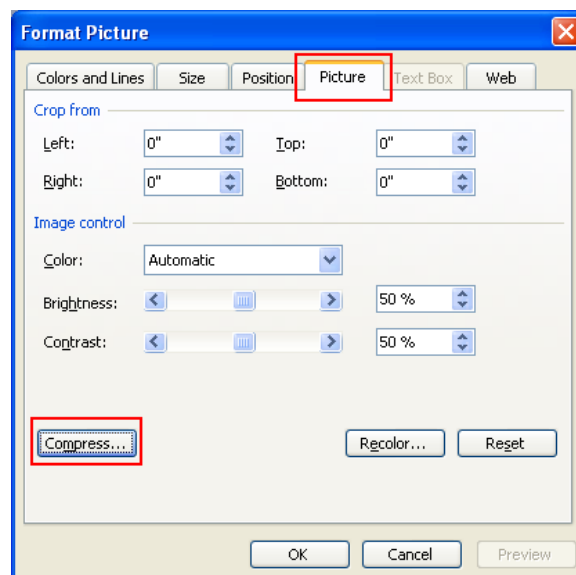


Compressing PowerPoint Presentations Containing Images

Before you upload your PowerPoint presentations to Blackboard, you may want to check the size of the files. PowerPoint files can be large if they contain embedded images. PowerPoint 2002 and later versions of the software allow you to format images so that they are generally adequate for display on the screen even though they have lower quality. The original image files that exist outside of the PowerPoint presentation are not affected. This document contains instructions for compressing all the images of a presentation in bulk to create presentations which are smaller in file size. Instructions are given for PowerPoint 2003 and PowerPoint 2007 for Windows. (You may also want to consult our documents [Preparing Images for Blackboard Using Paint](#) or [Preparing Images for Blackboard Using iPhoto](#).)

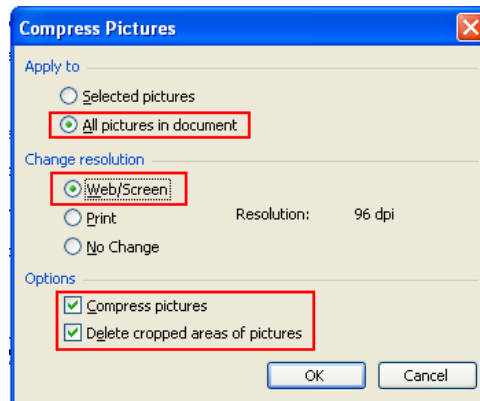
To compress images in **PowerPoint 2003 for PC**, follow the steps below:

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**.

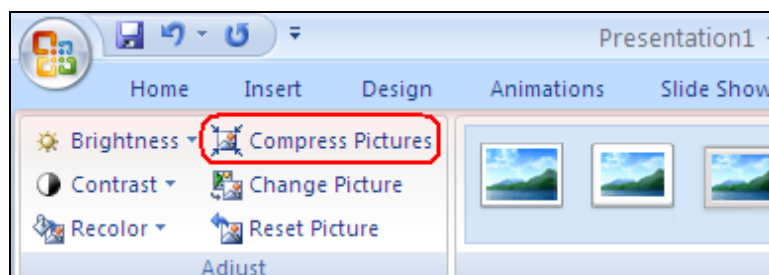
5) If prompted, click on **Apply** in the **Compress Pictures** dialog box.

5. Click on **OK**.

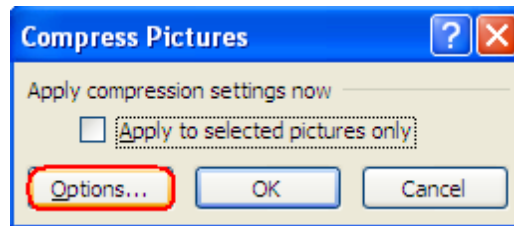
6. Save the PowerPoint presentation. It is now ready to be uploaded to Blackboard.

To compress images in **PowerPoint 2007 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 to activate the **Format** ribbon of **Picture Tools**.
3. Click on **Compress Pictures** on the ribbon to bring up the **Compress Pictures** dialog box.

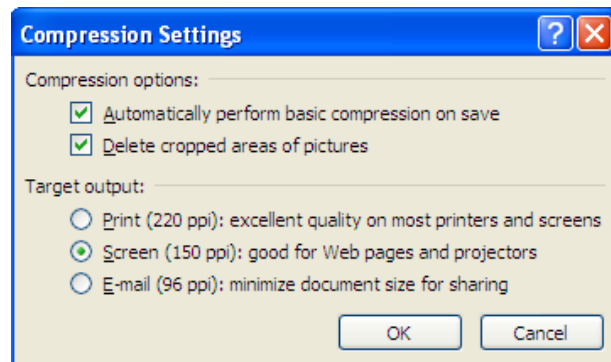


4. Click on **Options**.



5. You will see a dialog box with two sections:

- 1) Under **Compression options**, select **Automatically perform basic compression on save** and **Delete cropped areas of pictures**.
- 2) Under **Target output**, select **Screen (150 ppi)**.
- 3) Click on **OK**.



6. Click on **OK**.

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

Note for Users of PowerPoint for Mac

If you created a PowerPoint presentation using a Mac and your images do not appear or you get an error message when the file is opened on a Windows computer, you will need to solve the problem by changing the way you added the images. Instead of copying and pasting or dragging and dropping, save the image files in the JPG or PNG formats and add the images to your PowerPoint presentation by selecting **Insert -> Picture -> from File**.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.