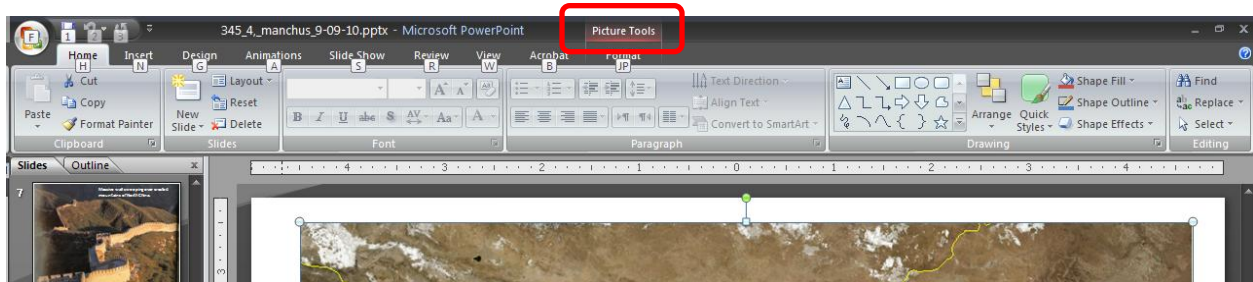


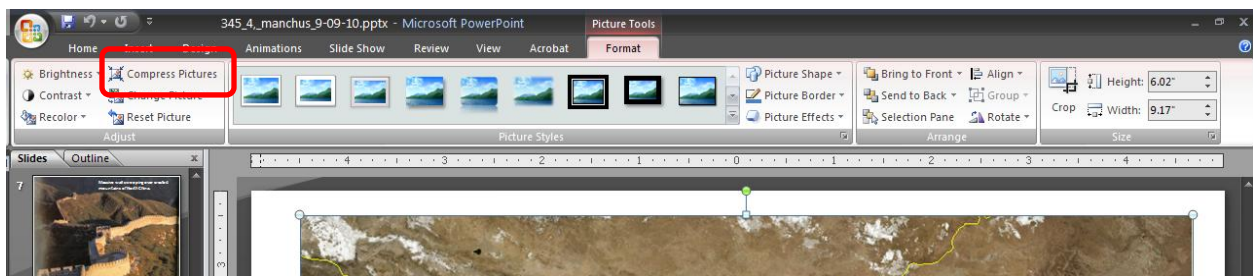
# Prepping your PowerPoint for Online Access

The text and background options found in PowerPoint use very little computer resources to handle. Images inserted into PowerPoint often cause slow downloads and difficulty for some platforms to render and some printers to print. This guide will help mitigate those issues.

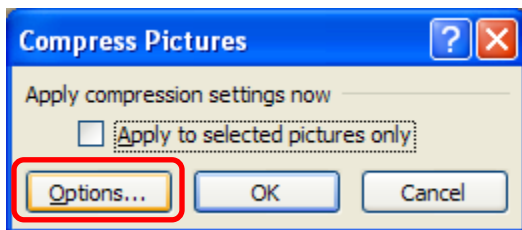
1. Click on an image within the PowerPoint
  - a. A “Picture Tools” tab will appear
    - i. Click on this new tab



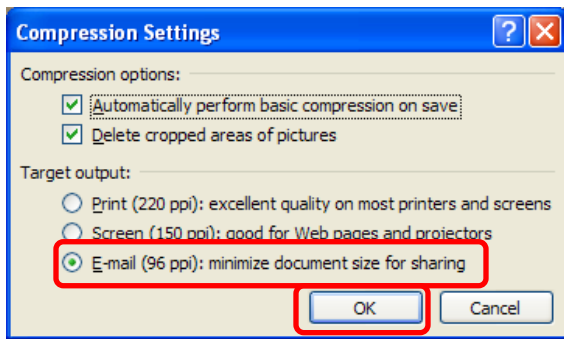
- b. Click on “Compress Pictures” near the top left of the screen



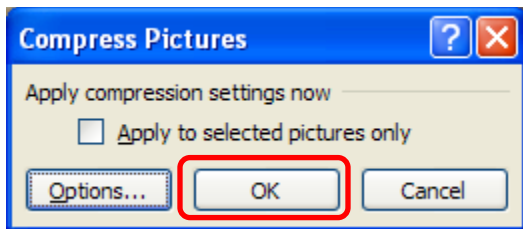
- c. When the “Compress Pictures” box appears, click on “Options”



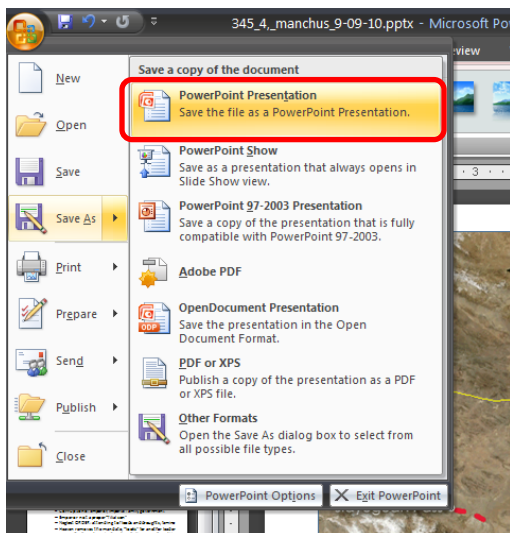
- d. Select the following Options
          - i. Compression Options
            1. “Automatically perform basic compression on save
            2. Delete cropped areas of pictures
          - ii. Target Output
            1. Select ‘Email (96ppi); minimize document size for sharing’ and then hit OK



- e. Make sure the 'Apply to selected pictures only' is unchecked so all images will be compressed and then press "OK" on the "Compress Pictures" box



2. After the box disappears, you need to save the document
  - a. Click the Office Button and select "Save As" and then "PowerPoint Presentation"



- b. Choose where the file will be saved and name the document in such a manner that Accessibility Software can help a student determine correct files to click on and be consistent in your document naming.
  - i. Examples of descriptive document names:
    1. HIST 452 PowerPoint Lecture 1
    2. GEOG 326 April 22 PowerPoint Lecture