

Technology Tips

November 12, 2007



Question:

My PowerPoint presentation is a very large file – probably because I inserted many photographs without reducing their size. Is there a way to reduce the size of all the pictures at once?



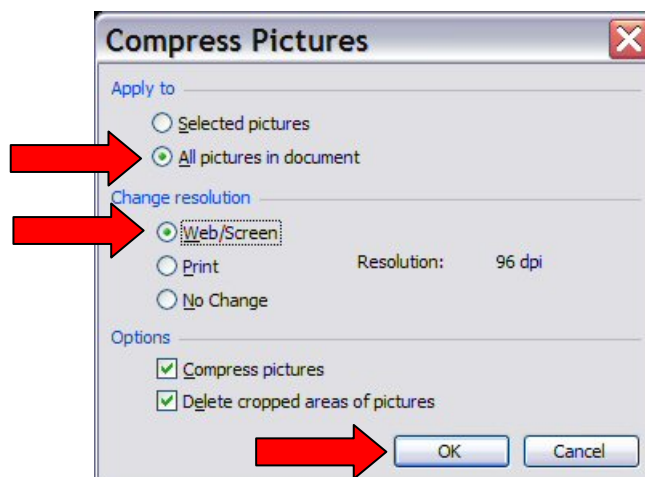
Answer:

Yes, PowerPoint 2003 has a new feature that allows you to compress all of the pictures in a presentation. Here's how:

- 1 First, left-click on one of the pictures in your presentation. The Picture Toolbar will appear. Left-click the Compress Pictures icon on this toolbar.



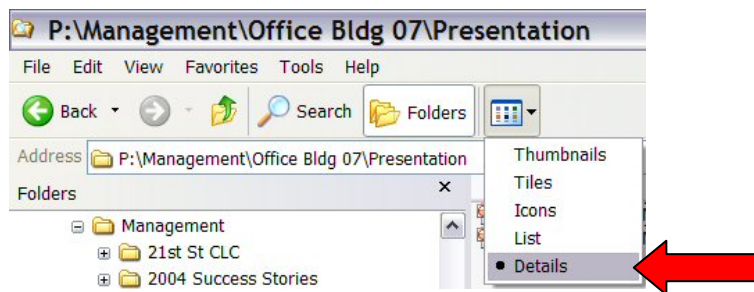
- 2 The Compress Pictures dialog box will appear. To compress all of the pictures in the presentation, click the radio button next to **All pictures in document**. If you are not planning to print large copies of the slides and you want to get the maximum amount of compression, click the radio button next to **Web/screen**. Then click **OK**.



- ③ A warning will appear indicating that compressing the pictures may reduce the quality of the images. Go ahead and click **Apply**. Be patient, it may take a few minutes to compress all of the pictures.



- ④ When the computer is done compressing the pictures, do a **Save As** to save your new, smaller presentation. Give the file a new name and save it to the same folder as the original version of the file.
- ⑤ To compare the sizes of the old and new versions of the file, go into Windows Explorer and find the folder where you saved the old and new presentations. Set the view to **Details** to display the file sizes.



- ⑥ If there were many large pictures in your presentation, the file size may be much smaller.

