

TIPS FOR MICROSOFT WORD

The letter of support and attachments for the Governor's Awards for Volunteerism and Service may be submitted in Microsoft Word format, so this guide was created for the awards nomination process and may help with common tasks in Microsoft Word. Because of the differences in versions of Microsoft Word, tips are provided in 3 sections: 2010, 2007 and 2003. This document provides step-by-step help on the following four topics:

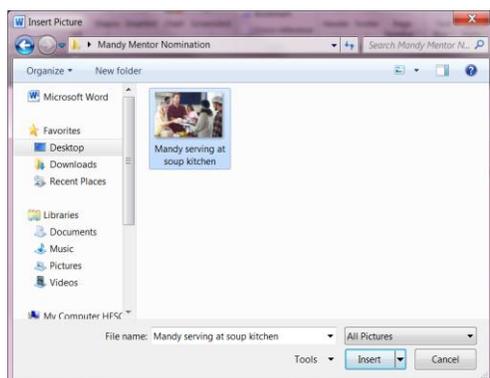
- Inserting pictures
- Checking the size of your file
- Reducing size of your file
- Sending as an attachment

This document was created as a helpful guide. However, there may be differences depending on your computer's operating system. Contact Shannon Ramsey at (800) 239-7404, ext. 3841 if you have questions.

Microsoft Word 2010

2010.1 - Inserting pictures

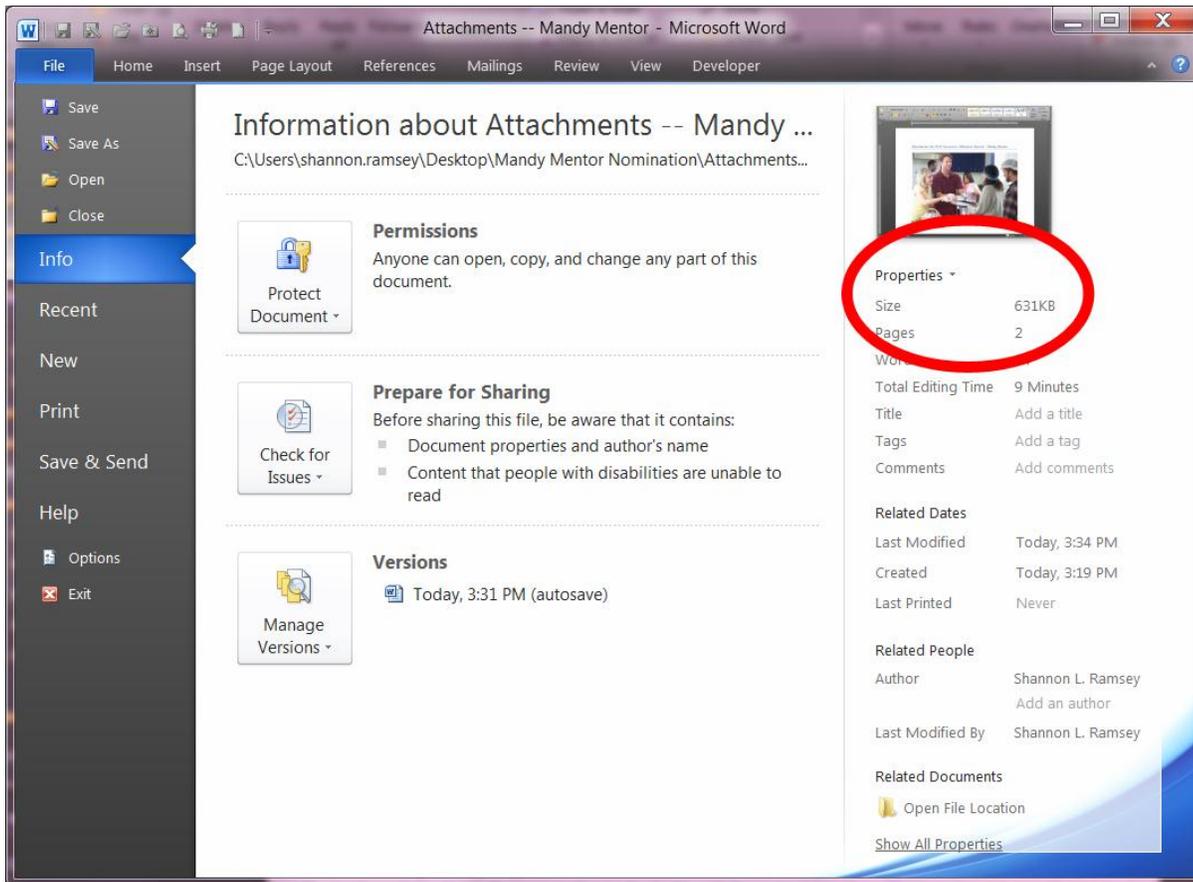
1. Go to the Insert Menu
2. Choose Picture
3. Choose the File Location
4. Select the file
5. Click Insert



