

COMPRESSING POWERPOINT PRESENTATIONS

Today a group of 8th graders came to me with a PowerPoint that was over 700MB.

I looked at it and realized that they inserted a ton of VERY high resolution pictures.

I remembered that PowerPoint does have a feature that will automatically compress the file size of every picture in a PowerPoint document.

Am sharing in case you have not used the feature and find yourself in a similar dilemma at one time.

Open the PowerPoint.

Select one picture.

If the picture toolbar does not appear, select View > Toolbars > Picture.

Click the compress pictures icon (a screen with four arrows pointing inward toward the screen)

I selected

1. all pictures in document
2. web/screen resolution
3. compress pictures and delete cropped areas

Then I saved it with a new name.

The file size comparison is

Old file 776 MB

New file 70 MB

with no loss of clarity or any other features of the PowerPoint.

Hope this solves a problem for you one day....