

Instructions for Presentations *Preparing to Submit Your File*

For virtual meetings, presentations may be submitted as PowerPoint files or may be converted to PDF format prior to submitting to ERG. Keep file size as small as possible to minimize lag when advancing slides within the virtual platform.

Fast loading of presentations 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 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*

- **Use of Video and Audio Files is NOT Recommended**

To ensure all participants experience minimal disruptions, video content should be omitted from presentations as a precautionary measure.

- **Embedding Fonts in PowerPoint**

If you plan to convert your presentation to .PDF format, be aware that some fonts used in your PowerPoint presentation may not convert properly to .PDF format, causing the slides to not view as intended. In this circumstance embedding the fonts into the presentation will improve the conversion. **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*

- **If Embedded Fonts Don't Convert Properly to .PDF**

If you still have some font conversion issues after following the above steps, try the following within your PowerPoint file:

- Click *File*
- Click *Export*
- Click *Change File Type*
- Double Click *Power Point Picture Presentation*
- Save picture version of presentation
- Open new saved picture version of file
- Click *File*
- Click *Export*
- Click *Create PDF/XPS Document*
- Save PDF file

- **Zipping Presentation with Multiple Files**

If you have multiple files to upload for your presentation, compressing (zipping) them ensures the folder structure will be maintained during the upload process. This will allow you to upload one file rather than several.

- If you have multiple files for your presentation, save them all in one folder
- Navigate to that folder on your computer
- Right-Click on the folder
- Hover over *Send to* and Click *Compressed (zipped) folder*
- Click *Package for CD*

The presentation 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. However, the presentation file itself, whether in PowerPoint or PDF, should be kept as small as possible. A maximum file size of 30 MB is recommended. Remember that smaller files will minimize lag time when advancing slides.