

# How to Compress Images in PowerPoint

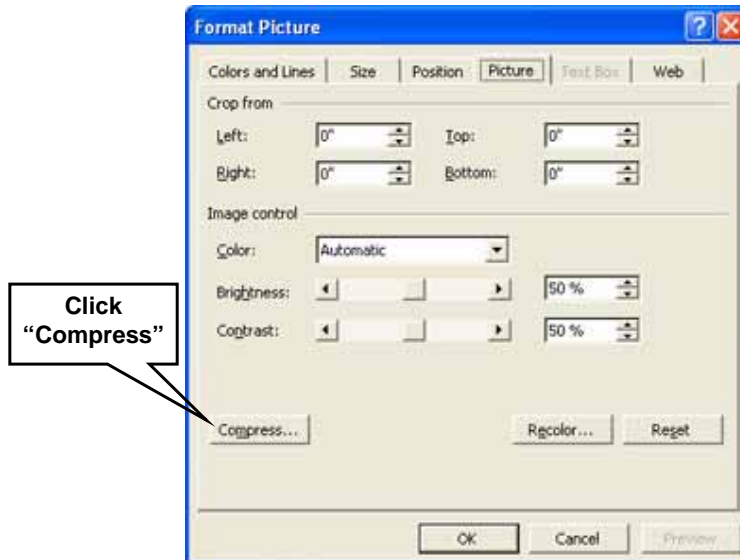
## Compressing Images



Compressing images in PowerPoint presentations will help reduce the file size of your presentation and in turn reduce the time it takes for students to download/print the PowerPoint presentation.

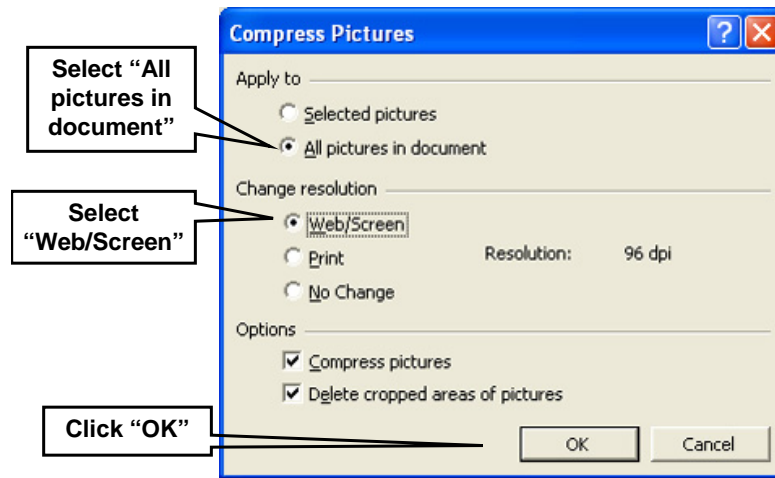
1. Select the image you would like to compress
  - Images are selected when they have 8 white circles around the border and a green circle above (see image above).

## Format Picture Dialog Box



2. Go to "Format" and click on "Picture"
  - The Format Picture dialog box will appear
3. Click on "Compress"
  - The Compress Pictures dialog box will appear

## Compress Pictures Dialog Box



4. Under Apply to select "all pictures in document"
5. Under Change Resolution select "Web/Screen"
6. Click "OK"
  - Images will now be compressed. Depending on how many are in your presentation this process may take a while.
7. Click "OK" after all images have been compressed.