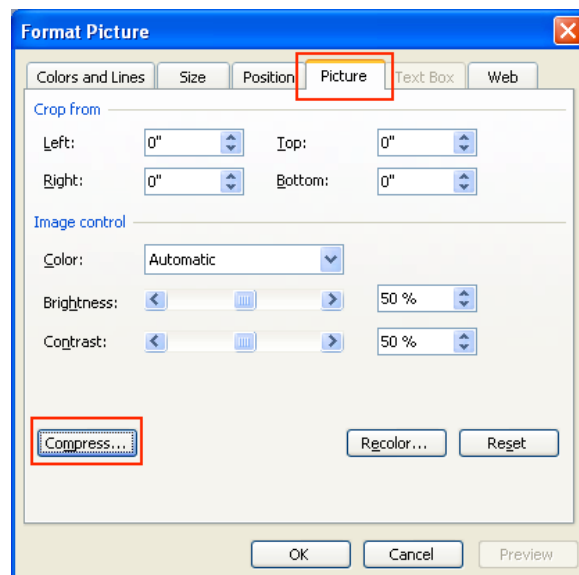


Compressing Images in PowerPoint

Many instructors choose to share PowerPoint presentations with their students through Blackboard. Before you upload your PowerPoint presentations, you might want to check the size of the files. PowerPoint presentations can be large if they contain embedded images. PowerPoint 2002 and later versions of the software allow you to format images in a way that they are generally adequate for display on the screen even though they have lower quality. This document contains instructions for compressing all the images of a presentation in bulk and creating presentations which are smaller in file size using PowerPoint 2003 for Windows and PowerPoint 2004 for Mac. (You may also want to consult our document “Preparing Images for Blackboard Using Paint” available at <http://www.hunter.cuny.edu/icit/trc/assets/PreparingImagesPaint.pdf> or “Preparing Images for Blackboard Using iPhoto” available at <http://www.hunter.cuny.edu/icit/trc/assets/PreparingImagesiPhoto.pdf>.)

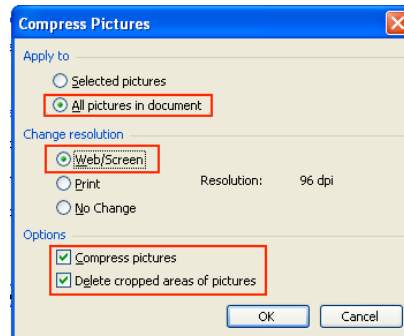
To compress images in **PowerPoint 2003 for PC**, follow the steps below:

1. Open a PowerPoint presentation and go to a slide where you have inserted an image.
2. Double-click on the image.
3. In the **Format Picture** dialog box, click on the **Picture** tab, and then click the **Compress** button.



4. You will see a dialog box with three sections:

- 1) Under **Apply to**, click on **All pictures in document**.
- 2) Under **Change resolution**, click on **Web/Screen**.
- 3) Under **Options**, check the **Compress pictures** box and the **Delete cropped areas of pictures** box.



4) Click on **OK**.

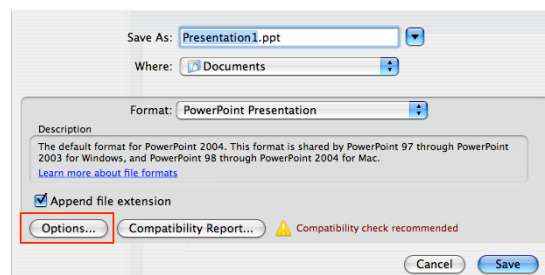
5) If prompted, click on **Apply** in the **Compress Pictures** dialog box.

5. Click on **OK**.

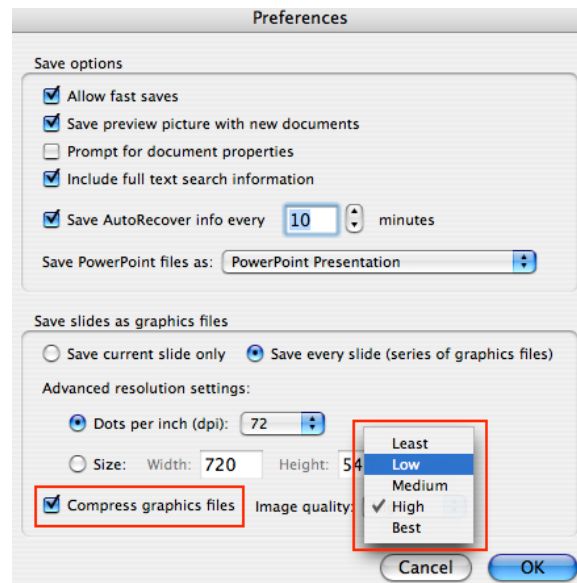
6. Save the PowerPoint presentation. It is now ready to be uploaded to Blackboard.

To compress images in **PowerPoint 2003 for Mac**, follow the steps below:

1. Open a PowerPoint presentation.
2. Choose **Save As** from the **File** menu.
3. Click on the **Options...** button.



4. In the **Preferences** dialog box, check the checkbox for **Compress graphics files** and select **Low** or **Least** from the **Image quality** menu.



5. Click on the **OK** button.
6. Save the PowerPoint presentation. It is now ready to be uploaded to Blackboard.

For further assistance with Blackboard and PowerPoint:



Stop by the Technology Resource Center, **C104 Hunter North**.



Give us a call at **212-650-3358**.



Register for a workshop at
<http://www.hunter.cuny.edu/icit/trc/workshops>.



Send an email to training@hunter.cuny.edu