Graham Mayor

• **References:**

- ◆ **Re: make word file smaller to e-mail**
◇ From: Suzanne S. Barnhill
 - ◆ **Re: make word file smaller to e-mail**
◇ From: rndthought
 - ◆ **Re: make word file smaller to e-mail**
◇ From: Graham Mayor
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