

## 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*