

Edge Hill University

OPTIMISING IMAGES USING MICROSOFT POWERPOINT

POWERPOINT 2016 VERSION

Guide No.: LTD5002
Version No.: 3.1

Update: 03/01/2019

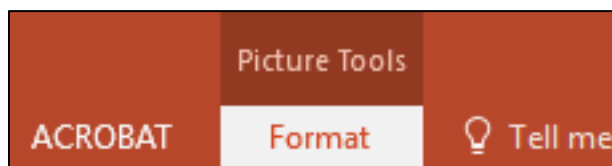
Introduction

Optimised images are of an acceptable visual quality, while having as small a file size as possible.

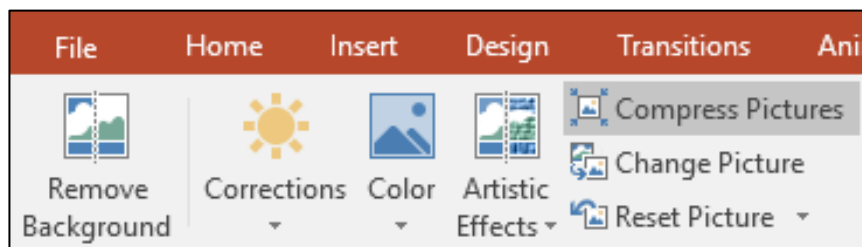
Turnitin has a file size limit, meaning that if you have a large number of images in an assignment, you might need to optimise images before submission.

How to Compress a Picture

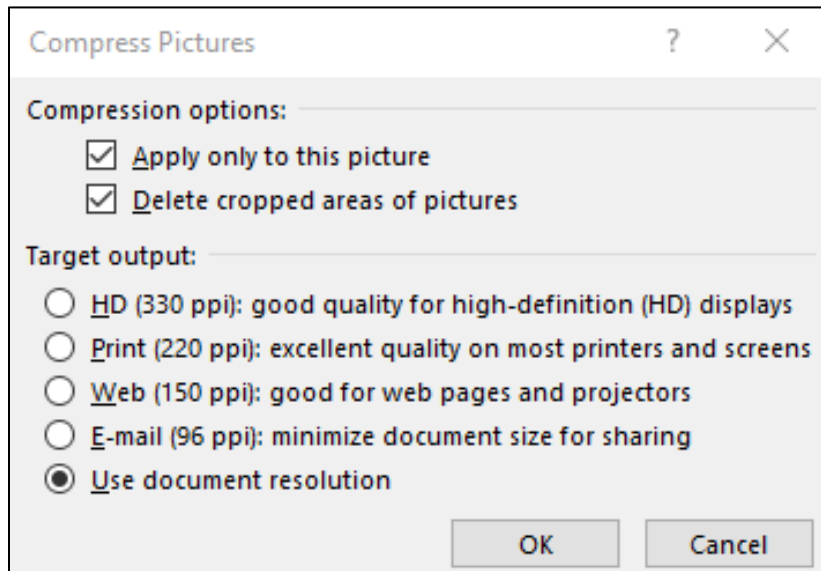
Click on an image in your assignment, and the Format ribbon will appear at the top of the screen.



From the Format ribbon, select 'Compress Picture'.



In the 'Compress Pictures' options, ensure 'Apply only to this picture' is checked, to avoid compression of other images in the presentation. 'Delete cropped areas of pictures' should be left checked so that if you have used the cropping tool to reduce the visible area of the image, the non-visible area will be removed.



If your image is of high enough quality, you can choose a target output. This will result in a higher file size for HD, and a lower file size for options such as E-mail.

Click OK to finish.