

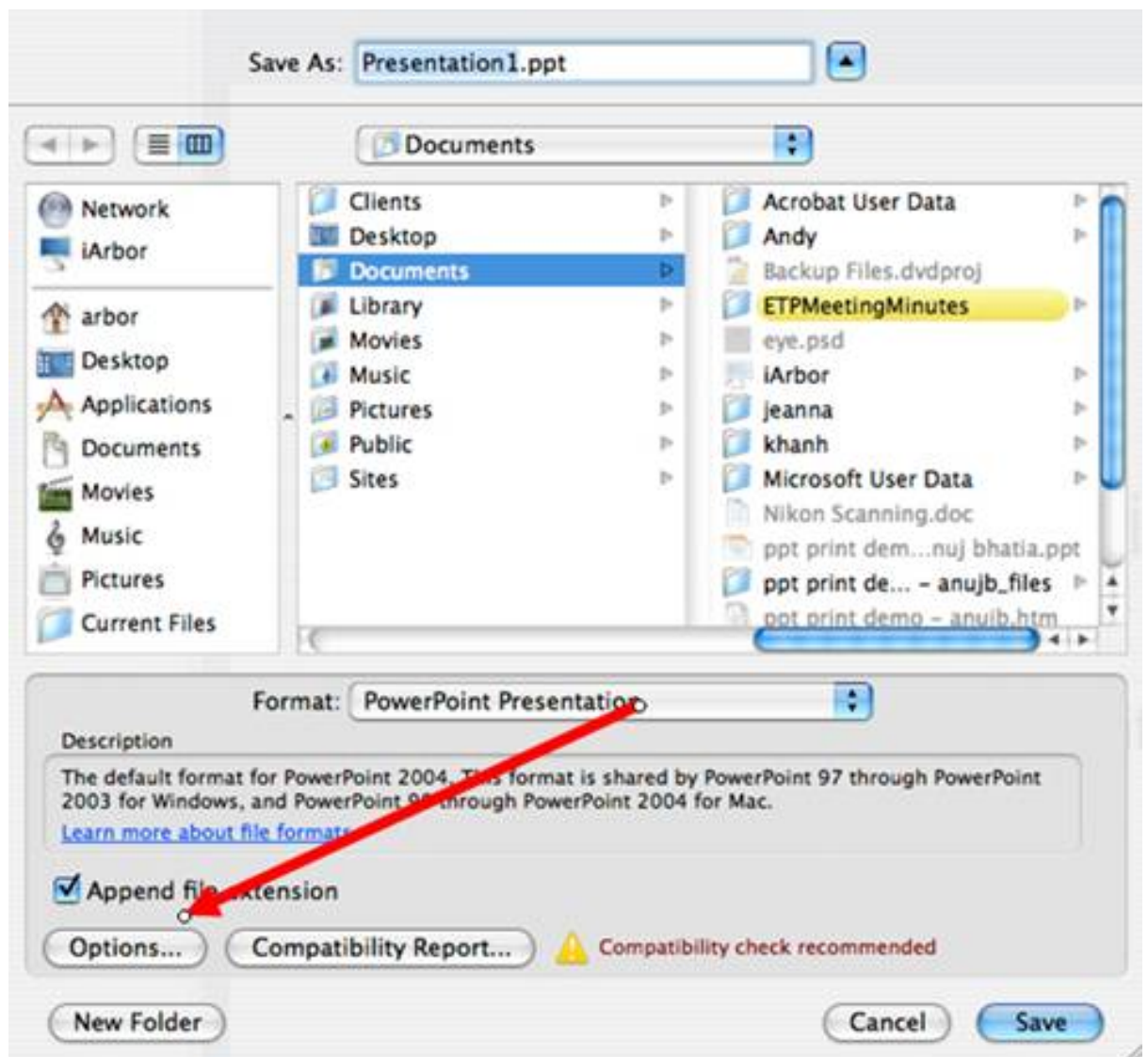
# Compressing Images in PowerPoint for Mac

Power Point 2004 for Apple's OS X contains a useful new feature: the ability to compress large image files within your presentations, resulting in smaller file sizes and faster general performance in presentations. While this process isn't ideal for presentations that require large images at very high resolutions (such as art history classes), for most other purposes, it can be quite useful.

