

## PowerPoint Tips and Tricks for iROCKET

The use of Power-Point presentations in **iROCKET** has been very popular with students and faculty. However many presentations have very large file sizes, up to 70 megabytes in some cases. A recent iROCKET poll has showed that medical students prefer to download the original presentation to their own computer and then print out study guides using the “Print 6 Slides per Page” feature. It is burdensome to download presentations of 10 MB or more.

The large file size is caused when high-resolution images, video or sound files are embedded into the slides. Here are some tips for reducing image size and therefore reducing the overall size of your presentation.

### Tips for reducing the size of your Power-Point Presentation.

- One way to reduce your file size is by saving your file under a different name. The changes you make in Power-Point are cumulative and can create a file size that is unnecessarily large. Once you have completed your presentation, choose **File | Save As** - give your file a new name - click **Save**. If you compare the two files, you should notice that your second file is smaller than the first!
- Give every slide a title. Often faculty will not title image slides, but these are not useful when reviewed outside of lecture. Whenever possible please title your slide and provide notes about the image. You can place notes inside the “Notes” section of the PowerPoint slide for viewing by the student.
- **Optimize your graphics for the Web**
  - File size is an important issue when putting documents on the web. Large file sizes mean long download times and most people don't have the time or patience to wait for your enormous file to download. You can use a program such as Adobe Photoshop or the free image editor GIMP (GNU Image Manipulation Program available at <http://www.gimp.org>) to optimize your graphic images.
  - Images should be reduced to 72 dpi for Web use. Image size should closely match the actual image size used in the presentation. If you create an image that is 6 inches horizontal but place it into a Power-Point slide at 3 inches horizontal then the image is twice the size it really needs to be for the presentation. Optimization will result in some image loss, but it can dramatically reduce the file size of your presentation.
  - Power-Point is extremely sensitive to the DEPTH OF COLOR used to save the original image file. If, in saving an image file, you use bitmap format and select 16-bit color, your file will be about twice as large as using bitmap and selecting 8-bit color. However, if you then imbed the 16-bit-color image into a ppt file, the result will be MANY TIMES larger than the same exact ppt file with the 8-bit color image imbedded in it. However, the difference in terms of display quality will be essentially unnoticeable. The other thing that helps significantly is to use JPG image file format rather than BMP. You obtain the BEST RESULTS through a combination of both things: storing the image files in 8-bit, JPG format, then just imbedding them directly into the Power-Point file. Note that using linked files made things quite a bit worse, not better, in this case.

The Center for Instructional Technology lab in the Library has scanners that can scan 35mm slides, transparencies, and printed images. They also have photo-imaging software for use by faculty, staff and students for the development of educational learning materials. For more information on the CIT Lab please visit <http://cit.ucsf.edu>.