

# *Insert Picture Format, and PC Compression* – Image assessment is critical for turning out a *quality* image.

## **How to Apply Valuable Features or Tools to the Slide Master Format**

(Key: > illustrates the path or route on how to apply **Valuable Tools to the Master Slide Layout**)

### **Insert Slide** (*to create a Picture Slide*)

Insert > **New Slide**

### **Insert Picture**

Insert > Picture > From File > **Insert Picture**

### **Format Picture**

**Select Picture** or double click picture > Format > Picture > **Format Picture** >

- Size: **Size + Rotate, Scale + Resolution**, and **Original Size**

- Picture: **Crop from, Image Control**, and **Compression**

### **Compress Selected Pictures or All Pictures by changing resolution to:**

**Web/Screen** – 96 dots per inch (dpi)

**Print** – 200 dots per inch (dpi), dpi is practicable as to 192 dpi.

Discard extra information by **Delete Cropped Areas of Pictures**

**Compress Pictures** (also found at: File<sup>(PC)</sup> > Save As > Tools > Compress Pictures)

Once **Compress Pictures** optimization *is applied*, the **Original Image Characteristics** are lost.

Some situation a PowerPoint<sup>®</sup> Show is saved twice – two different compressions:

**Web/Screen** and  **Print**

