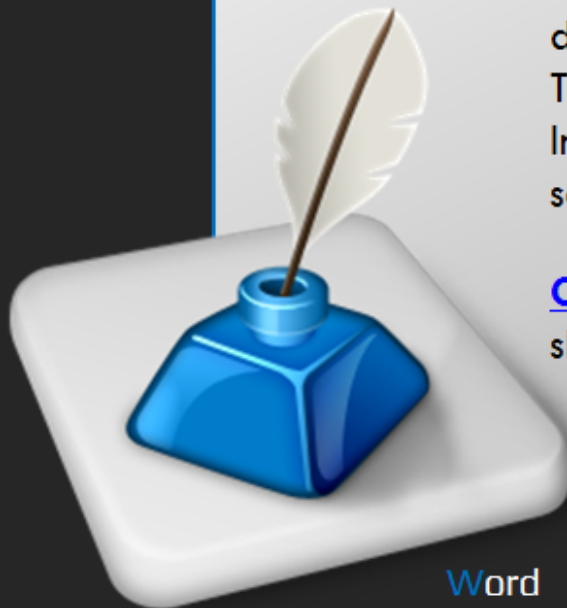# PRODUCTIV**IT**Y

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.

Click here to view how you can deal with this needless slowdown.

Word

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

Speed up Scrolling in Large documents with Images

We have two options:

A. Display picture placeholders rather than the actual images

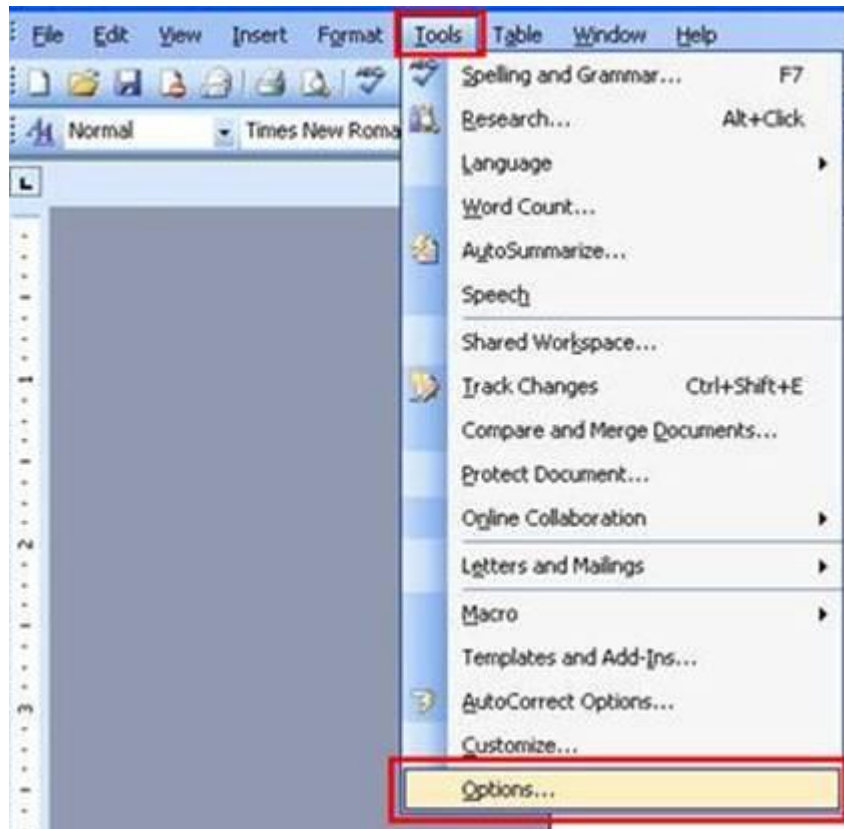- Picture placeholders display an empty box in place of each image in the document.

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:

