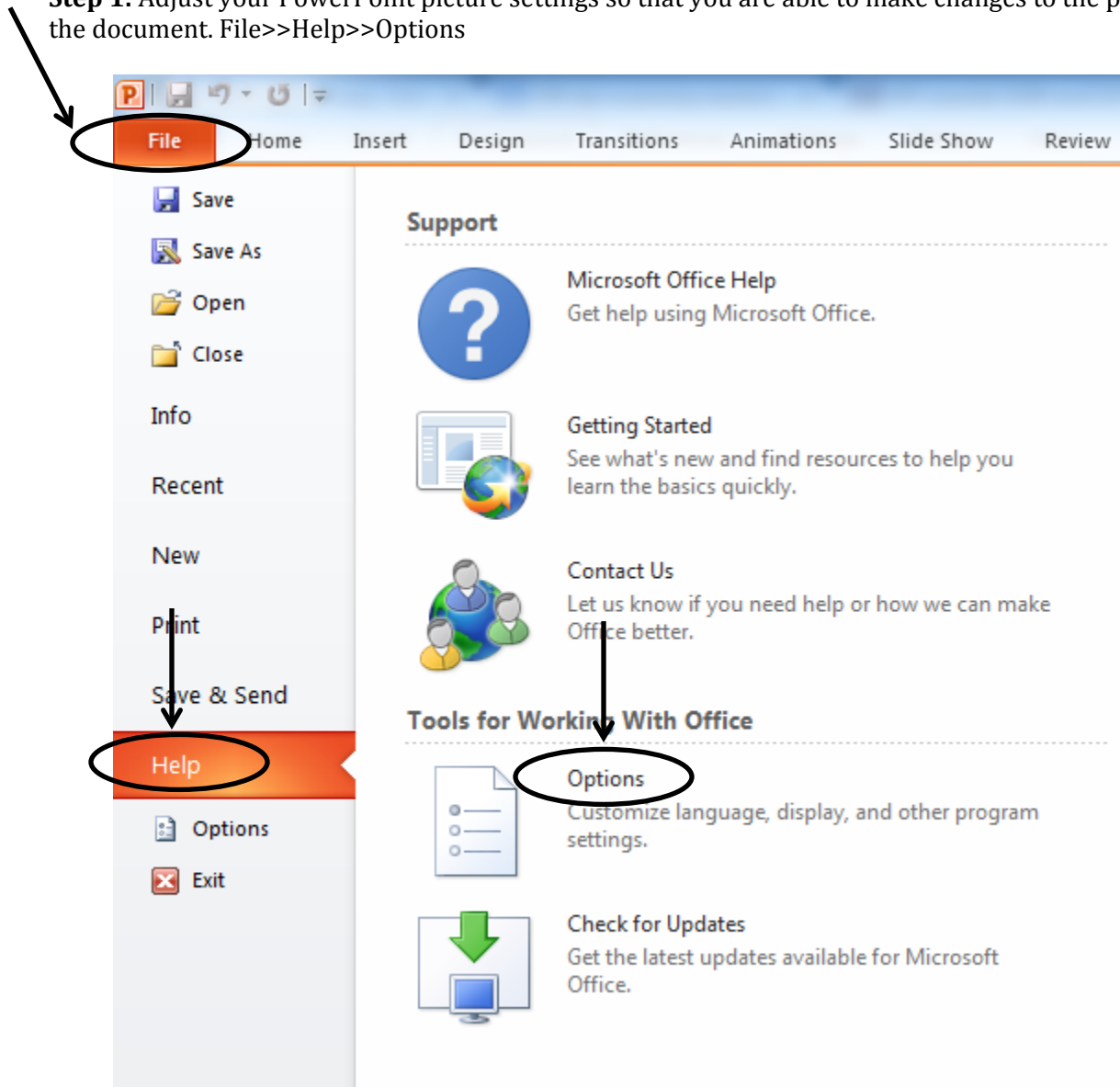


How to Reduce File Size for Uploading Notes to STARS

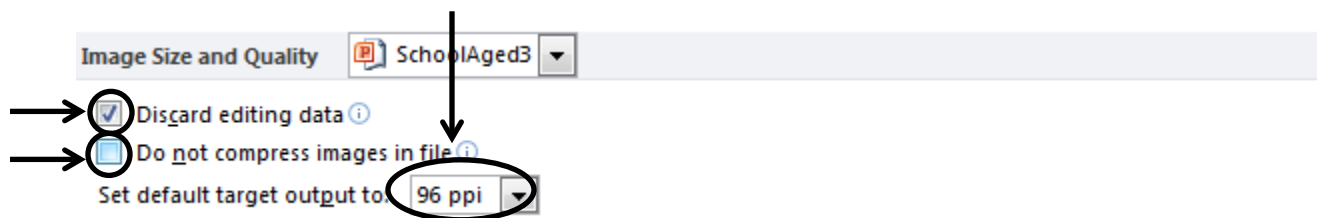
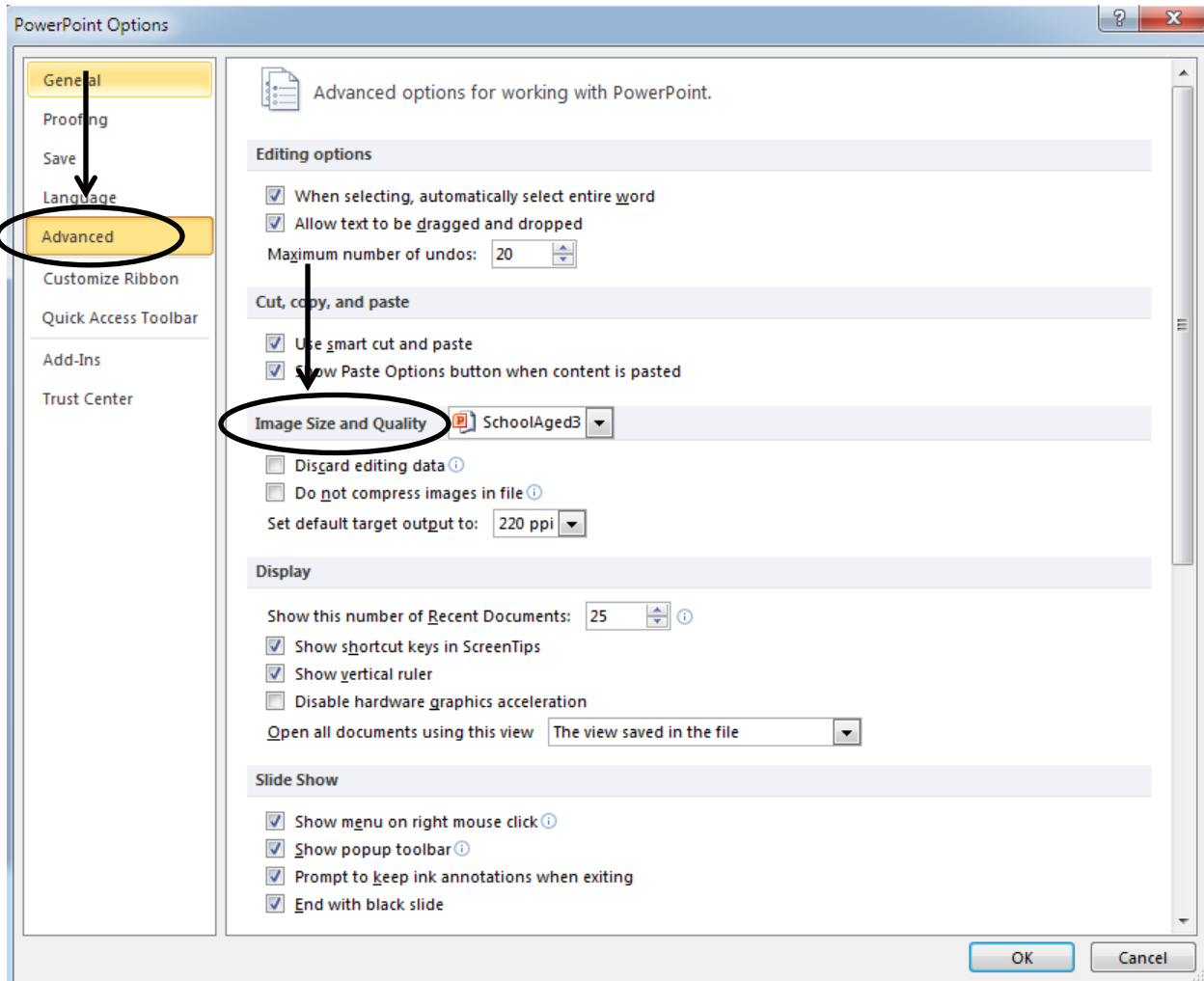
Compress Pictures in PowerPoint

When you do not need every single pixel in an image to get an acceptable version of it for your target destination, you can reduce or change the resolution. Reducing or changing the resolution can be effective with images that you have scaled to be smaller, because their dots per inch (dpi) actually increase in that case. Changing the resolution can affect image quality.

