Digital File Compression

What to do if Word and PowerPoint files are TOO big

Sometimes students and teachers will find that their Word or PowerPoint files are very large and that it takes a long time to upload them. Or perhaps the files are too big and can't be uploaded at all! Here is away to make the files very small….

In Word/PowerPoint 2003

1)   *Open* the **Word** or **PowerPoint** file

2)   *Right-Click* on any **picture**

3)   *Choose* **Format Picture**

4)   *Click* on the **Compress** button

5)   For the Apply to… *choose* "**All pictures in document**"

6)   *Select* **Web/Screen** for PowerPoints

7)   *Select* **OK**

8)   *Click* on **Apply**

9)   *Click* **OK**

In Word/PowerPoint 2007

1)   *Open* the **Word** or **PowerPoint** file

2)   *Select* **any picture**

4)   On the **Format Ribbon** *select* on **Compress Pictures**

5)   *Select* **OK**

An example – a PowerPoint that was 24.6 MB that is compressed is now 0.7 MB

These files are the same (at least they look the same) but the second is 35 times smaller in size. The issue is compression. Now you can upload/download slideshows 35 times faster.

Note: This does not work for PowerPoints with "embedded" movies since the movie is dynamically linked to. That is, it is not in the PowerPoint itself.