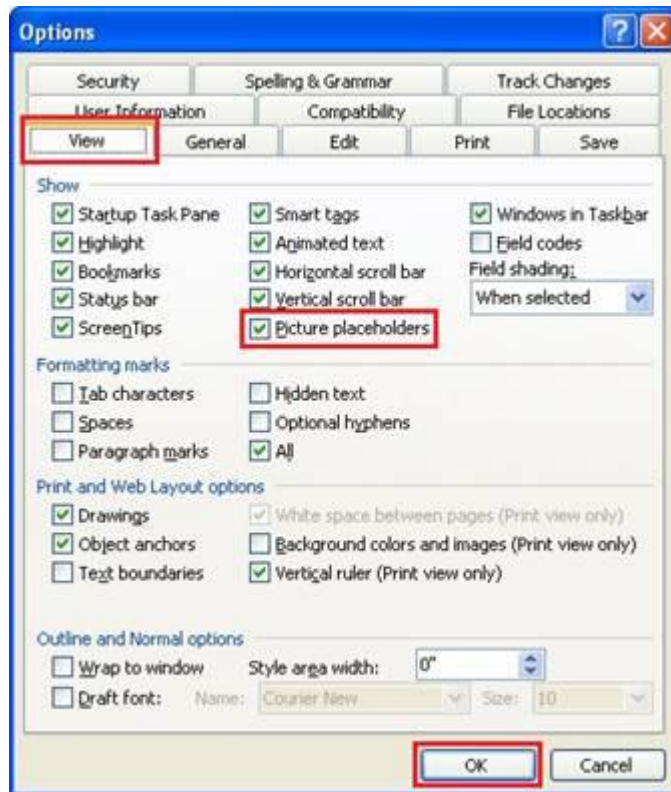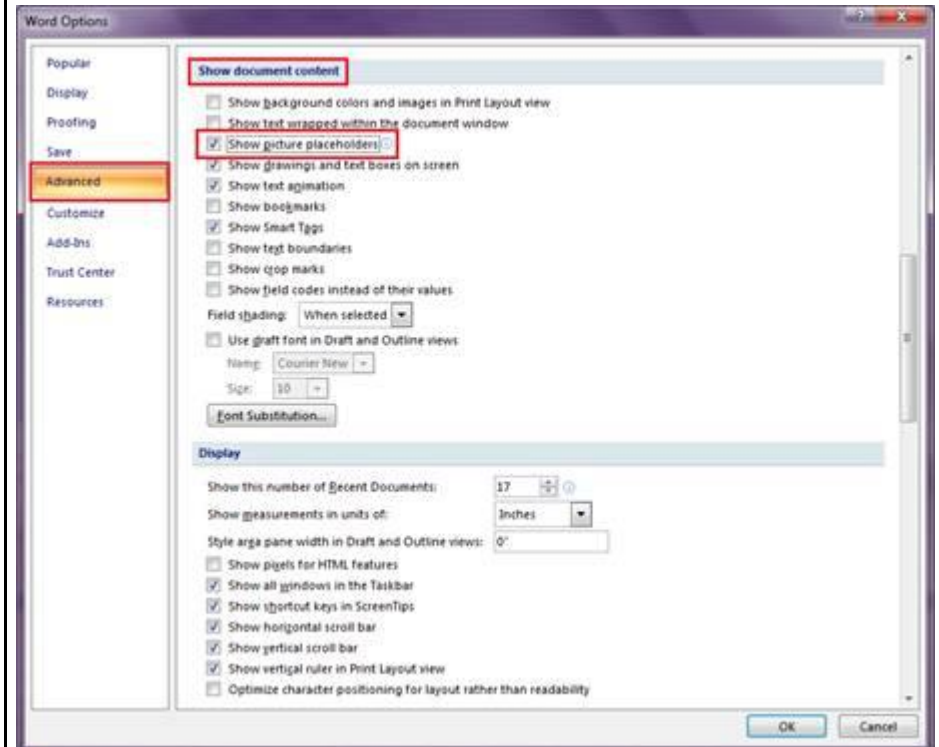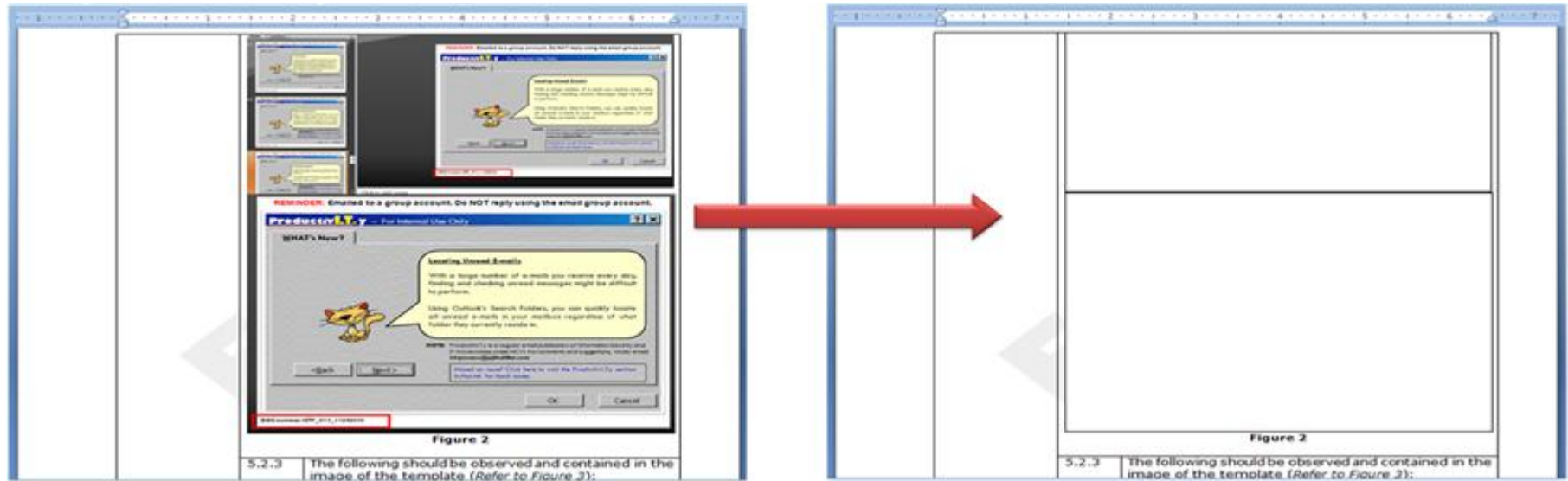| (MS Word 2003)	(MS Word 2007)
1. On the Menu bar, select **Tools** then choose **Options**. **Options** dialog box will pop-up.	1. Click the **Office button** and select **Word Options**. **Word Options** dialog box will pop-up.

