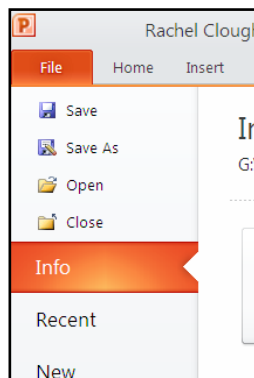


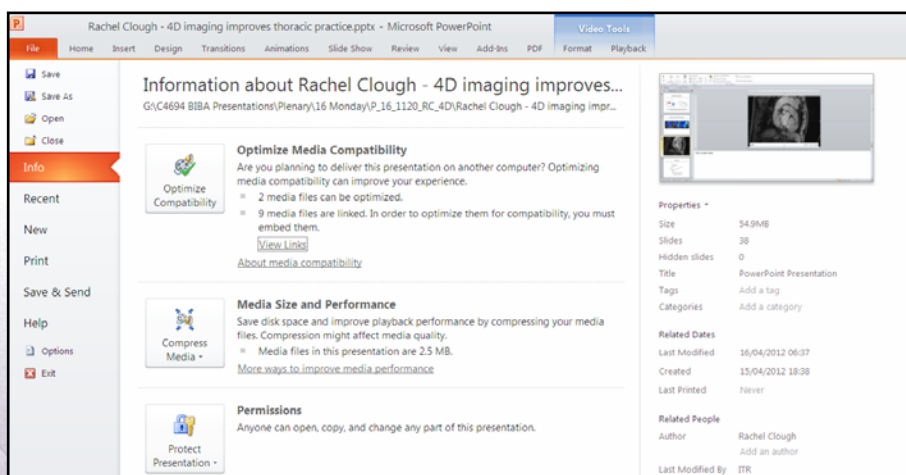
Optimise the media in your presentation for compatibility using PowerPoint 2010

To avoid playback issues when your PowerPoint presentation contains media, such as video or audio files, you can optimise the media files for compatibility. This makes it easy to share your presentation with others or take it with you to another location (perhaps to use a different computer to present it elsewhere) and your slideshow will play correctly

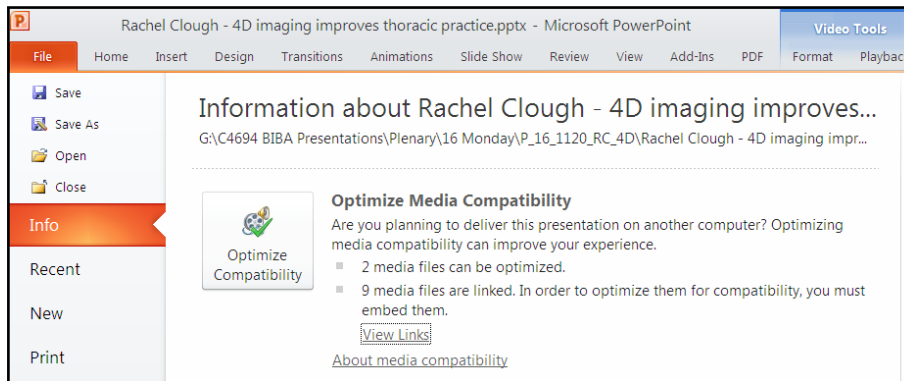
1. When you are ready to share your presentation, with the presentation open in PowerPoint, on the **File** tab, click **Info**.



2. If the media in your presentation was inserted in a format that could present compatibility issues when played on another computer, the **Optimise Compatibility** option will appear.



3. When the **Optimise Compatibility** appears, it provides a summarization for resolutions of potential playback issues. It also provides a list of the number of occurrences of media in the presentation. The following are common scenarios that can cause playback issue
- If you have linked videos, the **Optimise for Compatibility** summarization will report that you need to embed them. Click the **View Links** option to proceed. The dialog box that opens will allow you to embed the videos simply by clicking **Break Link** for each media item that you want to embed.



- If you have videos that were inserted using an earlier version of PowerPoint, such as version 2007, you will need to upgrade your media file format in order to ensure that these files will play back. Upgrading will automatically update and embed these media items to the new format. Once you have upgraded, you should run the **Optimise for Compatibility** command.
- To upgrade your media files from an earlier version to PowerPoint 2010 (and if the files were linked, they will be embedded), on the **File** tab, click **Info**, and then click **Convert**.

Having trouble playing or inserting media?

