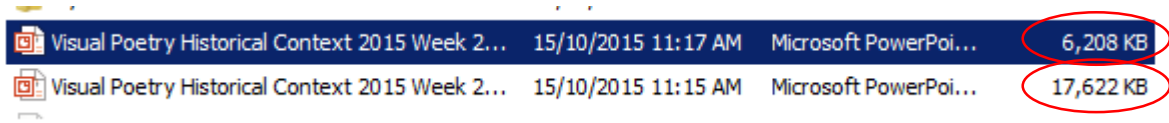


Blackboard Learn: Powerpoint presentation too big to upload?

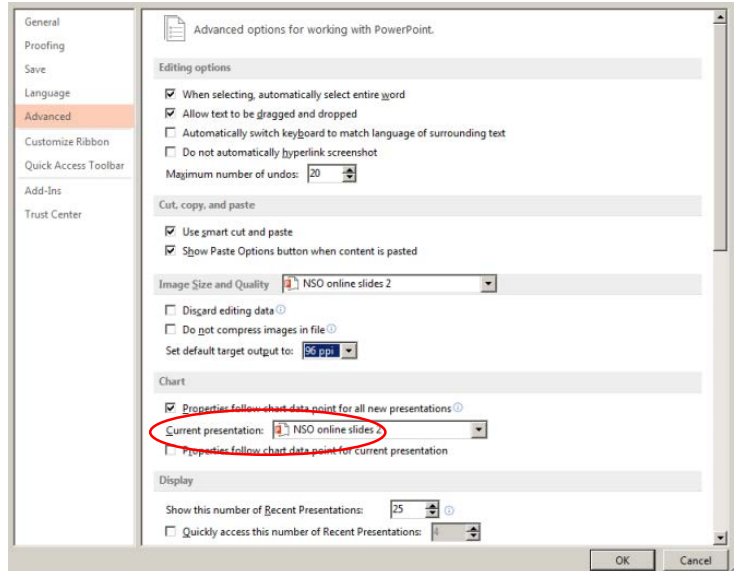
You may find by compressing your images, then saving can reduce the file size of the presentation example below of a file that was originally 17,622mb. Compress the images and saved. This reduced the file to 6mb.



Set default picture resolution for all pictures in a document

Important This setting applies only to pictures in the current document or the document selected in the list next to **Image Size and Quality**.

- Click the **File** tab.
- Click **Options** and then click **Advanced**.
- Under **Image Size and Quality**, click the document that you want to set the default picture resolution for.
- In the **Set default target output to**, click the resolution that you want.



Save the presentation.

***be aware, the quality will be reduce**

Compressing Pictures

1. Select image
2. Select Compress Picture
3. Deselect, if selected, all images in presentation is compressed.
4. Save as