2. In the **Options dialog box,** choose **View tab**. In the **Show** section, **check** the **P̲icture placeholders** check box, and click **OK**.

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

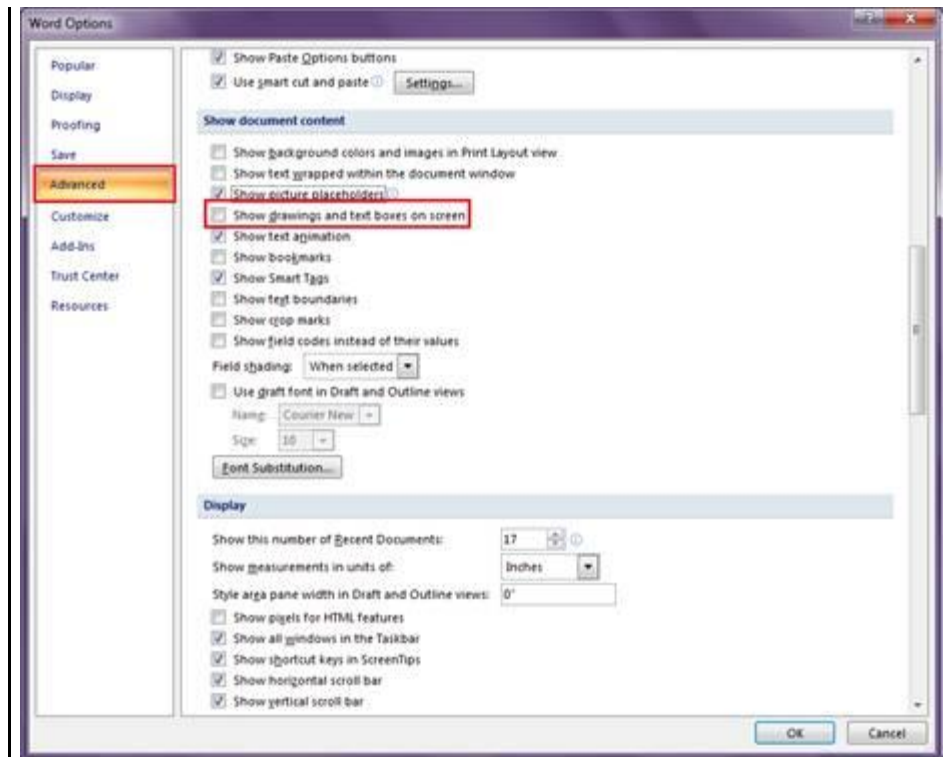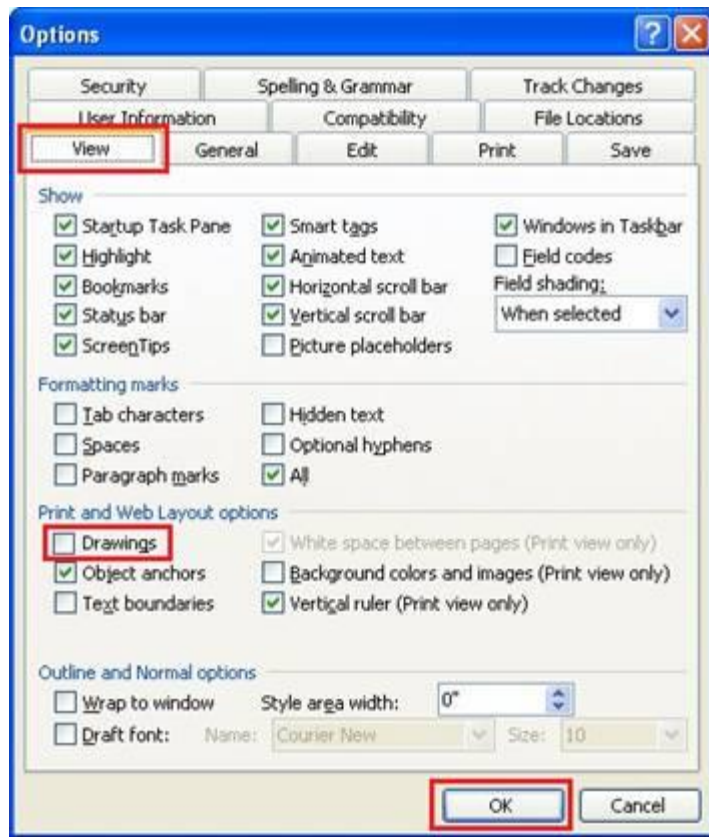ProductivI.T.y tip 94_(Word) Speed up Scrolling in Large documents with Images_06052012

