Blackboard Tips & Tricks

PowerPoint Presentations and Blackboard

If you are putting an entire PowerPoint presentation that includes images in a course, you can reduce the size of that file (which reduces the download time for your students and saves you precious storage space in your Content Collection), make certain to compress all the images for web resolution following these steps:

Compress Pictures

For PowerPoint 2010
For an individual picture
1. Select a picture.
2. From the Picture toolbar, select **Compress Picture**. The *Compress Picture* dialogue box opens.
3. Select the Compression options.
4. Click **OK**.

For all pictures
1. Click the **File** tab.
2. Click **Save As**.
3. Click **Tools**
4. Select **Compress Pictures** (*Apply to only this picture* option is not available).
5. Save with a new or modified name.

For PowerPoint 2007
1. **Click** on the first image in the PowerPoint presentation.
2. Click on the **Format tab** in the tool ribbon.
3. In the "Adjust" box in the upper left corner, click on **Compress Pictures**.
4. Click the **Options…** button.
5. If not already checked, in *Compression Options:* check the boxes "Automatically perform basic compression on save" and "Delete cropped areas of pictures."
6. In *Target output:* select "Email (96ppi): minimize for size for sharing.
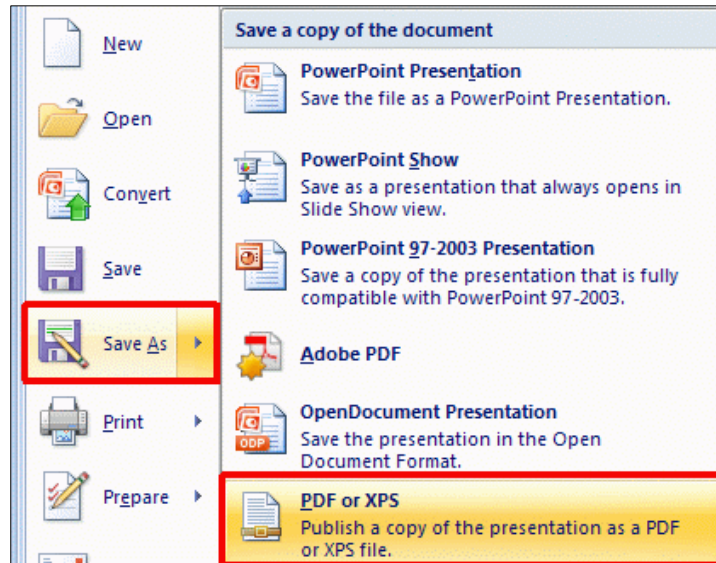7. Click **OK**.
8. Click **OK** again.

PowerPoint Handouts
Rather than publishing an entire PowerPoint presentation in Blackboard, it is recommended that you consider publishing the presentation as a "handout", 3 slides per page. Students can then be encouraged to print out the handout and bring it to class for their note taking. Printing costs can also be substantially reduced when printing 3 slides to a page rather than 1 slide per page.

Information Technology Services
Lovejoy Library 0005
Email: ftc_help@siue.edu

Open Monday - Friday
8:00 a.m. - 10:00 p.m.
Phone: (618) 650-5500
7/22/2011

Blackboard Tips & Tricks

For PowerPoint 2007
1. You must first download and install the **Microsoft Office Add-in: Microsoft Save as PDF** if you have not already done so. That download is available at: **http://www.microsoft.com/downloads/**.
2. Create your PowerPoint presentation and save it in the usual format for use in the classroom.
3. Save the PowerPoint presentation a second time in .pdf format as a "handout."
   a. In PowerPoint, with the presentation open, choose **Save As** and select **PDF or XPS**.

   b. When the *Publish as PDF or XPS* dialog box opens, select the destination location for the file and then click on the **Options** button in the lower right corner of that box.
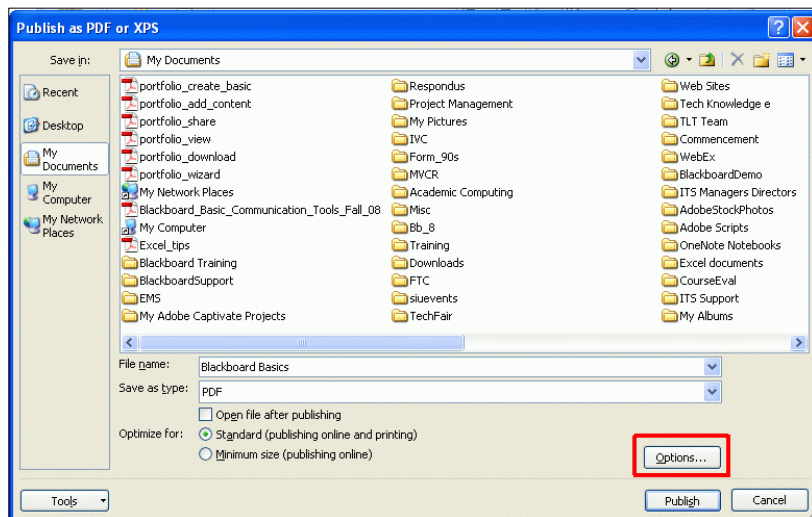
Blackboard Tips & Tricks