2010.2 - Checking the size of your file

1. Have the file open in Word
2. Go to the File tab
3. On the right side of the Info section is the document properties and size

Important Note: The size of any file submitted (nomination form, letter of support and attachments) must be smaller than 4 MB in order to submit electronically. Files larger than **4 MB** may not be received by the KCCVS email server.



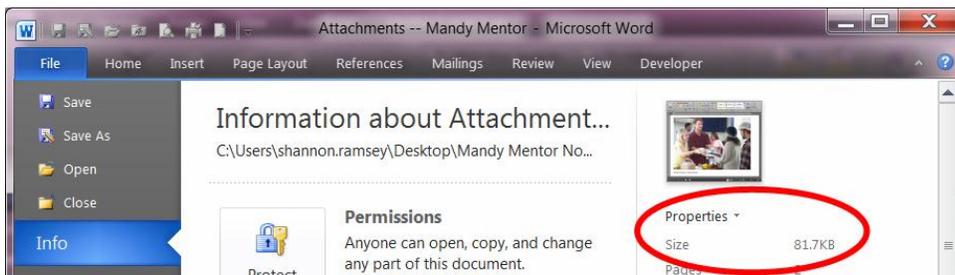
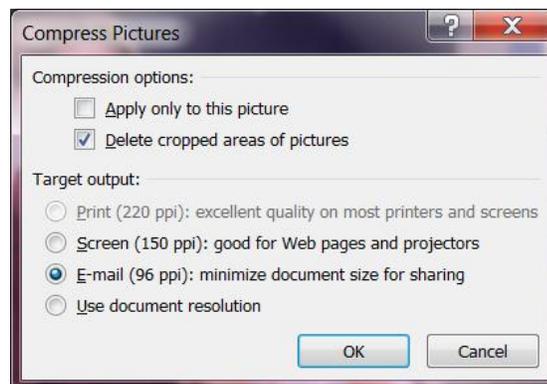
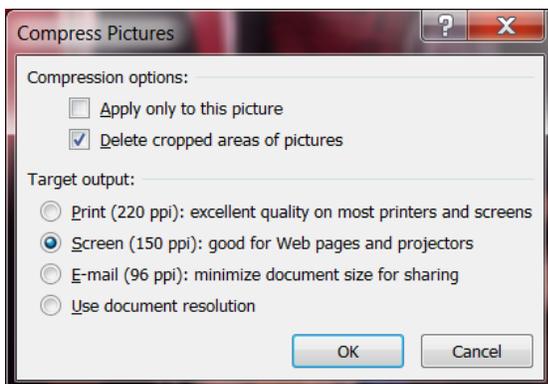
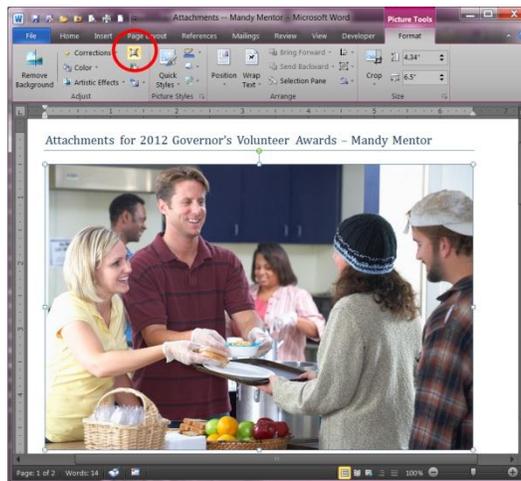
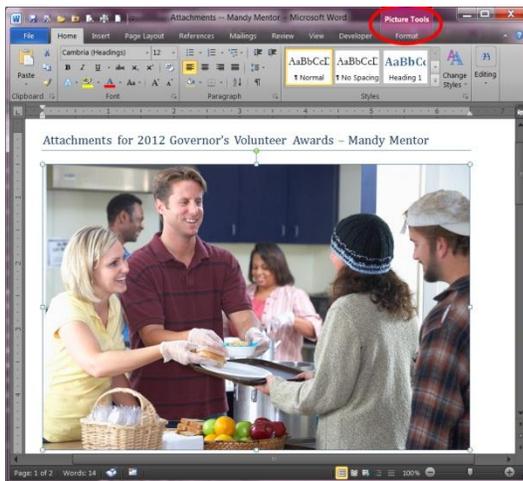
2010.3 - Reducing size of your file