1. To compress your presentation:

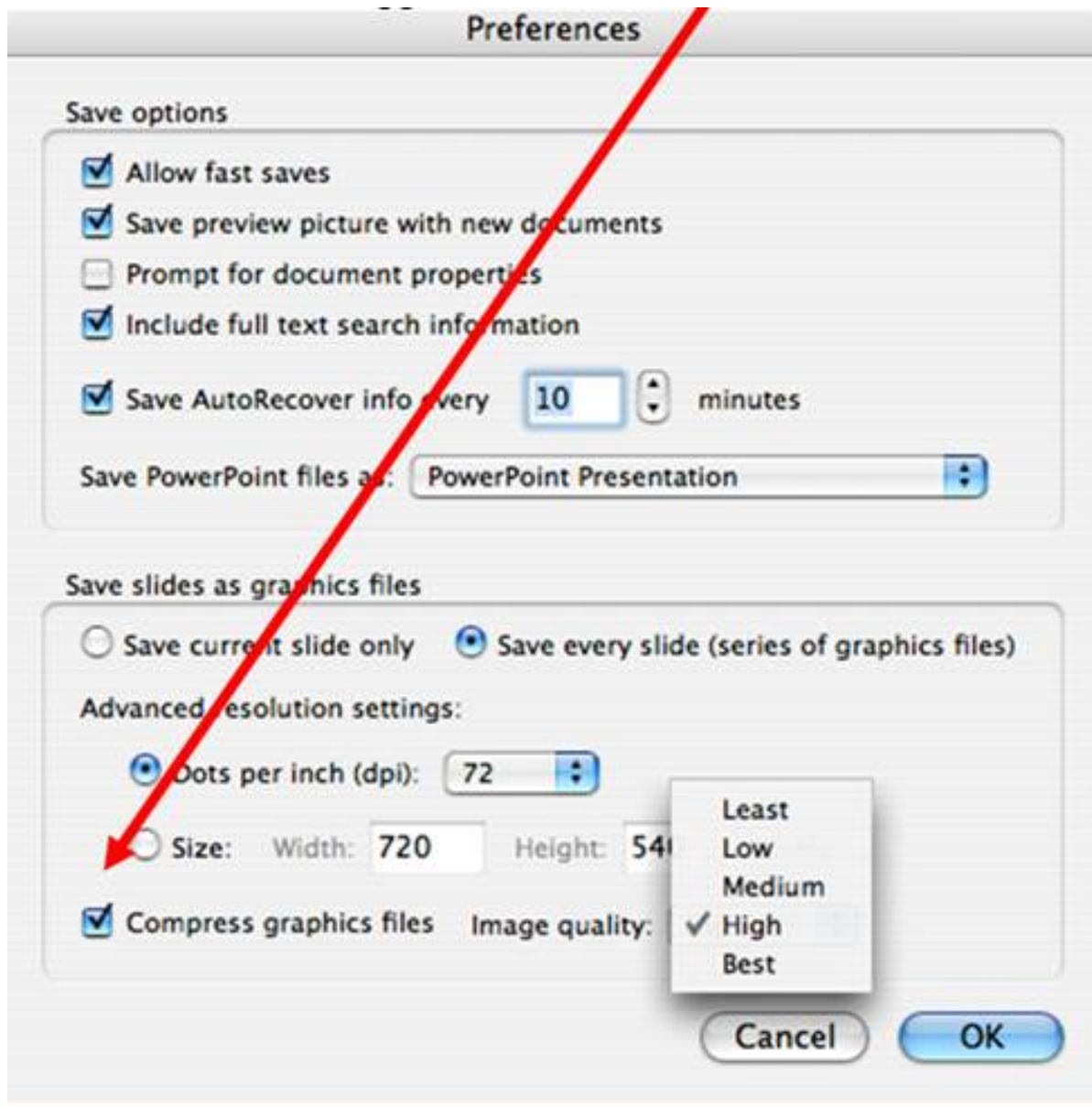
a. Open your PowerPoint presentation (this works best with presentations with a large number of images).

1. Click "File>Save As" on the PowerPoint menu bar. This will present the menu shown below.
2. Click the "Options..." Button.



3. Next, click on the checkbox next to "Compress Graphics" on the preferences menu that

appears.



1. You can select a variety of different options for image quality; the lower the quality, the smaller your image (and overall presentation) size. However, the smaller your image size, the less detailed it will become. Experiment to determine what is most acceptable for your purposes. Next, click “OK”.
4. Finally, give your file a new name to denote the changes you’ve made (“example\_compressed.ppt”, etc.), and click “save”.