PRODUCTIV**IT**Y

Disable Image Compression in MS PowerPoint

By default, images in a slideshow are compressed upon saving, resulting in loss of quality. This is ok as it saves time specially when you want to run the slideshow on a website. But if you are preparing a presentation where quality of image matter, this feature becomes a problem.
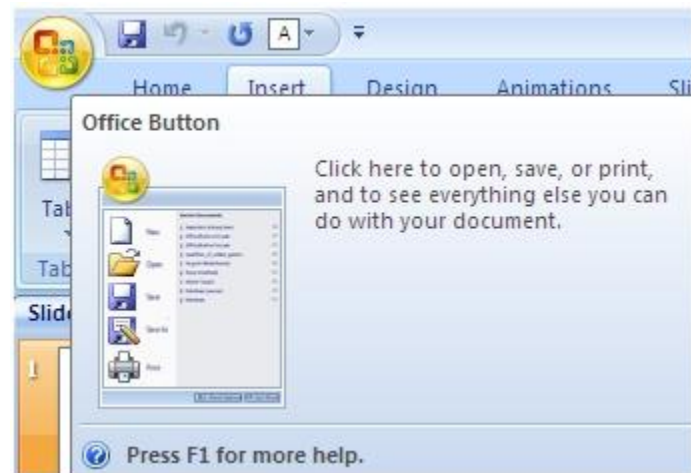
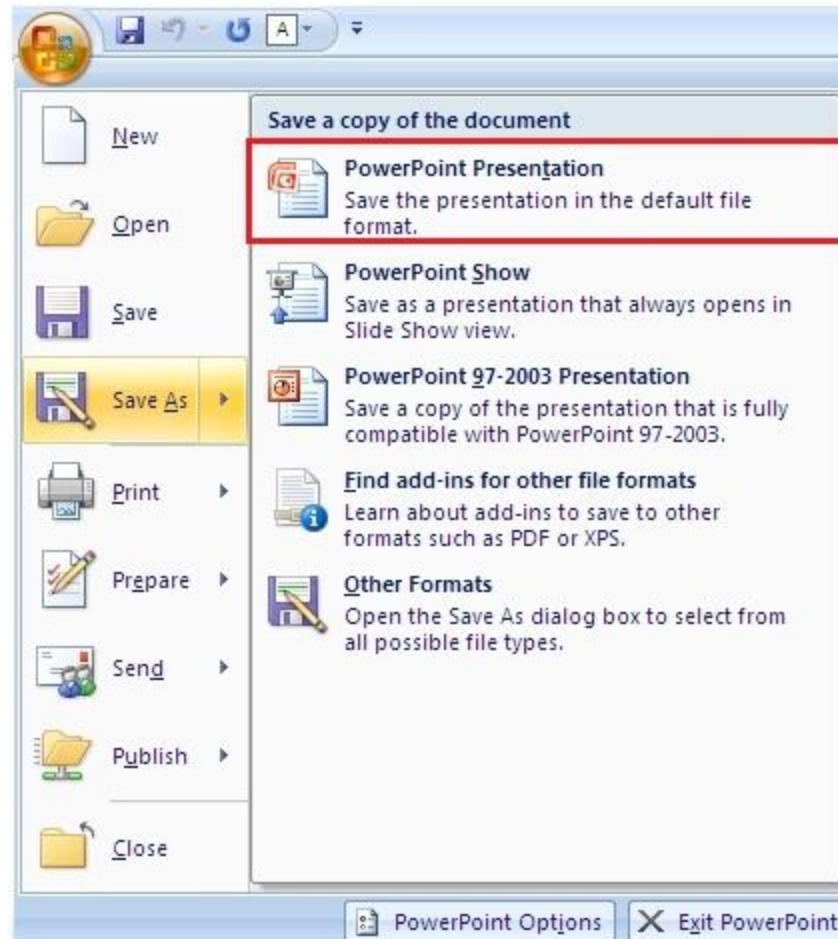**Click here** to view how you can disable the compression feature in MS PowerPoint.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

