



Thommen's Timely Technology Tips "Size Does Matter" Compressing Graphics in Word and PowerPoint

The Problem

Have you received the dreaded call from James Bender informing you that your ANGEL site is too large? Are your students complaining about certain files being too large?

Computer screens can only display graphics at about 100 dots per inch and printers can only print graphics at a resolution of around 200 dots per inch. Digital cameras and scanners produce images that easily exceed these numbers in the range of 2 to 12 times. Storing pictures that exceed the resolution of the intended display device does nothing for the clarity of the image and wastes disk space.

Below, are a couple suggestions that may put your PowerPoint presentations or MSword documents on a diet.

Shrinking Graphics in Older Versions of Office (XP-2003)

These instructions will work in MSword or PowerPoint. It is best to wait and compress all of the pictures in the document when the document is finished or near completion.

1. Click on any graphic in the document or presentation. The **Picture** button bar will appear.
2. Click on the Compress pictures button (fifth from the right)
3. Click on the **All pictures in document** button.
4. Click on the **Web/Screen** button (96 dots per inch)
5. Click on the **OK** button and then click on the **Apply** button in the next window that appears. At this point all of the graphics in the file will be compressed. The graphic will not visibly change but the file size will be significantly reduced.
6. Save a copy of the file and check to make sure that it meets your needs.

Shrinking Graphics in Office 2007 (and up)

These instructions will work in MSword or PowerPoint. It is best to wait and compress all of the pictures in the document when the document is finished or near completion.

1. Click on any graphic in the document or presentation.
2. Click on the **Format** tab that appears under **Picture** tools tab.
3. Select the **Compress Pictures** item. The **Compress Pictures** tool will appear In the **Adjust** section (on the left) of the ribbon.
4. Click on the **Options** button, and the **Compression Settings** window will appear.
5. Select the **E-mail** option (e-mail will produce the smallest file size, 96 dots per inch).
6. Click on the **Ok** button, the **Options** screen will appear then press the **OK** button again. At this point all of the graphics in the file will be compressed. The graphic will not visibly change but the file size will be significantly reduced.
7. Save a copy of the file and check to make sure that it meets your needs.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Tps&Trks > TTTT
http://www.lcc.edu/cte/resources/thommen_tips/

