

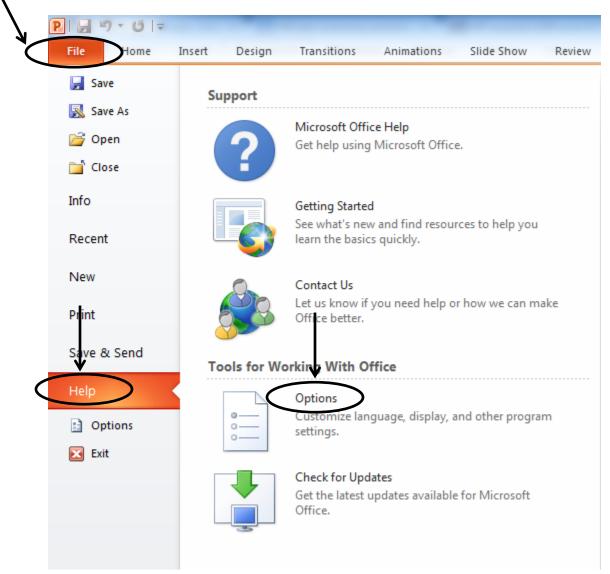
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How to Reduce File Size for Uploading Notes to STARS

Compress Pictures in PowerPoint

When you do not need every single pixel in an image to get an acceptable version of it for your target destination, you can reduce or change the resolution. Reducing or changing the resolution can be effective with images that you have scaled to be smaller, because their dots per inch (dpi) actually increase in that case. Changing the resolution can affect image quality.

Step 1: Adjust your PowerPoint picture settings so that you are able to make changes to the pictures within the document. File>>Help>>Options



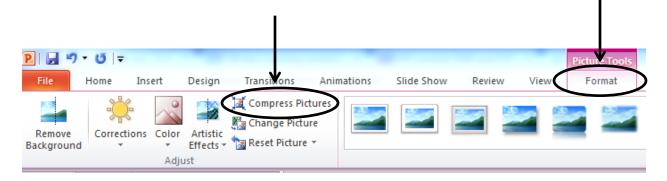
Step 2: Then select the **Advanced** tab. Under the **Image Size and Quality** section, check **'Discard editing data'**, uncheck the box that says **'Do not compress images in file'**, and change **'Set default target output to:' 96 ppi** by using the drop down arrow. Then hit **'OK'**

PowerPoint Options		? ×
Gene al Proof ng	Advanced options for working with PowerPoint.	·
Save	Editing options	
Language	When selecting, automatically select entire word	
Advanced	Allow text to be <u>d</u> ragged and dropped	
Customize Ribbon	Maximum number of undos: 20	
Quick Access Toolbar	Cut, copy, and paste	
Add-Ins	✓ Use smart cut and paste	=
Trust Center	V Seven Paste Options button when content is pasted	
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	Discard editing data 1	
	Do not compress images in file ()	
	Set default target out <u>p</u> ut to: 220 ppi 💌	
	Display	
	Show this number of <u>R</u> ecent Documents: 25 💼 🕡	
	Show shortcut keys in ScreenTips	
	Show vertical ruler	
	Disable hardware graphics acceleration Open all documents using this view The view saved in the file	
	Slide Show	
	 Show menu on right mouse click ① Show popup toolbar ① 	
	Prompt to keep ink annotations when exiting	
	End with black slide	
		OK Cancel
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mage Size and Qualit	y 🕘 SchoolAged3 🔻	
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Step 3: Once you have selected **'OK'** after making these changes in PowerPoint Options, return to the original document.

Step 4: Click on any picture within the PowerPoint document.

Step 5: Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**. If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.



Step 6: To change the resolution for the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box. To change the resolution for **all of the pictures** in the document, which will reduce the file size more, uncheck **Apply only to this picture** check box.

Compress	s Pictures
Compress	Apply only to this picture
© <u>S</u> cr ⊚ <u>E</u> -m	utput: nt (220 ppi): excellent quality on most printers and screens reen (150 ppi): good for Web pages and projectors nail (96 ppi): minimize document size for sharing e document resolution
	OK Cancel

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Step 7: Under **Target output**, click the resolution that you want. **E-mail (96 ppi)** will reduce the file size the most. Select **'OK'**.

ſ	Compress Pictures
	Compression options: <u>Apply</u> only to this picture <u>Delete</u> cropped areas of pictures
	Target output: Print (220 ppi): excellent quality on most printers and screens Screen (150 ppi): good for Web pages and projectors
<	 <u>E</u>-mail (96 ppi): minimize document size for sharing <u>U</u>se document resolution
	OK Cancel

Step 8: Once you are finished, save your PowerPoint document with a new name. This new document should be much a smaller size than the original document and can now be shared more efficiently.