

Tips for Embedding Pictures: PowerPoint and Email

POWERPOINT

When creating a PowerPoint that will include pictures; use the following tips or recommendations to reduce the overall size of the presentation.

- ✚ Click on the picture that needs reducing
- ✚ The Picture tools will be shown under the Format tab
- ✚ Click the Compress Pictures Command
- ✚ A window will open for the options
- ✚ Click the compression options you want
- ✚ Click the Output (Resolution) you desire (Recommend 150 ppi or 96 ppi)
- ✚ Click OK

After compressing pictures, save the presentation. Then it's recommended to save as a PDF

- ✚ Click File
- ✚ Go to save as Adobe PDF

EMAIL

When the Boss or Bosses do not require an Original Document, we often use the snipping tool to do a screen grab on the product needed. In order to embed a picture one must format the e-mail as a HTML e-mail.

- ✚ In your Outlook Client with a new email opened
- ✚ Click the "Format Text" tab
- ✚ Select the "Aa HTML" Command

The email is now ready to be sent as an HTML email as the heading will show as what you have as the subject and HTML in the parenthesis. (Example: Test – Message (HTML) if Plain text it would show as Test – Message (Plain Text))