



## Disable Image Compression

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=Shortcut =Advice =Caution

## Introduction

By default in PowerPoint 2007 all images are automatically compressed in order to make smaller file sizes. This is helpful but in order to save space the images are slightly degraded and some image information is thrown out. In general this is fine but if you have high resolution pictures it may not be what you want. This document will show you how to disable the image compression feature.

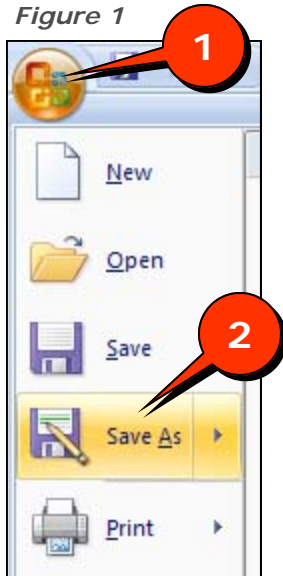
## Process Summary

## Disable Image Compression

You must do this **before** you save the presentation for the first time. Once the graphic has been compressed, it can't be undone.

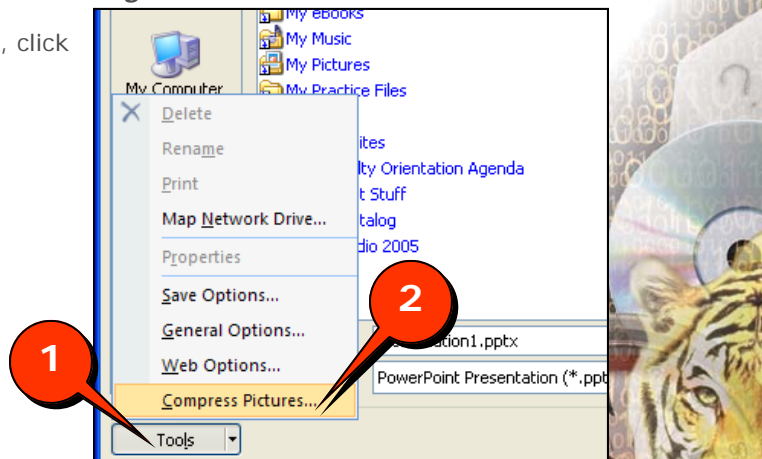
1. Click the **Office Button** (Fig 1, 1).
2. Click **Save As** (Fig 1, 2).

Figure 1



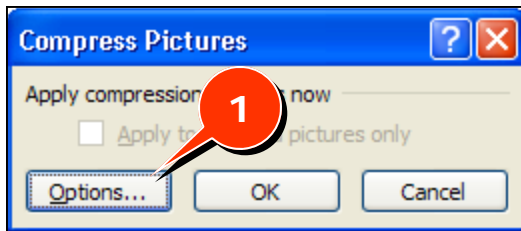
3. A dialog box will open.
4. At the bottom left of the dialog box, click **Tools** (Fig 2, 1).
5. Click **Compress Pictures...** option (Fig 2, 2).

Figure 2



- The Compress Pictures dialog box will open.
- Click **Options...** (Fig 3, 1).

*Figure 3*



- Uncheck **Automatically perform basic compression on save** (Fig 4, 1).
- Click **OK** (Fig 4, 2).

! These steps will need to be performed every time you make a new presentation with graphics.

*Figure 4*

