Evaluation, Trials and Studies Coordinating Centre

NHS
National Institute for Health Research

Reducing Upload File Sizes it the NETSCC MIS

Convert Documents and Files to PDF before Uploading

Documents and files created using Microsoft Office 2007 (Word, PowerPoint, Excel etc.) and later can be easily saved in PDF format, reducing the file size.
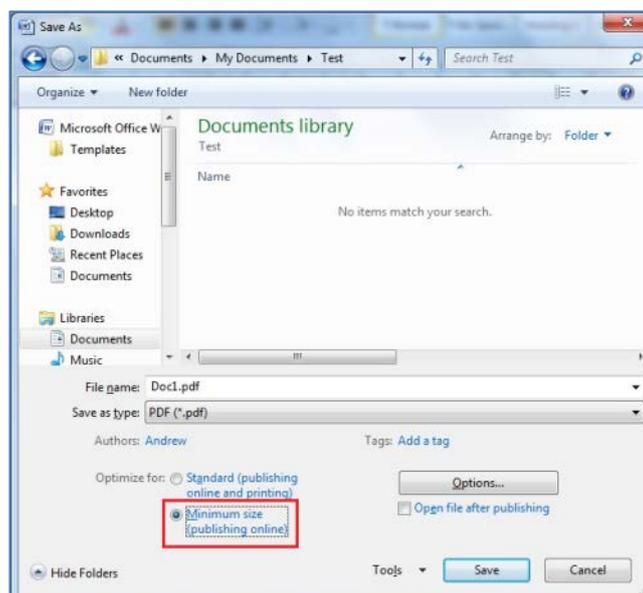
For earlier versions of Microsoft Office there is Freeware software called CutePDF Writer that can be downloaded from the internet to convert a document to a PDF.

Microsoft Office 2007 (Word, PowerPoint, Excel)

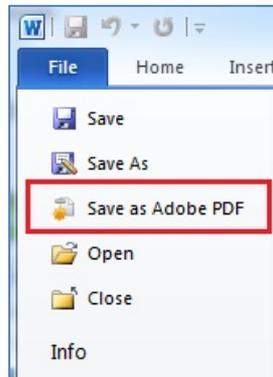1. Select 'File' then 'Save As' and select PDF or XPS option

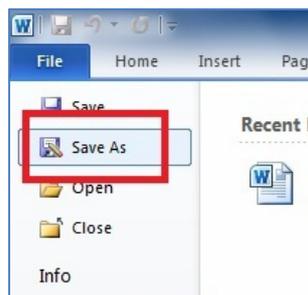2. On the 'Save As' window select the 'Minimum size (publishing online)' radio button and click 'Save'.

*Microsoft Office 2010 (Word, PowerPoint, Excel)*

1. If Save as Adobe PDF is an option on the file menu you can use this to convert your file directly to a PDF.


2. If you have not already saved a Word version of the document you will be prompted to save it as a Word file first, and then asked for a PDF filename and save location.
3. The document will then be converted to a PDF.

4. If you do not have the Save as Adobe PDF option, then select 'Save As'.

5. Select PDF from the drop down list.
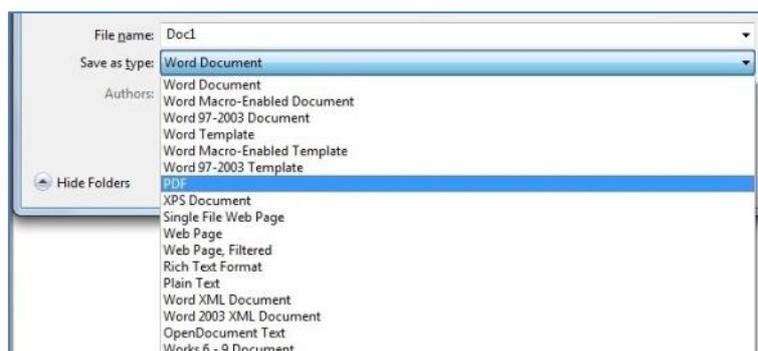
6. On the 'Save As' window select the 'Minimum size (publishing online)' radio button and click 'Save'.
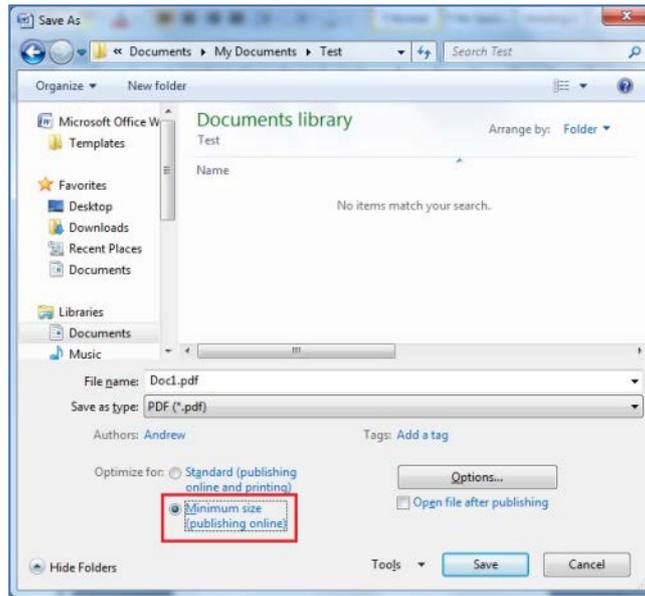
Compress Pictures and Images

