

Compressing Photographs and Other Images in PowerPoint

If the pictures you insert into your PowerPoint slide show are large, your presentation may become slow. PowerPoint has a handy feature that allows you to compress those pictures to save space and time.

Open PowerPoint.

Select **File** and then **Open** or the **Open file** icon and find the slide file you want to compress.

There are two ways to access the compress feature.

Right click on the first photograph or image

Select **Format Picture**

Select the **Picture** tab

Select **Compress**

Choose **Selected pictures** or **All pictures in document**

Select **Web/Screen**

Press **OK**

Select **Apply**

OR

Select **View**

Select **Toolbars**

Choose **Picture**

Select the image you want to compress and then select the **Compress** icon from the toolbar (it's the fifth from the right)

Choose **Selected pictures** or **All pictures in document**

Select **Web/Screen**

Press **OK**

Select **Apply**

It's a good idea to save the edited file under another name in case you don't like the results.

Select **File**.

Select **Save As**.

Change the file name to distinguish it from the original.

Select **Save**.

It's easy to see the difference in the file sizes. Select the **Open file** icon.

If you don't see the size listed next to the file name, select **Views**.

Select **Details**.

You will be able to see that the size of the new file is less than the original.

Select **Cancel** to return to your presentation.

Run through your new compressed slide show to make sure you are satisfied with the results. Compressing images does reduce the resolution and may make some pictures appear graining.

TIP: PowerPoint also has a feature that allows you to crop pictures while in PowerPoint (on the Picture toolbar, crop is the seventh icon from the left). If you compress after you crop, you can delete the cropped portions to save even more space.