Compressing PowerPoint Files
Distance Education & Online Services

Contents

PowerPoint files can be particularly large, since they can include many graphics, videos, and/or sound bites. Therefore, it is important to either compress these files or save them as another file type before uploading to Blackboard. Another option is to upload them as a video to a third-party site, such as YouTube.

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Compressing Videos, Audio, or Images

You can compress a PowerPoint file by compressing all inserted media files. This is best practice for Blackboard, as well as emailing files or posting them online.

To compress a file with videos or audio:
- Open a file in PowerPoint that you wish to compress
- Click on the File tab
- Click on ‘Compress Media’
• From the drop-down, choose ‘Low Quality’

![](image)

• A Compress Media window will appear and show the progress of compression on each of your media files.
• You can see the initial size, as well as the completed size.

![](image)

• Once completed, click ‘Close’
• To undo any media compression, go to ‘Compress Media’ again and choose ‘Undo’ from the drop-down.

**To compress a file with photos:**
• Open a file in PowerPoint that you wish to compress and go to a slide that has a photo.
• Double-click on the image.
• From the Adjust grouping, click on ‘Compress Pictures’.

![](image)

• Compression options:
  1) Uncheck the box that says ‘Apply only to this picture’
  2) Leave the second box checked, ‘Delete cropped areas of pictures’
• Target output:
  3) Click the option of “E-mail (96 ppi): minimize document size for sharing”
• Save the file to reflect the changes.
Checking the Size of Your PowerPoint

A PowerPoint presentation is too large to upload into Blackboard if it is 5+ MB.

You can check the size of your PowerPoints by following the steps below:

- Open your file in PowerPoint
- Click on the File tab

- The size will be listed under “Properties” on the right-side of the screen

  ![Properties Image]

- After compressing media files, you must ‘Save’ before the number will be reflected here.

Saving a PowerPoint File as a PDF

A PowerPoint file saved as a PDF doesn’t allow for video or animation. However, it can still be useful for content and design.

- Open a file in PowerPoint that you wish to save
- Click on the File tab

  ![File Tab Image]
• Click on ‘Save As’
  • If you have Adobe Acrobat PDFMaker on your computer, you may click on ‘Save as Adobe PDF’

• Choose where you want to save it, then change the ‘Save as type:’

• From the drop-down, choose ‘PDF (*.pdf)’

• Click ‘Save’

**Saving a PowerPoint as a Video**

You can also save your PowerPoint as a video, and then upload it to YouTube or another video site in which you are familiar.

• Open a file in PowerPoint that you wish to save
• Click on the File tab

• Click on ‘Save & Send’
• Click on ‘Create Video’
• You will get several video options

• From the first drop-down, choose the ‘Computer & HD Displays’ option

• Next, from the second drop-down, you can record timing and narration
• Click on ‘Record Timings and Narration’

• You will get a pop-up; leave it as default

• Once you are ready, click on ‘Start Recording’
• **Warning: It will start recording immediately**
• A small box in the upper, left-hand corner will allow you to change slides, pause the presentation, and show you how much time has passed

  1) The arrow moves the slides forward
  2) Pause button
  3) The amount of time on this particular slide
  4) Rewind button, to restart the recording of this slide only
  5) The time that has passed during the entire presentation

• You must go through the entire slideshow before the recording will end
• Once you are done and the recording has closed, you will then see a speaker at the bottom, right-hand corner of your presentation; it indicates that there is audio

• Save the video as a .wmv (Windows Media Video)
• You can then upload the video to a third-party site, such as YouTube