

Compressing Images in PowerPoint

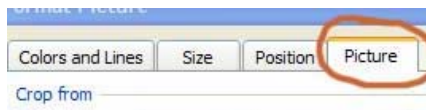
Do you have a PowerPoint presentation with a large amount of photos and would like to reduce the file size. Below are two different ways to reduce your file size in PowerPoint 2003 or 2007.

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.

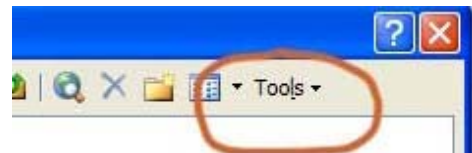


or

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**

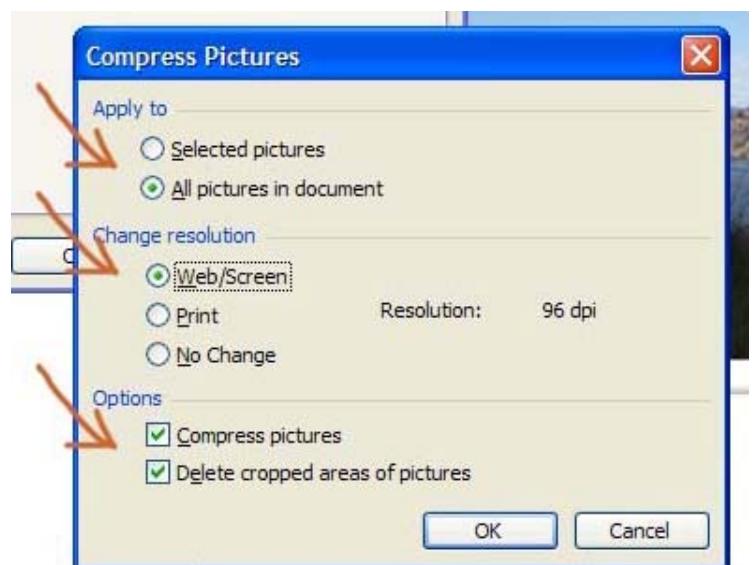
Click **OK.**

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

Click on **Apply.**

Click **OK.**

Save your PowerPoint presentation.



PowerPoint 2007

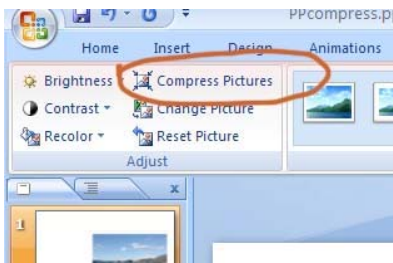
1. Compress images by right clicking on image

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

or

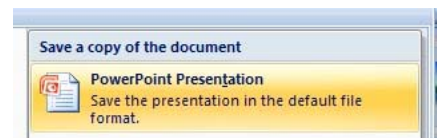
The menu bar at the top of the page will change to the **Picture Tools – Format**

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

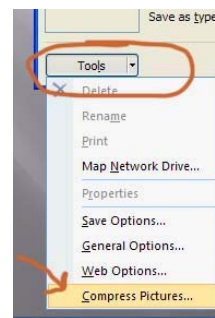


2. Compress images in Save As using Tools

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.

