

Compressing Pictures in PowerPoint

1. Right-click the picture, and then click **Format Picture** on the shortcut menu.
2. In the **Format** dialog box, click the **Picture** tab, and then click **Compress**.
3. Under **Apply to**, do one of the following:

To compress just the current picture, click **Selected pictures**.

To compress all the pictures in your presentation, click **All pictures in document**.

4. Under **Change resolution**, do one of the following:

If your presentation will be used for a screen show, click **Web/Screen**.

If you plan to distribute your presentation as printed pages, click **Print**.

5. Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
6. Click **OK**.
7. If prompted, click **Apply** in the **Compress Pictures** dialog box.

PowerPoint compresses the picture or pictures for you automatically.