

Instructions for Presentations *Preparing to Submit Your File*

For virtual meetings, ALL presentations must be converted to PDF format prior to submitting to ERG. File size cannot exceed 30 MB.

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*

- **Do NOT Use Video or Audio Files**

All presentations must be converted to .PDF format for use on the DCS platform. Video and Audio files cannot be used.

- **Embedding Fonts in PowerPoint**

Some fonts used in your PowerPoint presentation may not convert properly to .PDF format, causing the slides to not view as intended. 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, once the presentation is converted to .PDF format. 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, in PDF format, cannot exceed 30 MB; this is a limit imposed by DCS.