Usually large pictures account for the majority of your file size. Compressing your pictures can greatly reduce the size of your file.

1. Click on your picture and then choose the Picture Tools or Format menu
2. Click on the Compress Picture icon 
3. Make sure the "Apply only to this picture" is **not** checked to apply to **all** pictures in document
4. Make sure the "Delete cropped area of picture" is checked
5. Change the target output to **Screen, resolution 150 ppi**
6. Click OK
7. Save and check the file size again
8. If the size is not reduced enough, you can try compressing the pictures again and change the target output to **Email, resolution 96 ppi**

Note: If a target output is grayed out and unable to be selected, that means the image is already that resolution or less.

Example: This document size was 2.05 MB; when compressed to Screen output, the size was 1.5 MB; when compressed to Email output, the size was 579 KB.

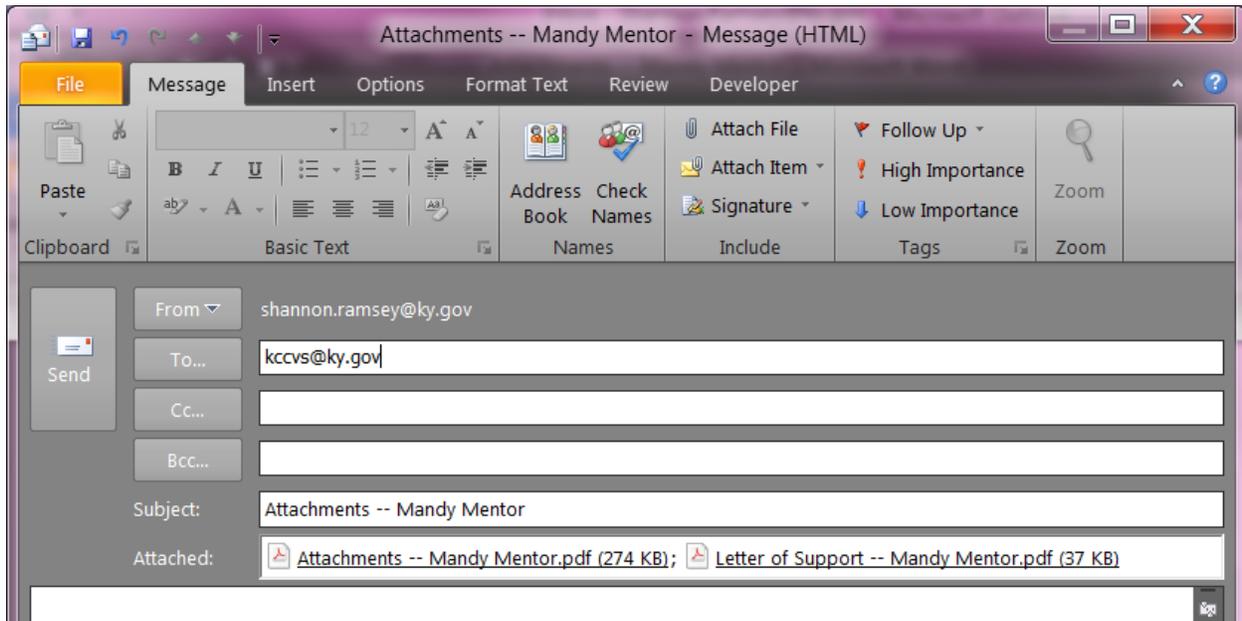


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Updated Jan. 2013

2010.4 - Sending as an attachment

1. Click on the File tab
