

# Got Small Files? When Smaller is Better

## I. Size Matters

### A. Small

#### 1. When

- a) E-mail
- b) Web pages
- c) PowerPoint

#### 2. Why

### B. Big

#### 1. When

#### 2. Why

### C. Image Organization Tips

## II. Measuring File Size

### A. HxW

### B. KB/MB

## III. Symptoms of Large Problem Files

### A. Files slow to transfer, download and open

### B.

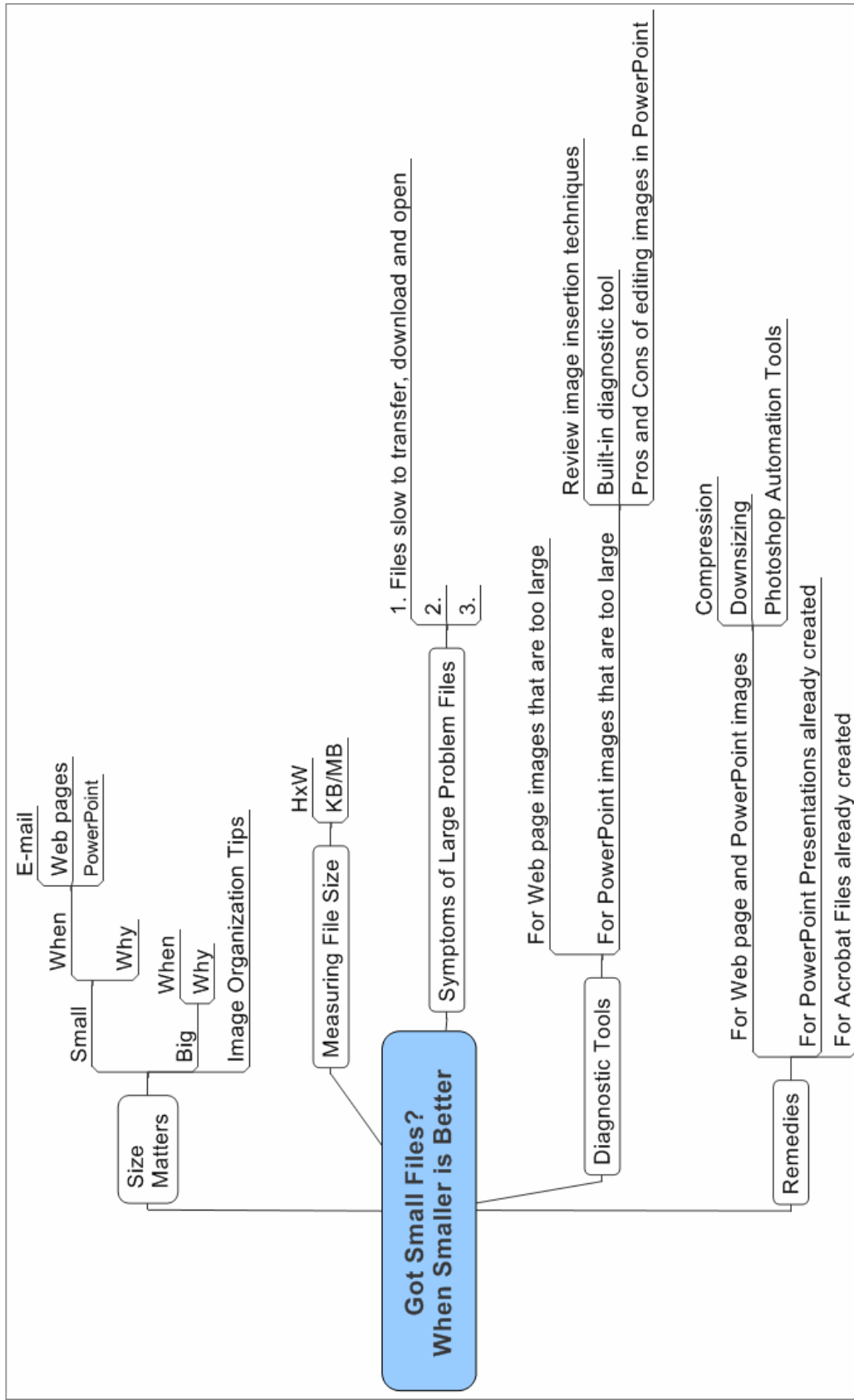
### C.

## **IV. Diagnostic Tools**

- A. For Web page images that are too large
- B. For PowerPoint images that are too large
  - 1. Review image insertion techniques
  - 2. Built-in diagnostic tool
  - 3. Pros and Cons of editing images in PowerPoint

## **V. Remedies**

- A. For Web page and PowerPoint images
  - 1. Compression
  - 2. Downsizing
  - 3. Photoshop Automation Tools
- B. For PowerPoint Presentations already created
- C. For Acrobat Files already created



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