

# Compressing Images in PowerPoint

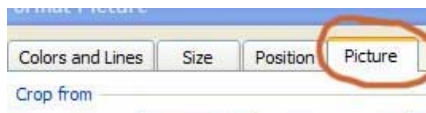
Do you have a PowerPoint presentation with a large amount of photos and would like to reduce the file size. Below are two different ways to reduce your file size in PowerPoint 2003 or 2007.

## PowerPoint 2003

### 1. Compress images by right clicking on image

Locate the first slide with an image, **double right-click on image.**

The **Format Picture** dialogue box will appear.  
Make sure the **Picture** tab is selected.  
On the bottom left corner click on the **Compress** button.

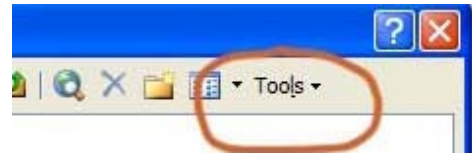


or

### 2. Compress images in Save As using Tools

Under **File, Save As**

At the top right corner click on **Tools, Compress Pictures.**



## Next

When the **Compress Pictures** dialogue box appears,

Under **Apply to**

Click on  **All pictures in document**

Under **Change resolution**

Click on  **Web/Screen**

Under **Options**

Click on  **Compress pictures**

Click on  **Delete cropped areas of pictures**

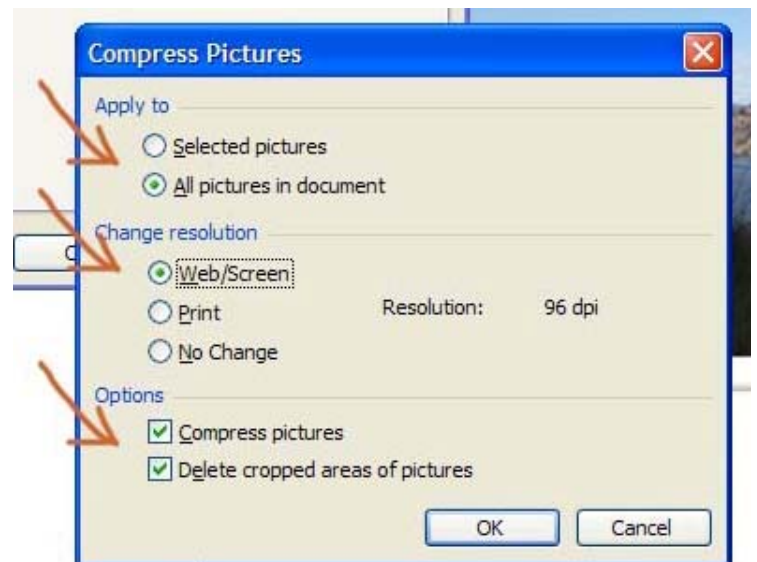
Click **OK.**

Next a **Compress Pictures** dialogue box will appear.

Click on **Apply.**

Click **OK.**

**Save** your PowerPoint presentation.



## PowerPoint 2007

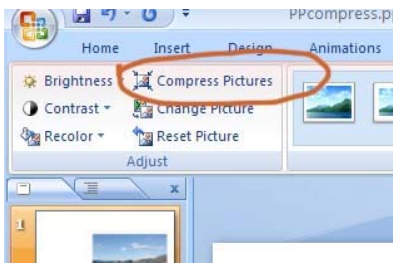
### 1. Compress images by right clicking on image

Locate the first image in your presentation and, **double right-click on image.**

or

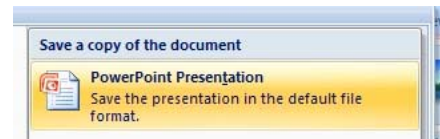
The menu bar at the top of the page will change to the **Picture Tools – Format**

On the left side of menu bar, click on **Compress pictures**

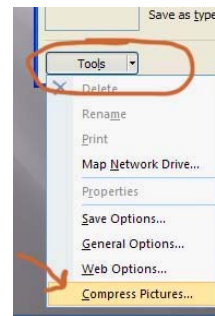


### 2. Compress images in Save As using Tools

Click on **Save As**, select **PowerPoint Presentation**



At the lower left corner click on **Tools, Compress Pictures**



### Next

A **Compress Pictures** dialogue box will appear, Click on **Options**  
Next a **Compression Settings** dialogue box will appear

Under Compression **options:**

Click on  **Automatically perform basic compression on save**  
Click on  **Delete cropped areas of pictures**

Under Target **output:**

Click on  **Screen (150 ppi) good for Web pages and projectors**

Click **OK**.

Then Click **OK** again

**Save** your PowerPoint presentation.