2. Go to Save & Send
3. Select Send Using E-mail
4. Choose “Send as Attachment” or “Send as PDF”
5. If necessary, attach other files to the email, such as the letter of support
6. Send to kccvs@ky.gov

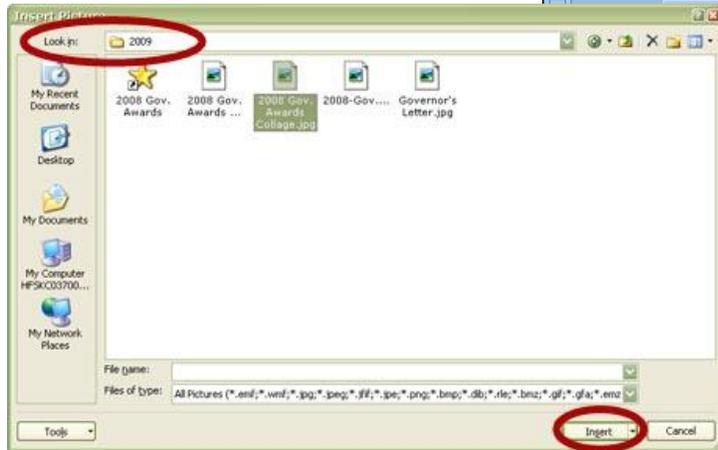
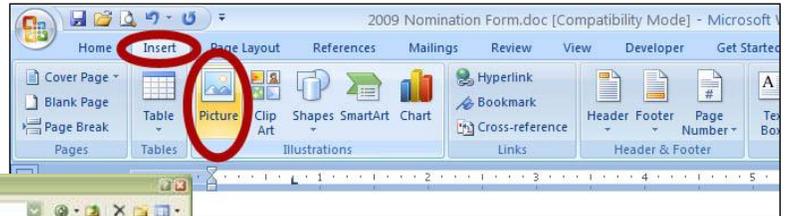
Important note: If you do not use Microsoft Outlook for your email, you may not be able to send your file as an attachment. You will have to attach the file according to steps used by your email system.



Microsoft Word 2007

2007.1 - Inserting pictures

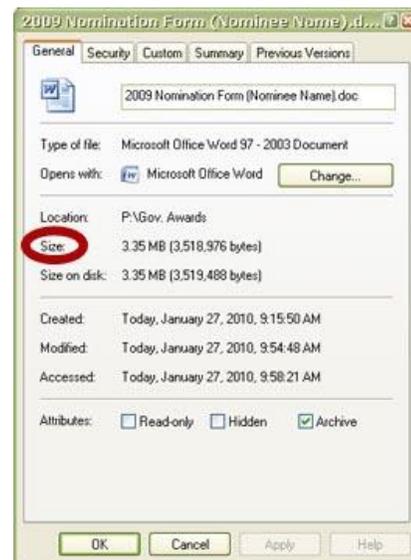
1. Go to the Insert Menu
2. Choose Picture
3. Choose the File Location
4. Select the file
5. Click Insert



2007.2 - Checking the size of your file

1. Go to the folder where you have the file saved
2. Select the file
3. Go to the File menu and choose Properties
4. The file size is shown
5. Click OK

Important Note: The size of any file submitted (nomination form, letter of support and attachments) must be smaller than 4 MB in order to submit electronically. Files larger than **4 MB** may not be received by the KCCVS email server.