3. Notice that all images in your document are replaced by an empty box, making the scrolling faster.
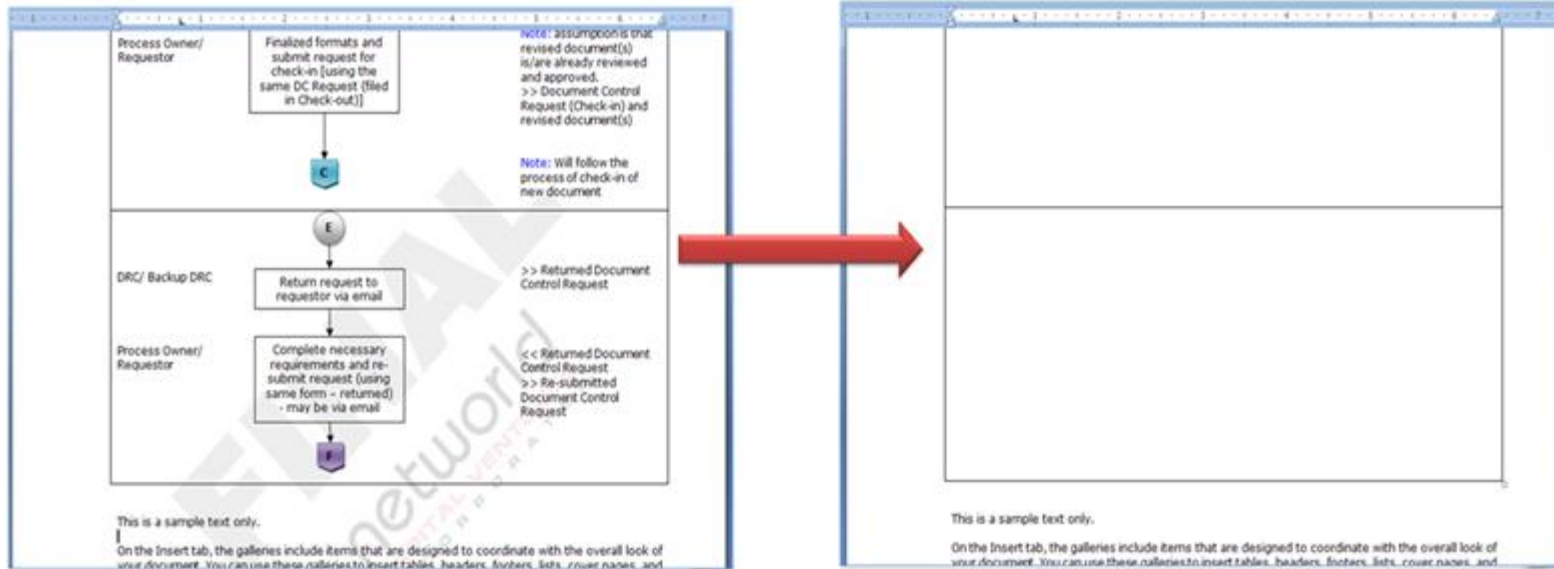

NOTE: You will only see the empty box/empty frame when you read or edit your document. When you use the Print Preview or Print feature, you will still see the actual images/pictures. To return to the actual view of the images, **uncheck** the **Show picture placeholders** check box.

B. 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 drawings and text boxes on screen** check box and click **OK**.

3. Notice that all drawings or AutoShape will be hidden, making the scrolling faster.

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 drawings and text boxes on screen** check box.

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