Step 1: Adjust your PowerPoint picture settings so that you are able to make changes to the pictures within the document. File>>Help>>Options



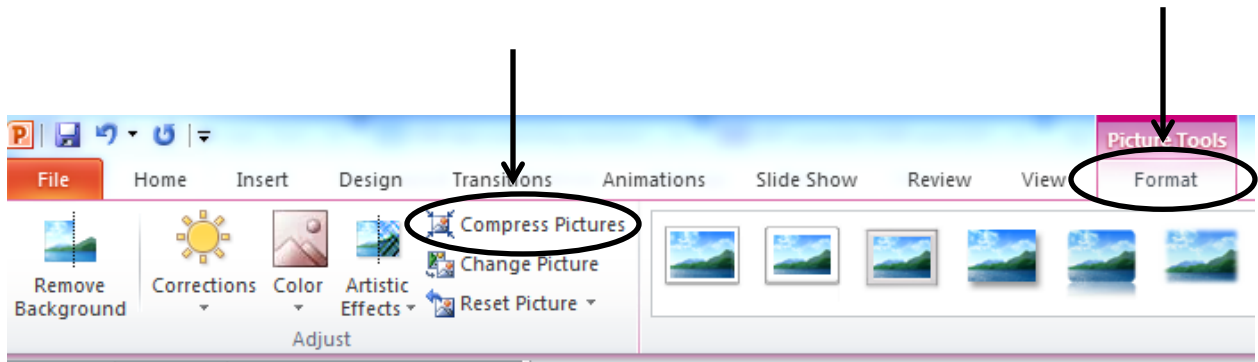
Step 2: Then select the **Advanced** tab. Under the **Image Size and Quality** section, check **'Discard editing data'**, uncheck the box that says **'Do not compress images in file'**, and change **'Set default target output to: 96 ppi'** by using the drop down arrow. Then hit **'OK'**



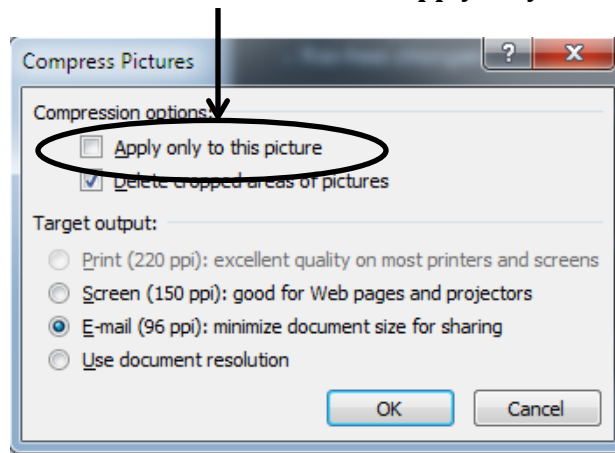
Step 3: Once you have selected **'OK'** after making these changes in PowerPoint Options, return to the original document.

Step 4: Click on any picture within the PowerPoint document.

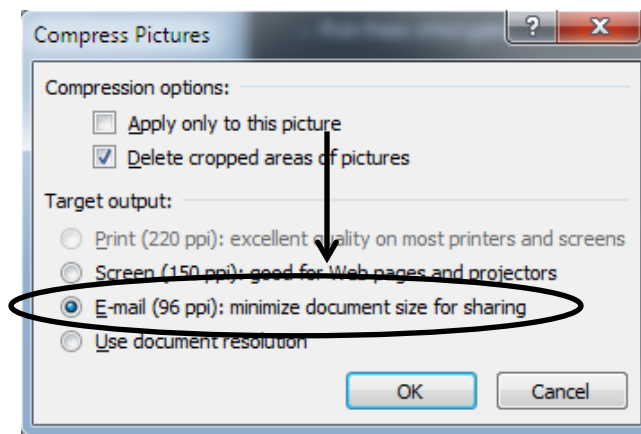
Step 5: Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**. If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.



Step 6: To change the resolution for the selected pictures only and not all of the pictures in the document, select the **Apply only to this picture** check box. To change the resolution for **all of the pictures** in the document, which will reduce the file size more, uncheck **Apply only to this picture** check box.



Step 7: Under **Target output**, click the resolution that you want. **E-mail (96 ppi)** will reduce the file size the most. Select **OK**.



Step 8: Once you are finished, save your PowerPoint document with a new name. This new document should be much a smaller size than the original document and can now be shared more efficiently.