

## Reducing file size before you post in Blackboard.

Why you would want to do this:

The smaller the file, the faster it will load for your students. The faster it loads the happier they will be.

### PowerPoint:

Select a picture on one of your PowerPoint slides.

Click the Format tab under Picture Tools.

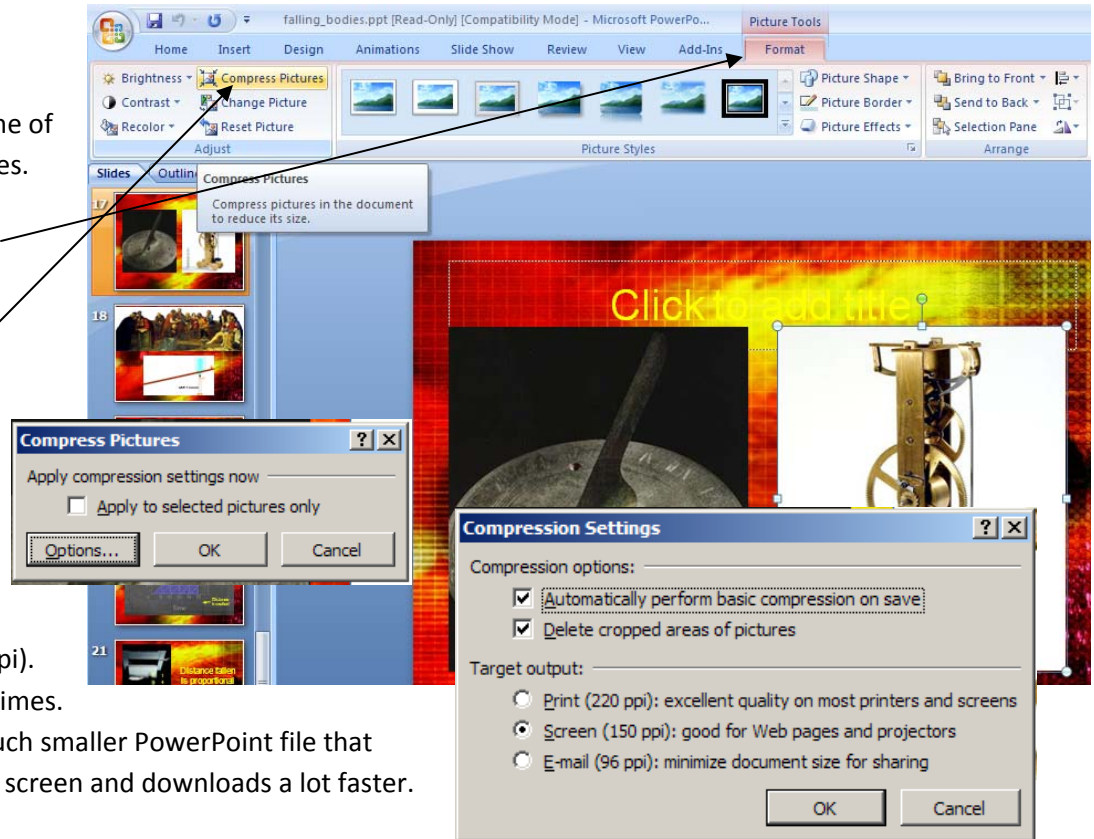
Then click Compress Pictures.

Click Options.

Select Screen (150 dpi).

Click OK a couple of times.

Now you'll have a much smaller PowerPoint file that looks just as good on screen and downloads a lot faster.



### PDF files:

Open the pdf file in Adobe Acrobat Professional.

Pull down Advanced to PDF Optimizer.

Select Scanned Pages at the left.

Put a check mark beside 'Optimize compression ...' and click OK. Having the slider in the middle seems to work well. If you go too small the images get splotchy.

Depending on the content this can reduce the file size by as much as 75% with no apparent change in clarity.