2007.3 - Reducing size of your file

Usually large pictures account for the majority of your file size. Compressing your pictures can greatly reduce the size of your file.

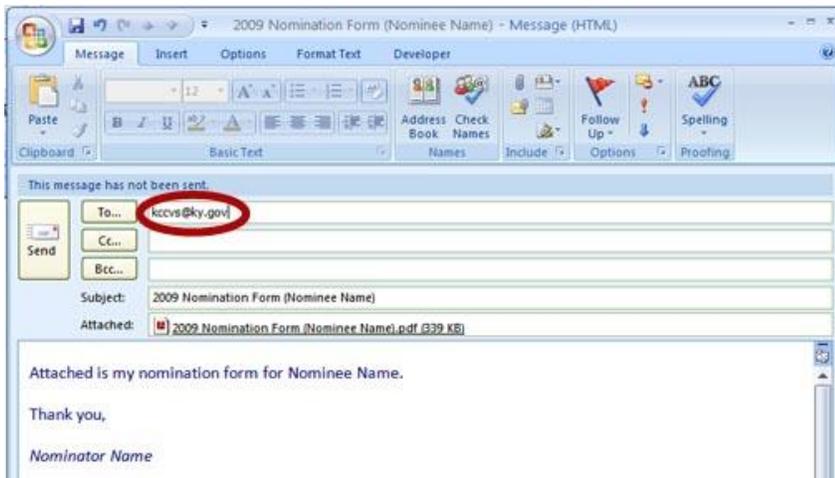
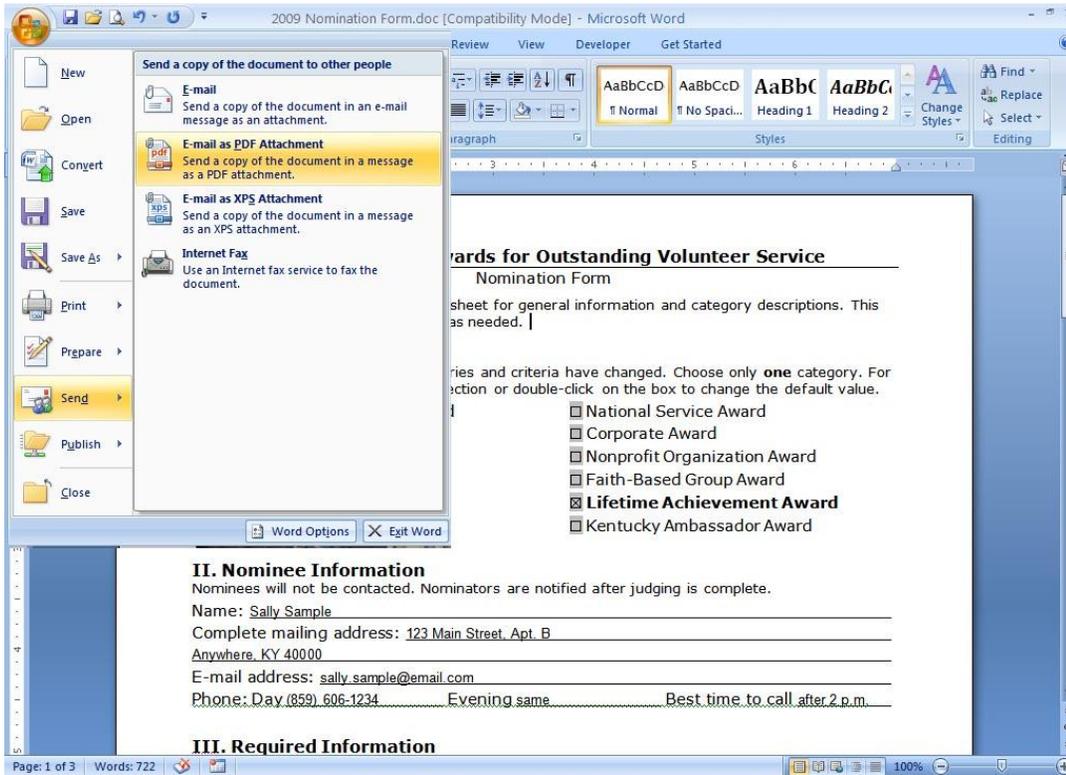
1. Click on your picture and then choose the Picture Tools menu
2. Click **Compress Pictures**
3. Apply to All pictures in document
4. Change the resolution to **Print, Resolution 200 dpi**
5. Click OK
6. Click Apply if a warning pops up
7. Save and check the file size again
8. If it's not reduced enough, you can try compressing the pictures again and change the resolution to **Web/Screen, Resolution 96 dpi**



