

Instructions for Multimedia Presentations Preparing to Submit Your File

Fast loading of presentations in PowerPoint and guaranteed playback of content is our goal. To that end, we are providing you with the following step-by-step instructions on **how to compress embedded image and movie files, and prepare files for submission to ERG.**

- **Compress Embedded Pictures in PowerPoint**

A presentation with many embedded large images (.jpg, .jpeg, .png, .gif, etc.) may cause the presentation to transition slowly. Compressing the images in the PowerPoint presentation will help with fast loading.

- Click on any picture, then click *Picture Tools, Format* from the ribbon
- Click *Compress Pictures*
- Uncheck “*Apply only to this Picture*” to compress all images
- Click *OK*

- **Optimizing Media (video/audio) in PowerPoint**

A presentation with many embedded large videos may cause the presentation to transition slowly. Compressing the videos in the PowerPoint presentation will help with fast loading and playability.

- Click *File*
- Click *Info*
- Click *Compress Media*
- Click *Presentation Quality*
- Click *Close* when finished

- **Embedding Fonts in PowerPoint**

Some fonts used in your PowerPoint presentation may not be installed on the PC used to view your presentation, causing the slides to not view as intended. Embedding the fonts into the presentation will improve playback. **This is especially important with all fonts used in equations (or you can convert equations to JPG or GIF image files and embed the images into the presentation).**

- Click *File*
- Click *Options*
- Click *Save*
- Under *Preserve fidelity when sharing this presentation:*
 - Check *Embed fonts in the file*
 - The default selection *Embed only the characters used in the presentation* is preferred
 - Click *OK*

- **Packaging Presentations**

PowerPoint's "Package Presentation for CD" creates a single folder with all components of the presentation, including videos, sounds, and fonts. Packaging a presentation improves playback on another machine.

- Click *File*
- Click *Save and Send* (or *Export* depending on PowerPoint version)
- Click *Package Presentation for CD*
- Click *Package for CD*
- Enter the name of your presentation
- Click *Options*
- Check *Linked Files* and *Embedded TrueType fonts*
Do not password protect the presentation!
- Click *OK*
- Click *Copy to Folder*
- Click *Browse* to navigate to the location where you want to save the file
- Click *OK*
- Click *Yes*
- Click *Close*

- **Ziping Presentation Folder**

Compressing (zipping) the presentation folder ensures the folder structure will be maintained during the upload process, once the presentation is packaged in PowerPoint. This will allow you to upload one file rather than several.

- Navigate to the Packaged Presentation Folder on your computer
- Right-Click on the folder
- Hover over *Send to* and Click *Compressed (zipped) folder*
- Click *Package for CD*

The presentation packaged folder is now zipped in the same location with the same name, but with the file extension *.zip*. The presentation is now ready for upload to ERG.

Note: There is no size limit for files that you are uploading to ERG.

If you are preparing a classified presentation: after completing the above steps, you will need to burn the files to a CDROM. Use the "single session" and "close the CD" options, rather than the "multi-session" option. Do not use Adaptec Direct CD or Windows Drag-to-Disc to create the CDROM. Then follow instructions provided via email for mailing your CDROM to the classified site.