PowerPoint 2010 File Compression Tips

# When creating a presentation:

* Scan and save images for use in PowerPoint as .jpg or .gif format at 72-100dpi
* Size your images in a graphics program (such as Adobe Photoshop or Microsoft Image Editor), not in PowerPoint
* Add graphics or images using the Insert tab (versus the copy, paste or drag function). On the Insert tab, click Picture and browse to your file.

# To reduce the file size of an existing presentation:

* Open your presentation, click on any image, and choose the **Picture Tools** tab which will appear to the right of all other formatting tabs (1).
* From here, select **Compress Pictures** (2).
* Choose the options below, then select **OK** and **save** your presentation.



# To reduce the file size of a presentation with audio/video files:

* After you’ve inserted a video, select the **File** menu.
* Select **Compress Media**.



* Choose **Internet Quality** if your presentation will be distributed via the internet, or **Low Quality** if your presentation will be emailed.