2007.4a - Sending as a PDF attachment

1. Click on the Microsoft Office button
2. Go to Send
3. Choose Email as PDF Attachment
4. If necessary, attach other files to the email, such as the letter of support and attachments.
5. Send to kccvs@ky.gov

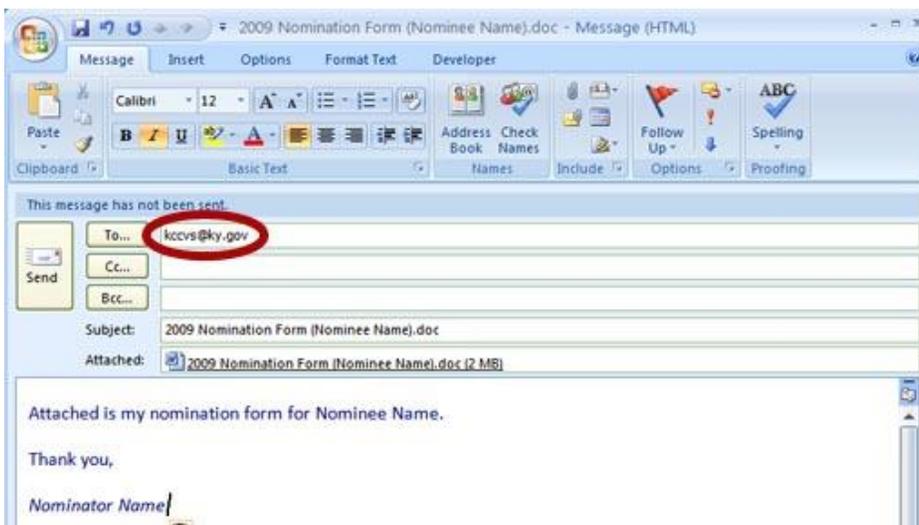
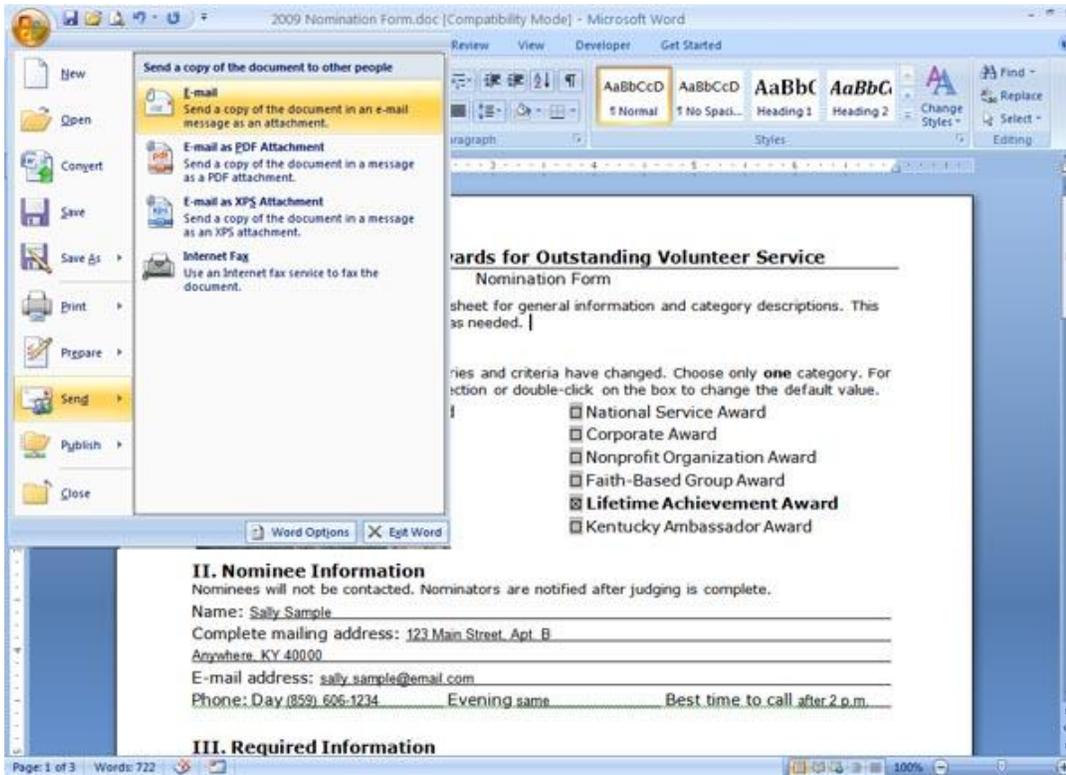
Important note: If you do not use Microsoft Outlook for your email, you may not be able to send your file as an attachment. You will have to attach the file according to steps used by your email system.



