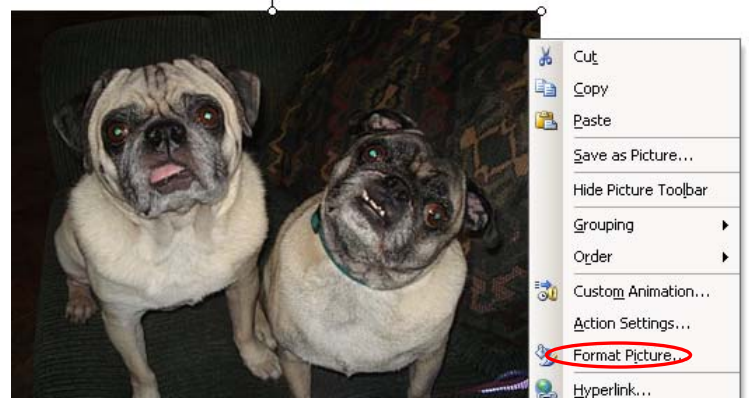


BSM Connection™ Online Library Software Tips – PowerPoint

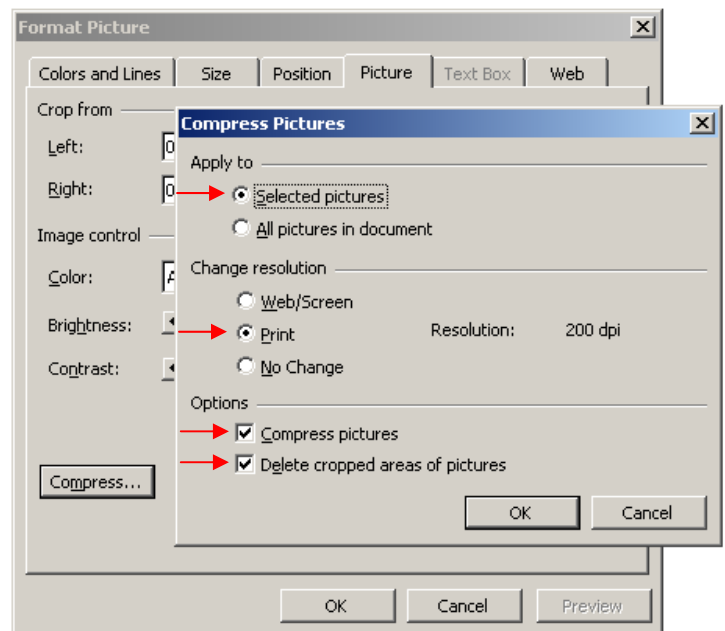
Reducing the File Size

When adding pictures to a PowerPoint presentation, the file size tends to become very large which could potentially crash your computer or make for a slow running presentation. The file size can be substantially reduced by simply adjusting the resolution of the pictures in the presentation.

- 1 Start by right clicking on a picture in the presentation and selecting **Format Picture**.



- 2 The Format Picture box will appear with the Picture tab showing. In the lower left hand corner of the Format Picture box, select **Compress**.



- 3 In the Compress Pictures box, select each of the boxes as shown to the right and click **OK**.

Now all of the pictures in the slide show are size optimized without loss of display resolution.