

Reduce the Size of Files for Upload

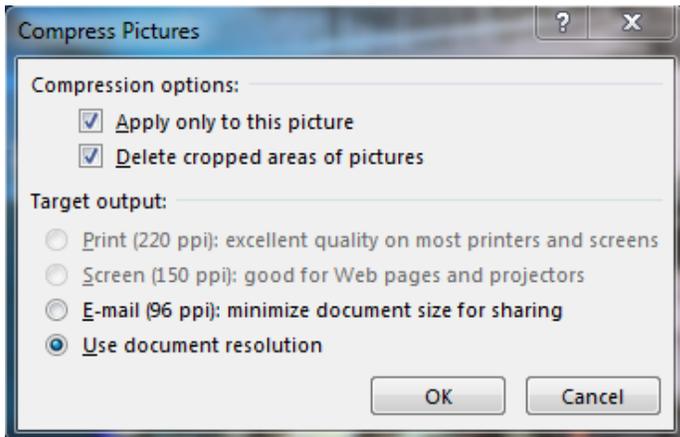
Today's scanners and digital cameras can create files of very high resolution for viewing and printing. Unfortunately, those high resolution images and video can make for long download times depending on your Internet speed, and take up significant space in your course shell.

PowerPoint/Word

To reduce the size of your images in a PowerPoint slideshow or Word document, click on any image in the document; a tab labeled *Picture Tools* will appear with new picture-editing capabilities. Click the icon labeled **Compress Pictures**.



To compress all pictures in the document, uncheck *Apply only to this picture*.



By checking *Delete cropped areas of pictures* PowerPoint will throw away any extra pixels that are hidden when you crop.

You may also choose to compress pictures in the file to a specific ppi (pixels per inch) to reduce the size.

Acrobat/PDF

If you have access to Adobe Acrobat Pro, you can choose to save as *Reduce File Size PDF*. Acrobat Pro is available on the lab computers in the TTC (Moakley 200). If you are unable to access Acrobat Pro, you have a few other options.

- Microsoft Word allows you to open a PDF file with the Office 2013 version. This is useful because you can compress pictures in Word the same way you do in PowerPoint. If you have a particularly large PDF you can open in Word, compress the images, and then save again as PDF if necessary.
- Programs like CutePDF and PrimoPDF install on your computer as a printer; when opening a PDF file in Adobe Reader you can then choose to *Print as PDF* using one of those programs. This option lets you change the properties of the file to compress the size.
- There are websites that allow you to upload a PDF file for compression and then download the reduced size file. An example of this is SmallPDF (<http://smallpdf.com/>); which also offers other useful tools like converting to or from PDF from several different file formats.