2007.4b - Sending as a Word attachment

1. Click on the Microsoft Office button
2. Go to Send
3. Choose Email
4. If necessary, attach other files to the email, such as the narrative and required attachments.
5. Send to kccvs@ky.gov

Important note: If you do not use Microsoft Outlook for your email, you will have to attach the file according to steps used by your email system.



Microsoft Word 2000-03

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Updated Jan. 2013

2003.1 - Inserting pictures

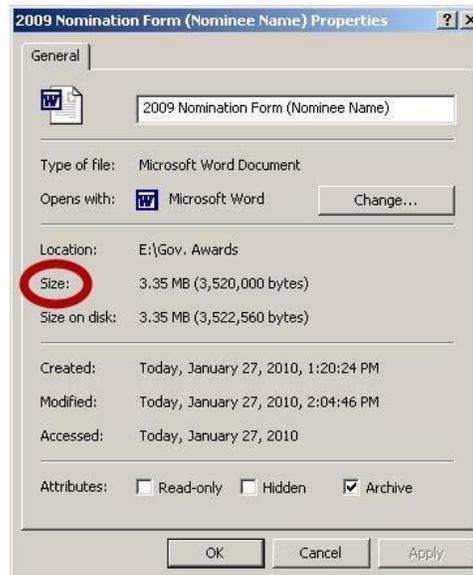
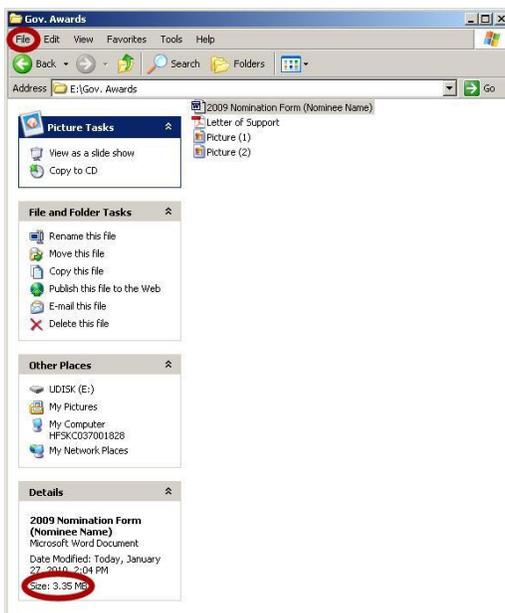
1. Go to the Insert menu
2. Choose Picture From File
3. Choose the File Location
4. Select the file
5. Click Insert



