

My file is too large to upload. What can I do to reduce the size of the file?

The following tips on optimizing files should help reduce file size:

- When using a scanner, the scanning resolution determines the size of the scanned image. Use a resolution of 72 dots per inch (dpi) to get a life-size image when displayed on the screens of most computers. Since computer screens display only about 72 pixels per inch, using a resolution higher than this will make your file size unnecessarily large.
- Use digital imaging software to crop unnecessary parts of the image. Note: Cropping the image in PowerPoint will not reduce the file size.
- Use .gif format when you do not need a lot of colors. For example, simple line drawings, shapes, and small icons work well in this format. You can optimize .gif images by reducing the number of colors. The fewer colors you use, the smaller the file size will be. Start with 256 colors, and reduce the number of colors until just before you notice a difference in the image. Note: Save your original images separately.
- Use .jpg format, when you are working with photographs. You can optimize .jpg images by using a lower quality choice when prompted. The default save for a .jpg in most programs will be set to 10, the highest quality. You can try reducing it to a smaller number, depending on the necessity of a sharp image for your project. The lower the quality, the smaller the file size will be. Start with the maximum quality and reduce the image quality until just before you notice a difference in the image. Note: Save your original images separately!
- Reduce image size using a graphics-editing program (such as Adobe Photoshop, or Microsoft Photo Editor). The smaller the dimensions of the image, the smaller the file size will be.
- Since computer screens display only about 72 pixels per inch, using a resolution higher than this will make your file size unnecessarily large.
- When you resize the image in a program such as PowerPoint, you are only making the picture appear smaller on the screen - the actual file size of the image has not been reduced at all.
- Graphics in PowerPoint - Individual images should be no larger than 200kb whenever possible. Maximum size of all the images in the presentation should be no more than 4mb whenever possible
- Include a blank slide at the beginning of the presentation. It would seem as though adding a blank slide at the beginning of a presentation would increase file size; however, the opposite is true. The blank slide serves as the preview image -- the image PowerPoint displays when you select a file in the Open dialog box. Since a blank slide is far less complex than the real first slide, the preview image is much smaller, thereby reducing the size of the presentation file.
- If you open and save a PowerPoint presentation without making any changes, the file size may increase. Repeating this process will result in file size increases up to 300% of the original file. To fix this problem: From the Tools menu, click Options, on the Save tab, click to clear the Allow Fast Saves check box, click OK, and save your presentation.