

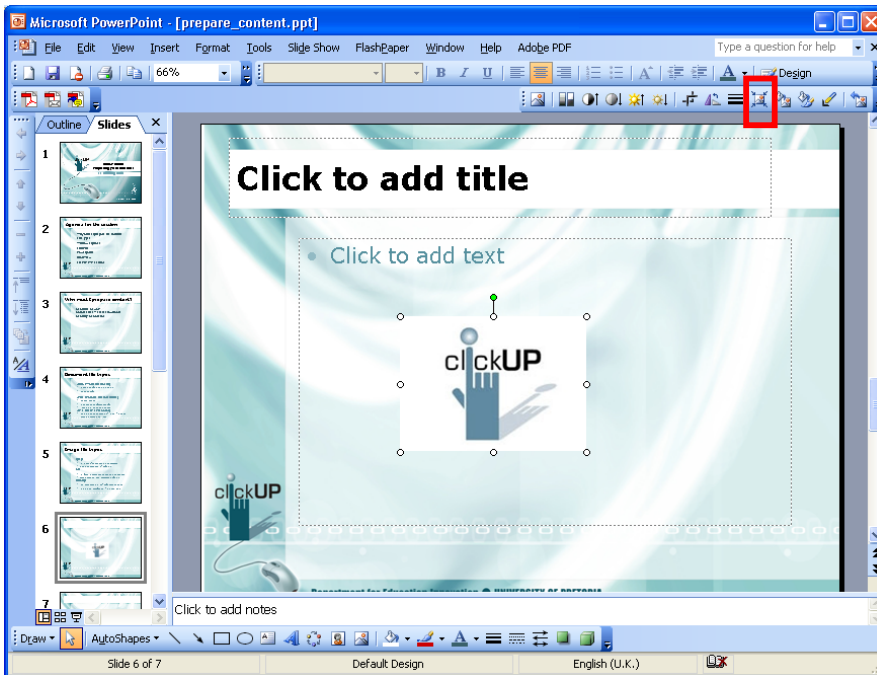


Optimise File Size Fact Sheet

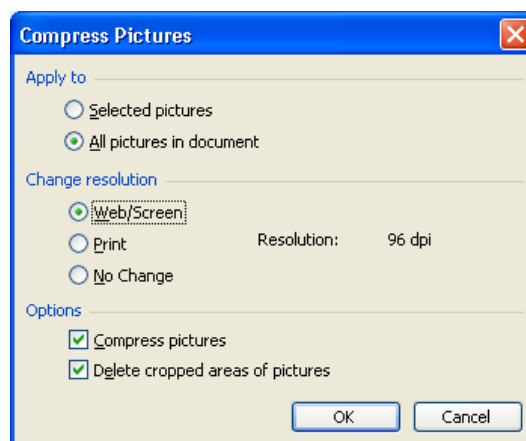
For Windows 2003

How to compress images

1. Click on any of the images inside the PowerPoint so that it is selected (as illustrated below).
2. Click on the “Compress Pictures” button on the Pictures toolbar.



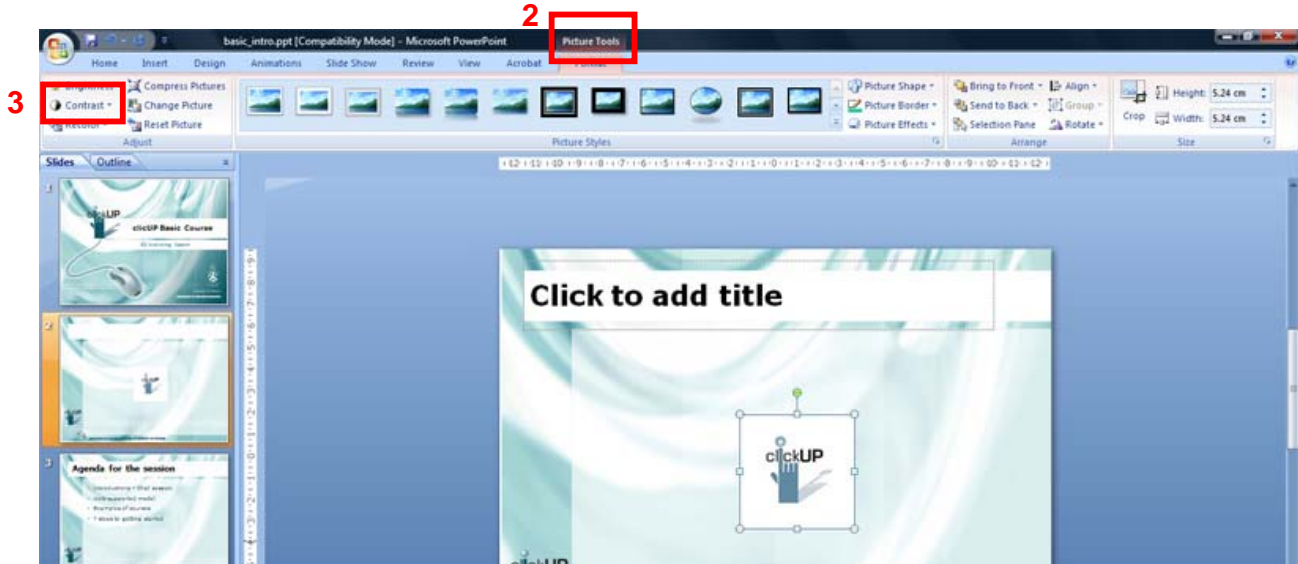
3. Select the “All pictures in document” radio button. Change the resolution to be ready for the “Web/Screen”. And select the two bottom options, as shown below. Click OK.



For Windows 2007

How to compress images

1. Click on any of the images inside the PowerPoint so that it is selected (as illustrated below).
2. Click on the Pictures toolbar.
3. Click on the “Compress Pictures”.

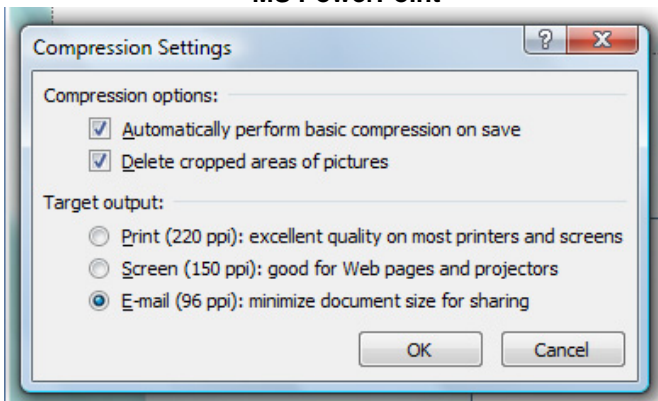


4. In **MS PowerPoint** (picture left):
Select the two top options, as shown below. Change the target output to E-mail – which will create the smallest file. Click OK

In **MS Word** (picture right):

Select the “All pictures in document” radio button. Change the resolution to be ready for the “Web/Screen”. And select the two bottom options, as shown below. Click OK.

MS PowerPoint



MS Word