2003.2 - Checking the size of your file

1. Go to the folder where you have the file saved
2. Select the file (the size may be shown in the Details section on the left side)
3. Go to the File menu and choose Properties
4. The file size is shown
5. Click OK

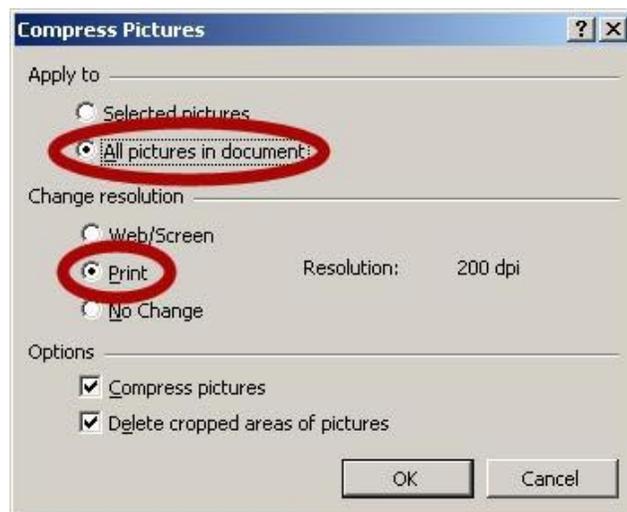
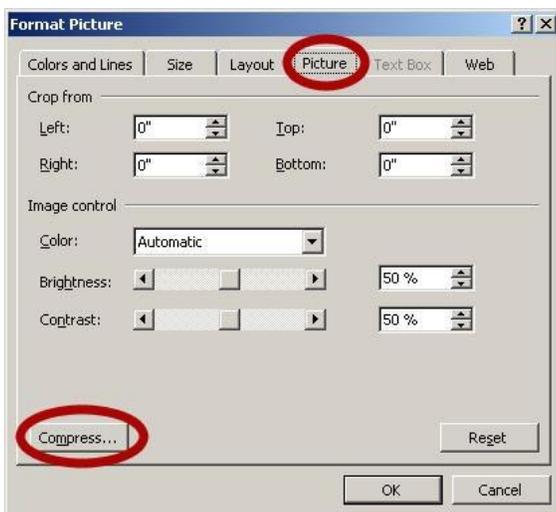
Important Note: The size of any file submitted (nomination form, letter of support and attachments) must be smaller than 4 MB in order to submit electronically. Files larger than 4 MB may not be received by the KCCVS email server.



2003.3 - Reducing size of your file

Usually large pictures account for the majority of your file size. Compressing your pictures can greatly reduce the size of your file.

1. Double click on your picture
2. The Format Picture menu will come up
3. Click Compress Pictures
4. Apply to All pictures in document
5. Change the resolution to Print, Resolution 200 dpi
6. Click OK
7. Click Apply if a warning pops up
8. Click OK
9. Save and check the file size again
10. If it's not reduced enough, you can try compressing the pictures again and change the resolution to Web/Screen, Resolution 96 dpi



2003.4a - Sending as a PDF attachment

Not an option in Microsoft Word 2000-03

2003.4b - Sending as a Word attachment

1. Click on the File menu
2. Go to Send To
3. Choose Mail Recipient (As Attachment)
4. If necessary, attach other files to the email, such as the letter of support and attachments.
5. Send to kccvs@ky.gov.

Important note: If you do not use Microsoft Outlook for your email, you may not be able to send your file as an attachment. You will have to attach the file according to steps used by your email system.