   c. In the *Options* screen, under *Publish Options*, choose **Handout** from the drop down box beside *Publish what:* and then set the number of *Slides per page*.
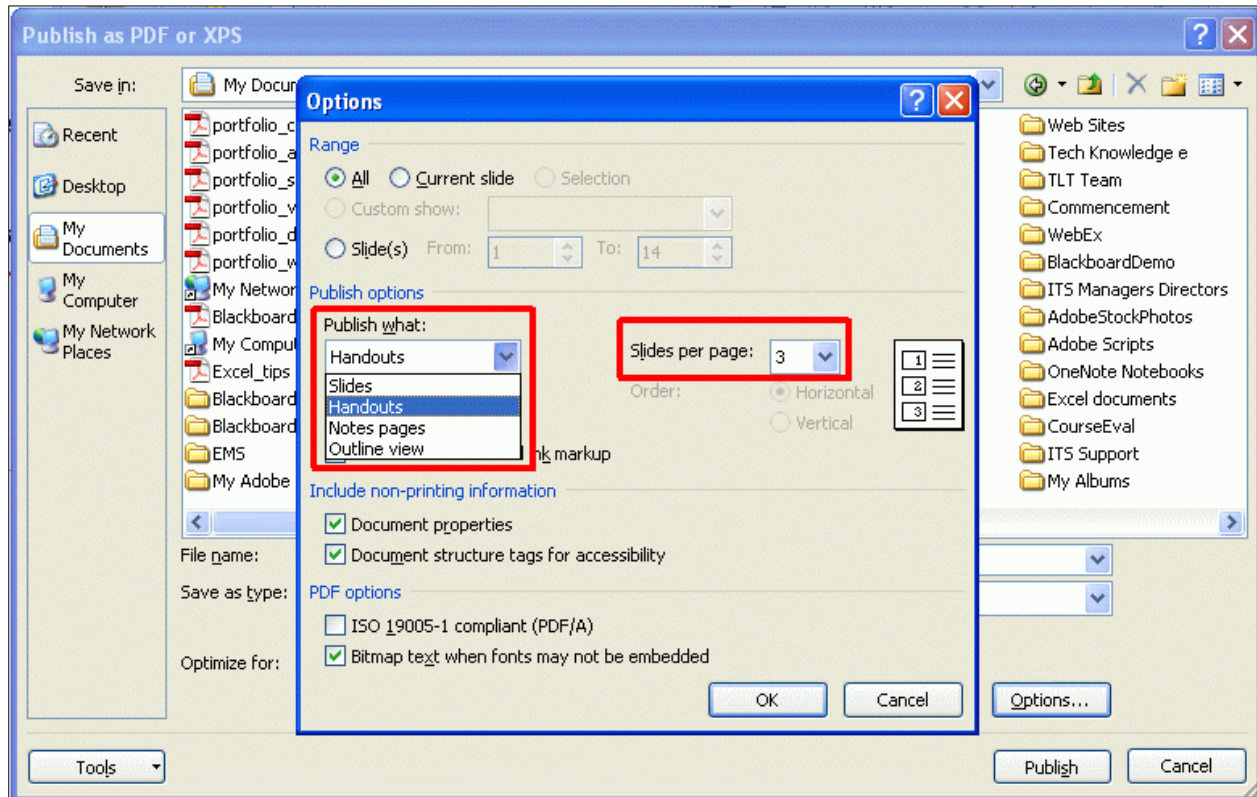
   d. Click on **OK**.
   e. You will be returned to the *Publish as PDF or XPS* dialog box where you will click on the **Publish** button.

Information Technology Services   Open Monday - Friday
Lovejoy Library 0005   8:00 a.m. - 10:00 p.m.
Email: ftc_help@siue.edu   Phone: (618) 650-5500
                                                         7/22/2011