

Compressing PowerPoint Files

Importing Pictures from a file into your PowerPoint Presentation may cause large files that cannot be Emailed or run sluggishly. PowerPoint contains a built-in function that can ease this problem in most cases.

PowerPoint 2002 & 2003:

1. Open a PowerPoint file that includes photos you have inserted from a file (scanned images, digital camera pictures, photos from University Communications, etc)
2. **Right-click** on of the photos that needs to be compressed, then click **Format Picture**.
3. Click the **Picture** tab.
4. Click the **Compress** button on bottom left.
5. Choose
 - Apply to: **All pictures in document**
 - Change Resolution: **Web/Screen**
 - Options: **Compress pictures & Delete cropped areas of pictures**
6. Click **OK**.
7. If prompted, click **Apply** in the Compress Pictures dialog box.

There should be a noticeable reduction in file size after completing these steps. For most reliable quality, compress the images before placing them into PowerPoint by using a photo manipulation program.

PowerPoint 2000 or earlier:

1. Follow these steps for each image that you want to compress:
2. Click the picture to select it.
3. On the **Edit** menu, click **Copy**.
4. Again on the **Edit** menu, click **Paste Special**.
5. Do one of the following:

For most images, such as photos and scans, click **JPG**.

For images with large areas of flat color, or that contain important text or fine details, click **PNG**.

Note JPG files are usually smaller, but JPG's "lossy" compression can blur thin lines and other fine detail, or leave "artifacts" (stray odd-colored pixels) around text.

6. Delete the original image.