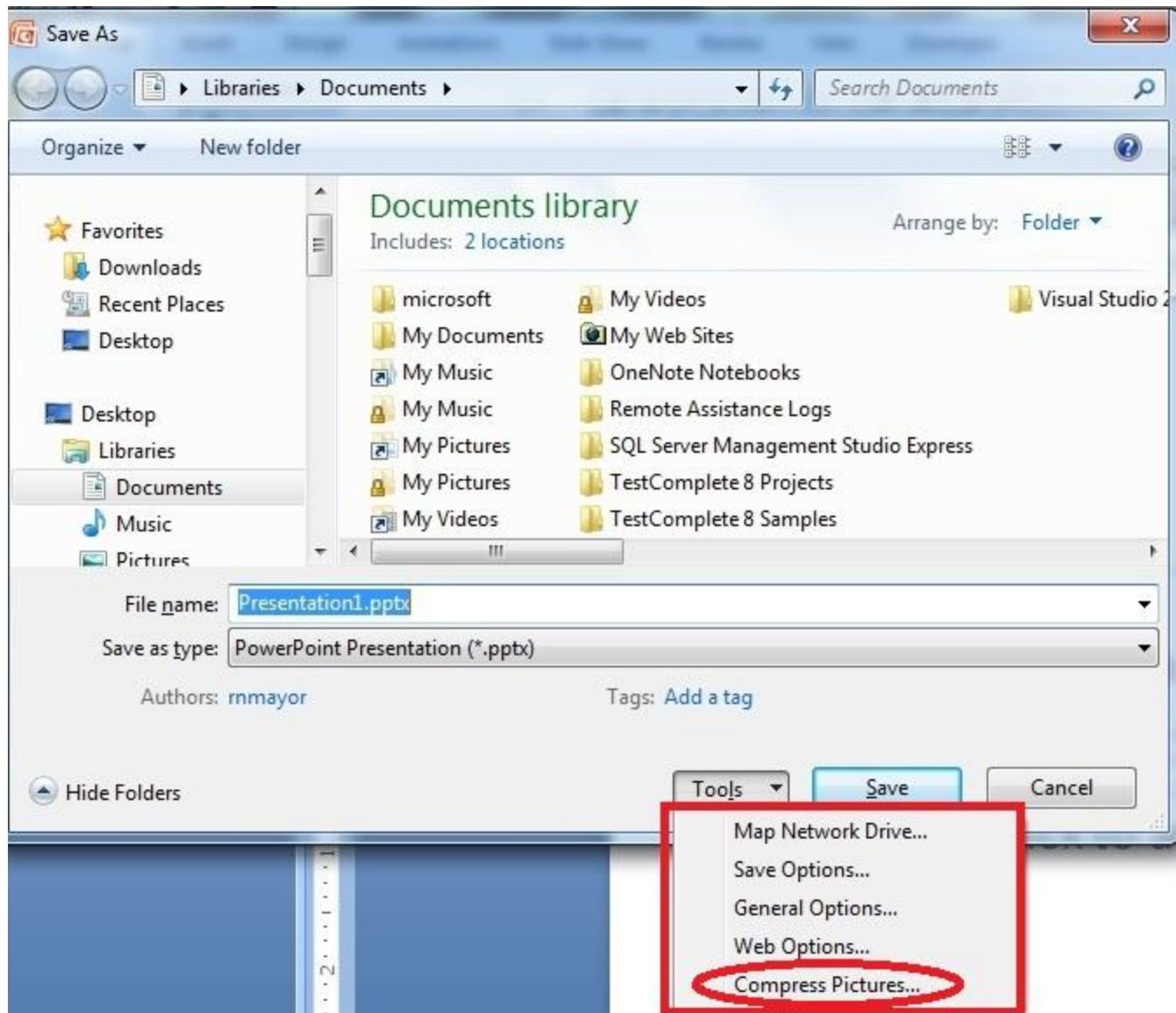# Disable Image Compression in MS PowerPoint

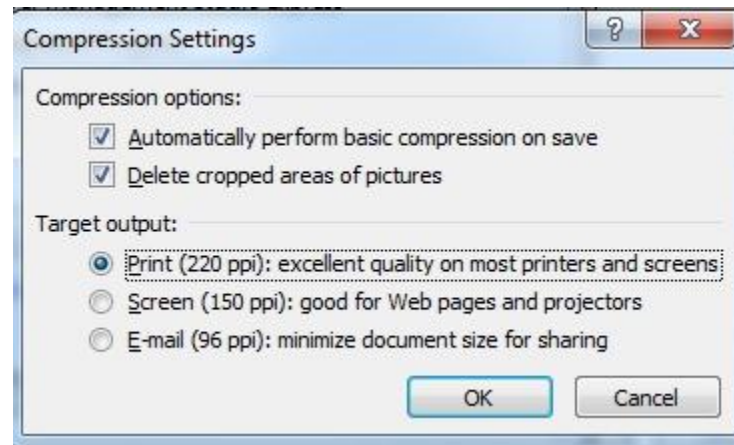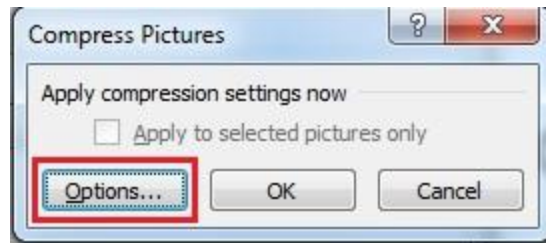1. Click the *Office button*.

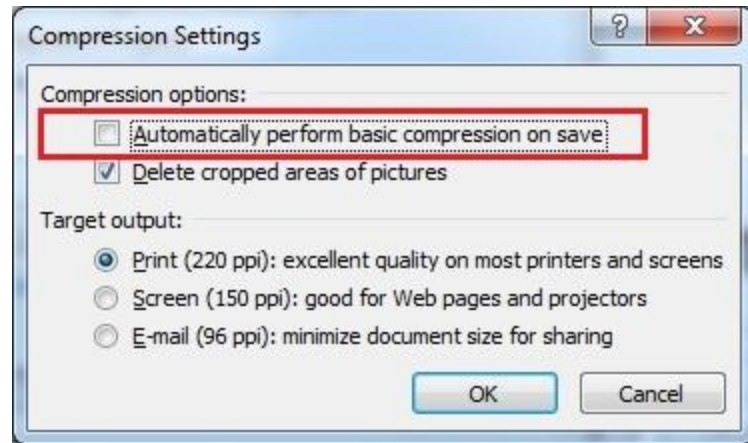2. Click the *Save As > PowerPoint Presentation*.

3. In the *Save As* dialog box, click *Tools>Compress Pictures*.

4. *Compress Pictures* dialog box will appear. Click *Options* button to open *Compression Settings* dialog box.

5. Under *Compression options:* menu, uncheck *"Automatically perform basic compression on save"*. Click OK and save your presentation.

*Note: To revert the compression settings to its original settings, do steps 1-4 and under *Compression options:*, check *"Automatically perform basic compression on save"*. For new presentations, MS PowerPoint automatically compress images by default so you need to set it again and do steps stated above.

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