

Steps to reduce the size of files/presentations created in MS PowerPoint - Windows

It is common practice to include images within MS PowerPoint (PPT) presentations to demonstrate key points and support classroom discussions. Often, these images are of high quality and resolution.

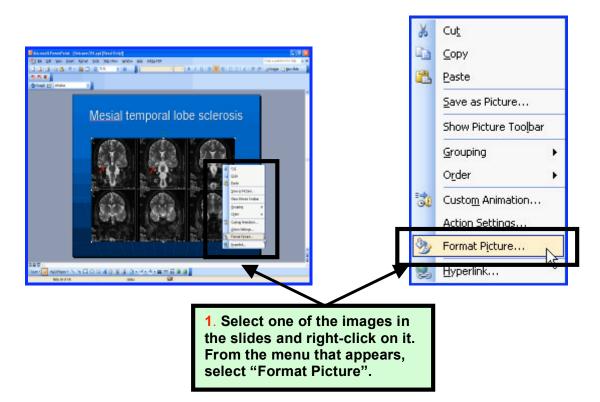
However, when these images are included in the PPT file, they become a part of the file (a process called embedding), which increases its overall size. Including multiple large images can increase the size of the PPT file to more than 5MB, thereby increasing printing time significantly, and making the file too large to email to other users.

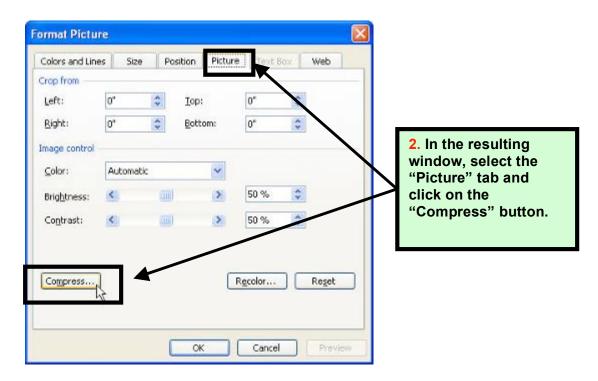
The following steps discuss how to minimize the overall size of the PPT file by compressing the images. Because PPT dose not use higher resolution images anyway, no picture quality is lost when the resolution is reduced.

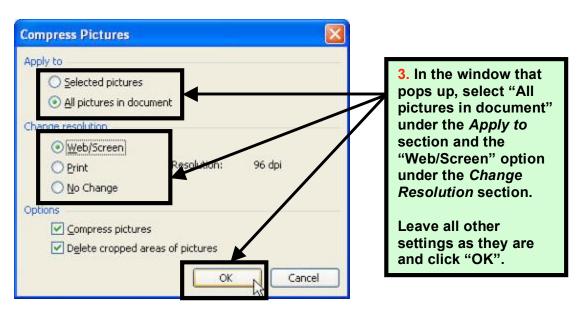
The steps shown below are based on MS PowerPoint 2003 in Windows. Older versions of MS Office do not have this feature. (See page 3 for Mac OS.)

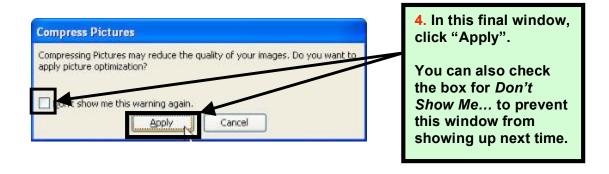
Windows

Complete the design and layout of your PPT slides and images. (Note: Save a copy before continuing.)







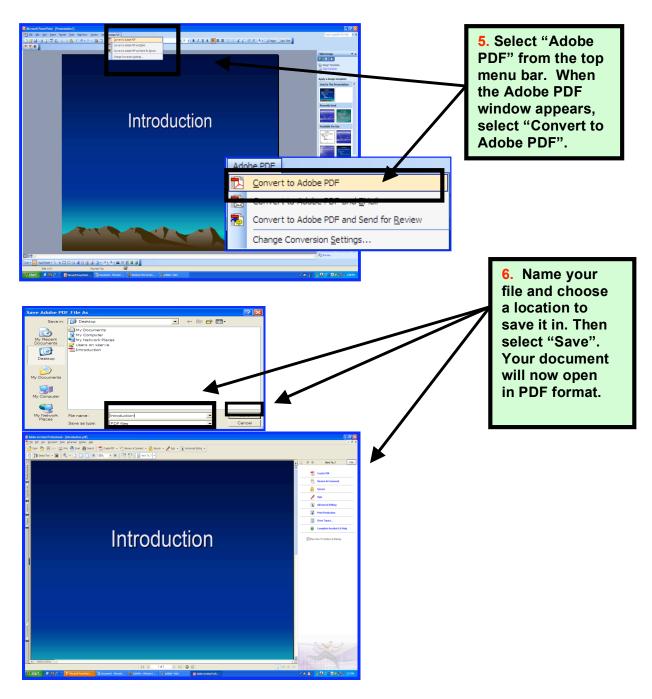


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The pictures within the PPT file are now being compressed. Depending on the size of the file and the number of pictures in it, your computer may slow down for a few minutes.

