PRODUCTIV

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Speed up Scrolling in Large documents with Images

Scrolling is quite slow when reading or editing a large document that is completely full of images and drawings. This is because Word has to load each image as you scroll. In this tip, we will provide handy tips to improve the scrolling performance of a large document.

<u>Click here</u> to view how you can deal with this needless slowdown.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Word

Speed up Scrolling in Large documents with Images

We have two options:

- A. Display picture placeholders rather than the actual images
 - Picture placeholders display an empty box in place of each image in the document.
- B. Hide all drawing objects or AutoShape
 - This will hide all the images /graphics you have created using the Word drawing tools or AutoShape.

A. To display Picture Placeholders only:							
(MS Word	2003)	(MS Word 2007)					
1. On the Menu bar, select Tools the Options dialog box will pop-up.	In choose Options.	1. Click the Office button and select Word Options. Word Options dialog box will pop-up.					
		Word Options X Exit Word					

check the **Picture placeholders** check box, and click **OK**.

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2. In the Options dialog box, choose View tab. In the Show section, 2. In the Advanced settings, scroll down on the Show document **content** section then **check** the **Show picture placeholders** check box and click OK.

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NOTE: You will only see the empty box/empty frame when you read or edit your document. When you use the Print Preview or Print feature, you will still see the actual images/pictures. To return to the actual view of the images, **uncheck** the **Show picture <u>placeholders</u>** check box.

В.	3. To hide all drawing objects or AutoShape:				
	(MS Word 2003)		(MS Word 2007)		
1.	Reopen the Options dialog box (similar to step 1 in the above procedure to display picture placeholders).	1.	Reopen the Word Options dialog box (similar to step 1 in the above procedure to display picture placeholders).		
2.	In the Options dialog box , choose View tab . In the Show section, uncheck the Drawings check box, and click OK .	2.	In the Advanced settings, scroll down on the Show document content section then uncheck the Show <u>drawings</u> and text boxes on screen check box and click OK.		



NOTE: Images are hidden only when you read or edit your document. When you use the Print Preview or Print feature, you will still see the actual images/pictures. To return to the actual view of the images, **check** the **Show** <u>d</u>**rawings and text boxes on screen** check box.

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