Putting images into a Microsoft Word document or PowerPoint presentation can often make it very large. There are several ways to ensure that it isn't any bigger than it needs to be while still maintaining good quality images. The instructions are the same for Microsoft Word and PowerPoint. (Office 2007 and later).

- Ensure that your images are in JPEG or GIF format.
- Images can be reduced within Word/PowerPoint by using the Compress Pictures facility.

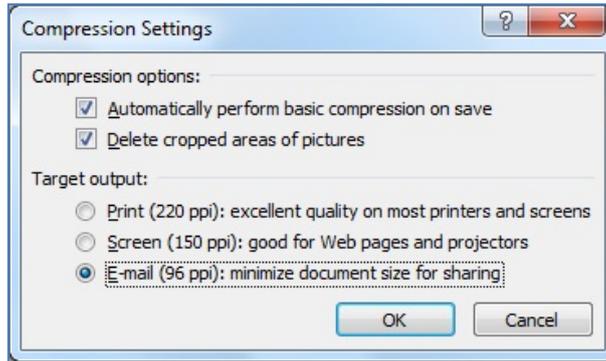*Microsoft Office 2007 (Word, PowerPoint)*

1. Select one of the images/pictures in your document.
2. Click on the 'Picture Tools' option that appears on the Toolbar.
3. Click on 'Compress Pictures'.

4. Leave the 'Apply to selected pictures only' option unticked.
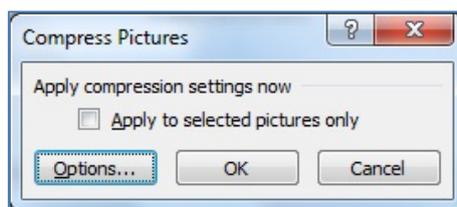
5. Click on 'Options' to open the Compression Settings window.
6. Ensure both items in the Compression options section are ticked.
7. Select the 96 ppi option as this is still good enough resolution for MIS documents and click OK.
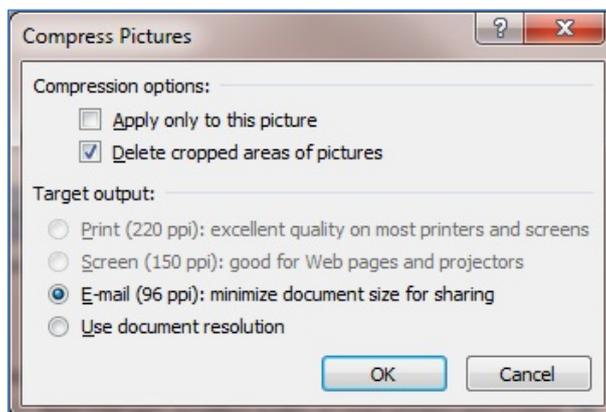
Microsoft Office 2010 (Word, PowerPoint)

1. Select a picture. Click on the 'Picture Tools' option that appears on the Toolbar.
2. Click on 'Compress Pictures'.

3. Untick 'Apply only to this picture' and ensure that 'Delete cropped areas of pictures' is ticked.
4. Select the 96 ppi option as this is good enough resolution for MIS documents and click OK.

Scanned Documents

When scanning documents the final image should be monochrome rather than colour and you should select a maximum of 200 dpi resolution.

Save any scanned images to PDF i.e. scan to PDF file format if possible.

This is one of a number of technical support documents available for researchers using the NETSCC MIS.
Further technical support documents can be found at on the NIHR website