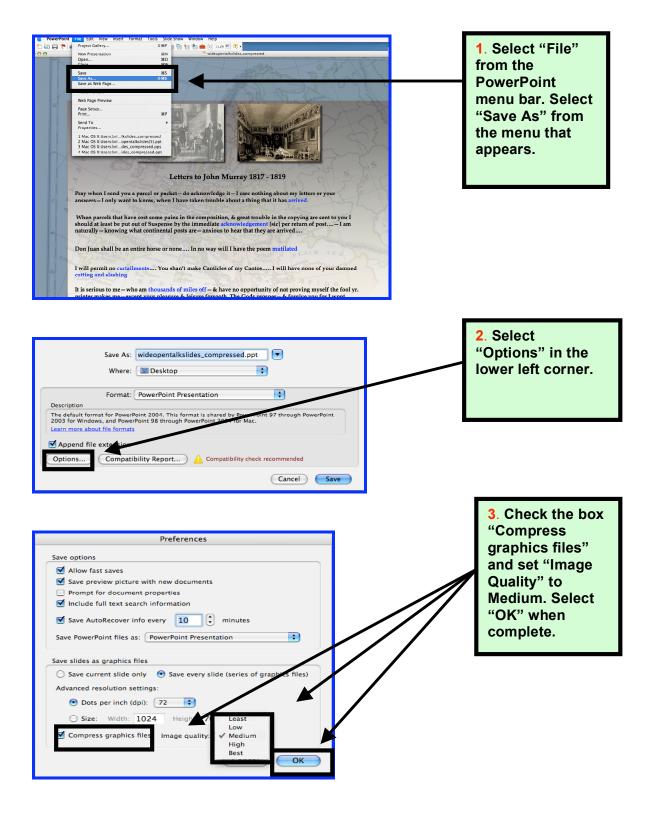
After this is done, close the "Format Picture" window, if it is still open. The compression is complete, and you will not notice any difference in picture quality. Save the PPT file. The file size will now be smaller than the original.

You are now ready to export the file to the Adobe Acrobat (pdf) format. If you have the Adobe plugin, follow these next steps. To install the Adobe plugin, go to http://www.adobe.com/support/documentation/en/presenter/6/releasenotes.html.

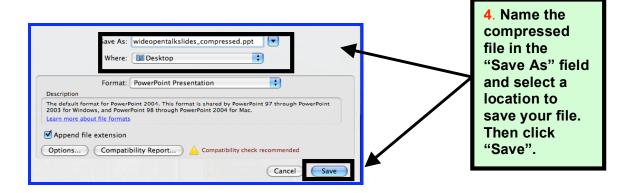


Mac OS

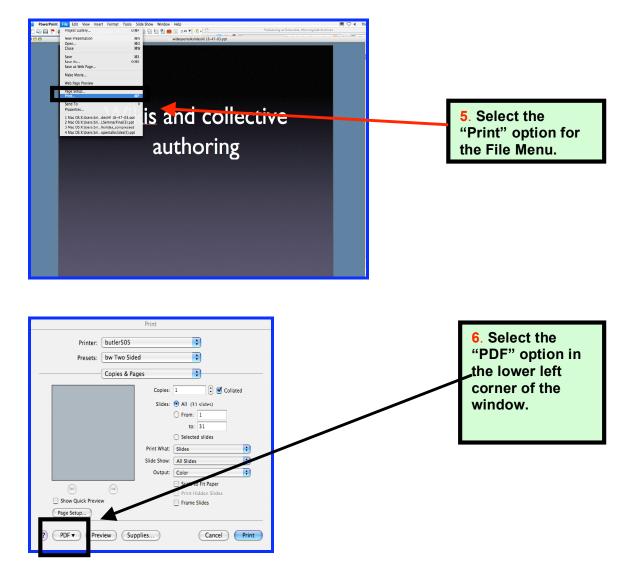
Complete the design and layout of your PPT slides and images. (Note: Save a copy before continuing.)



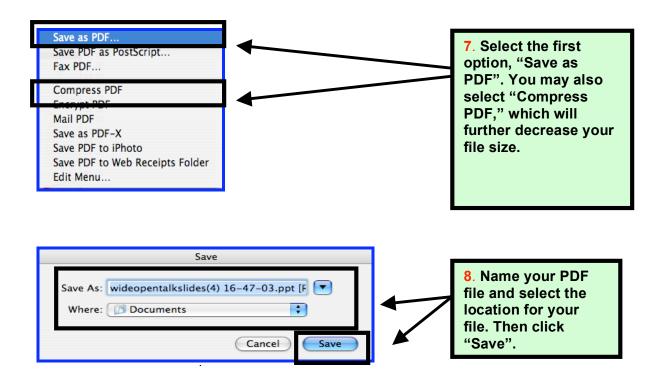
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You are now ready to export the file to the Adobe Acrobat (pdf) form



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Your PowerPoint presentation is now saved as PDF document and will have a smaller file size.