

Compressing Images in PowerPoint for Windows

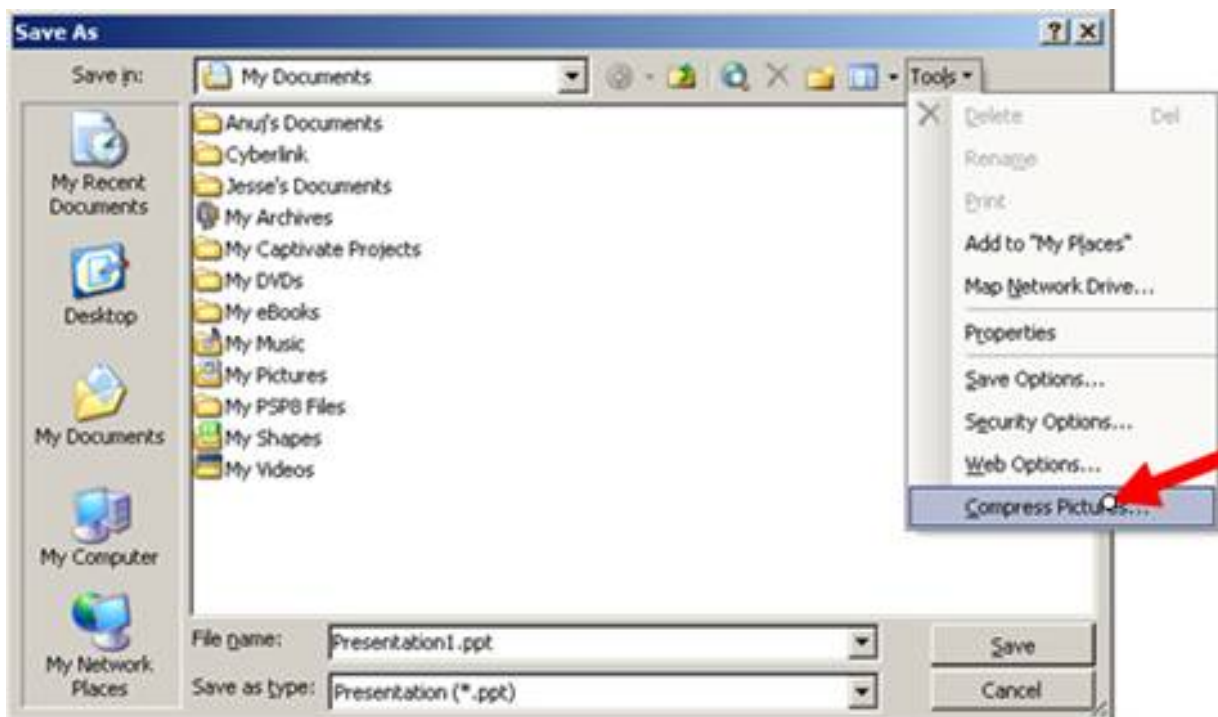
Power Point 2003 for Windows contains a useful new feature: the ability to compress large image files within your presentations, resulting in smaller file sizes and faster general performance in presentations.

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.

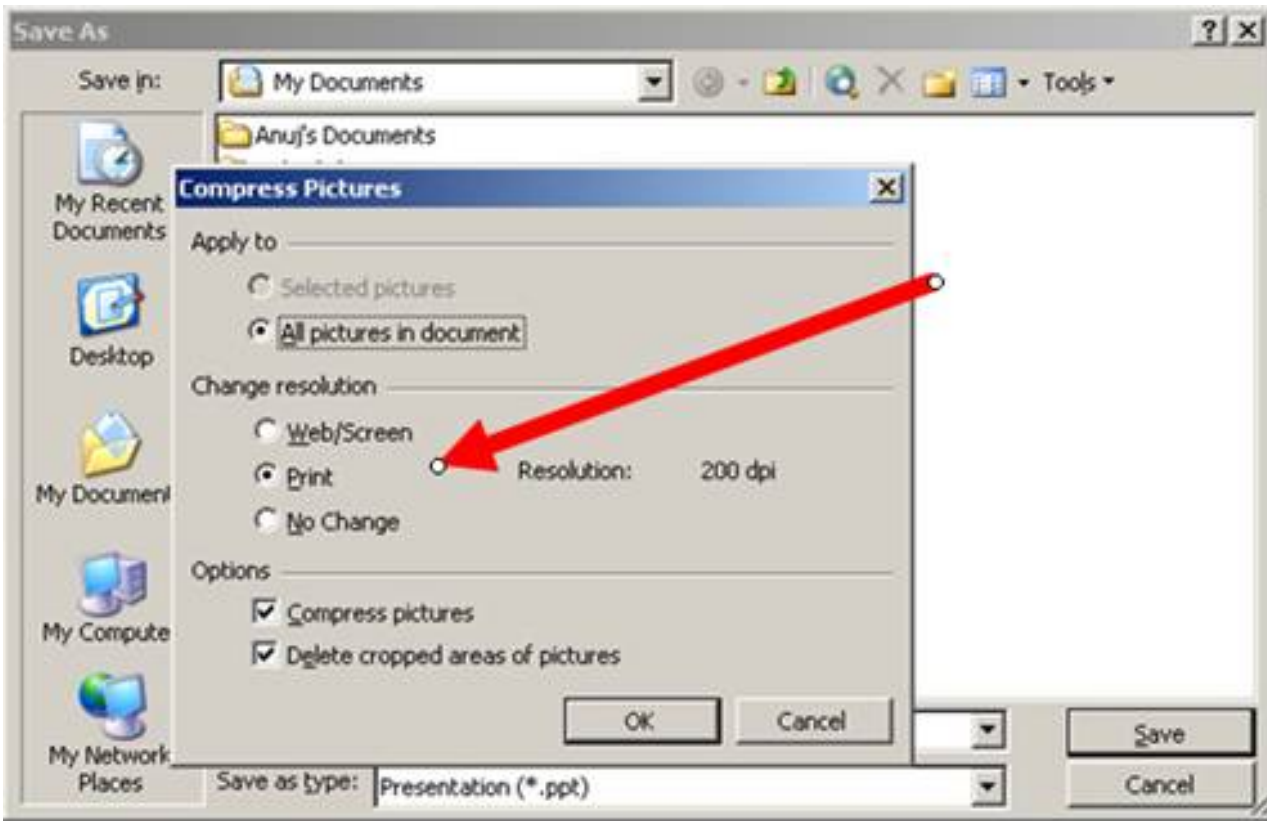


- b. Click the Tools Button (as shown below). This will present a dropdown menu.

1. Select the Compress Pictures Option.

2. If your presentation will be presented and printed out in hand-out form, select "Print" under the "Change resolution" tag. If your presentation will be projected or otherwise displayed digitally, then

select “Web/Screen”. Next, click “OK”.



3. Finally, give your file a new name to denote the changes you've made (“example_compressed.ppt”, etc.), and click “save”.