

Presentation Tools: PowerPoint

Williams College, Art Department, Visual Resources Center, Lawrence Hall
Drop-in Support and Training, 8:30am-4:30pm, Monday-Friday
(413) 597-2015, <http://www.williams.edu/art/vrc/>

Compressing File Size (PC: Office 2003)

1. After adding new slides to a presentation, it's a smart idea to compress the size of all of your images. This will keep your overall presentation file size manageable and loading quickly. It does not visibly alter the quality of your images.
2. Select any image in your presentation with one mouse click. The "Picture" toolbar should appear. You can also select "View," "Toolbars," and check "Picture."
3. Click on the "Compress Pictures" button with the four arrows.
4. Select "All pictures in document," "Web/Screen," and have both Options checked. Click "Okay" and "Apply."
5. You can repeat this process each time you add new images to the presentation. If an image has already been compressed, it will not be changed.

(Created 8/2008)