

Simple Image Processing Steps

Scenario3: Processing Steps in MS PowerPoint

You have created a PowerPoint Presentation. The Presentation is very big in size (in KB/MB) to an extent it occupies all the space in your flash disk or you cannot send it by email as a result of using photos and other images. Large PowerPoint's are also slow to run when making LCD presentations and are known to jam computers leaving many speakers embarrassed. So, you must reduce it. The following simple steps have been designed to aid you scale down on the size and enable you to transmit the presentation online as an attachment.

STEPS:

1. Open the original presentation
2. Go to File->Save As. The Save As dialog box appears.
3. Under File name, give the file a different name from the original name of the presentation.
4. Under Save as type, change from Presentation to JPEG File Interchange Format.
5. The confirmation dialog box such as the one below will appear
6. Click Every Slide, option and wait.
7. The confirmation box as the one below appears
8. Please note the file path and Click OK. The program automatically creates a new folder (with the same name as your file) within the original folder and saves each slide as a separate JPEG image file. All your slides are saved as Slide1, 2, 3...etc as they appear in your presentation.
9. Close the original presentation.
10. Open a new blank presentation
11. Go to View->Slide sorter.
12. Copy the blank slide and Paste it repeatedly next to the first slide until you have the exact number of slides as the original presentation
13. Revert to Normal view and to the first slide
14. Save the new presentation by giving it a different name from the original file
15. Go to Insert =>Picture=>From File (locate the folder containing the saved slides in step 8)
16. Insert Slide1.jpg to the first slide, Slide2.jpg to the second slide until you exhaust all the slides. Each slide occupies its own blank new slide
17. Inserted slides/images may not occupy the full screen like in the original presentation. Drag the image to the top left corner of the white screen and stretch it using its bottom left corner until it exactly fills the screen.
18. In the File menu, select Properties. A dialog box appears.
19. Select the General Tab to view the file size. You will notice a significant reduction in file size compared to the original presentation.
20. You are now ready to send your presentation by email or disk to your colleagues

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Note: This procedure slightly reduces the quality of the slides/images which only a keen observer can notice. To share original images, use the procedure described in GUIDE 1.

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