

Compressing the Pictures to Reduce the File Size

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In most cases, images don't need to be much larger than 1024×768 pixels. If your images are larger than this, your PowerPoint files are probably bigger than they need to be—often MUCH bigger than they need to be.

PowerPoint 2002 and later can compress images and remove unneeded data.

1. Right-click the picture and then click **FORMAT PICTURE** on the shortcut menu.
2. In the **FORMAT** dialog box, click the **PICTURE** tab, and then click **COMPRESS**.
3. Under **APPLY TO**, do one of the following:
 - a. To compress just the current picture, click **SELECTED PICTURES**.
 - b. To compress all the pictures in your presentation, click **ALL PICTURES IN DOCUMENT**.
4. Under **CHANGE RESOLUTION**, do one of the following:
 - a. If your presentation will be used for a screen show (projector), click **WEB/SCREEN**.
 - b. If you plan to distribute your presentation as printed pages and you want print quality, click **PRINT**.
5. Under **OPTIONS**, select the **COMPRESS PICTURES** check box and the **DELETE CROPPED AREAS OF THE PICTURE** check box. Click **OK**.
6. Click **APPLY** in the **COMPRESS PICTURES** dialog box.

PowerPoint compresses the picture or pictures for you automatically. Do a **SAVE AS**, and compare the size of the file now, to the original size.

You can also get to the format Compress Dialog Box through the **COMPRESS** icon  on the Picture Toolbar.

Right click on the picture. On the shortcut menu select **SHOW PICTURE TOOLBAR**.