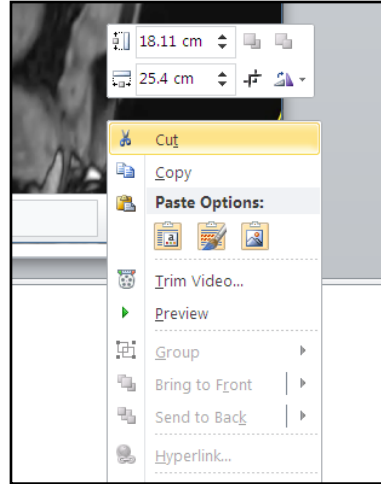
If you are having trouble playing or inserting media, it is likely that you do not have the proper codec installed. For example, someone could send you a PowerPoint presentation with media already inserted, and that media is based on a codec that you do not have installed. The best solution is for the author to run **Optimise Compatibility** *before* sending you the file. Try one of the following to help resolve any lingering issues:

- One solution is to download a third-party media decoder and encoder filter, such as **ffdshow**, **QuickTime**, or **DivX**, which will allow you to decode and encode a variety of formats.
- If you decide to deliver the presentation that you created on a PC, on an Apple Macintosh, the file formats, .wmv and .wma are not native to a Macintosh computer. In this case you will need an Internet connection so that you can download a QuickTime component (for the Mac operating system) that supports Windows Media Video, such as **Flip4Mac**, to play these your media files.

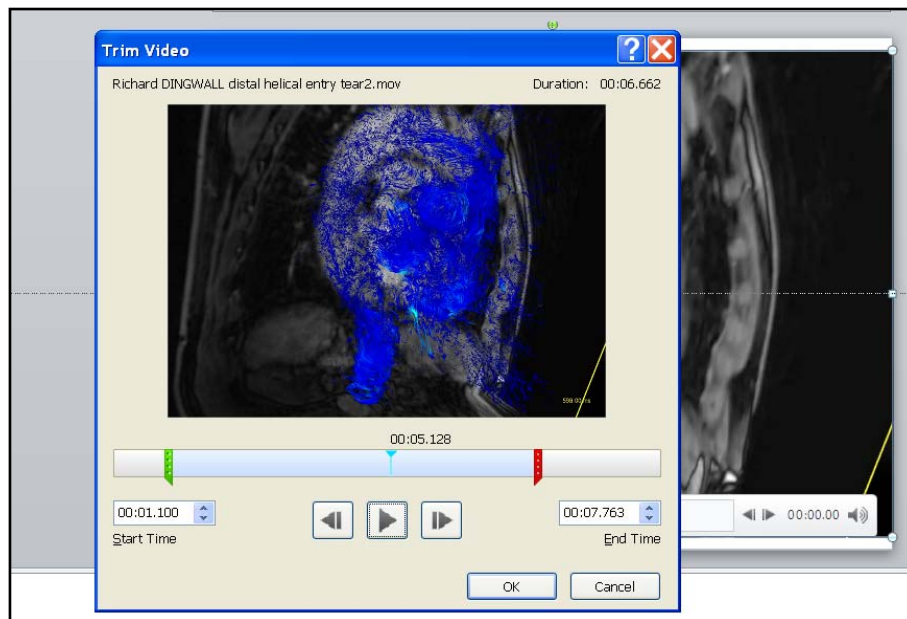
Trimming video files in PowerPoint 2010

If you need to trim the start and end points of your video you can use the in-built video editor to do this

1. Open your presentation and go to the slide where the video is
2. Right click the slide and select "Trim video"



3. The Trim video box appears and you can choose the start and end points for your video by dragging the green and red slides on the bar below the video clip. You can then play the clip from start to finish or adjust the timings accordingly. Click OK when finished.

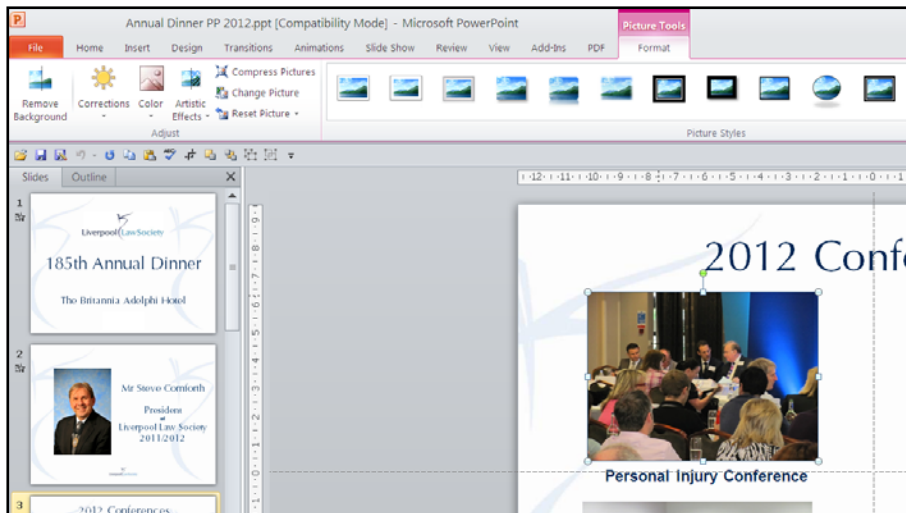


Compressing photographs in PowerPoint 2010

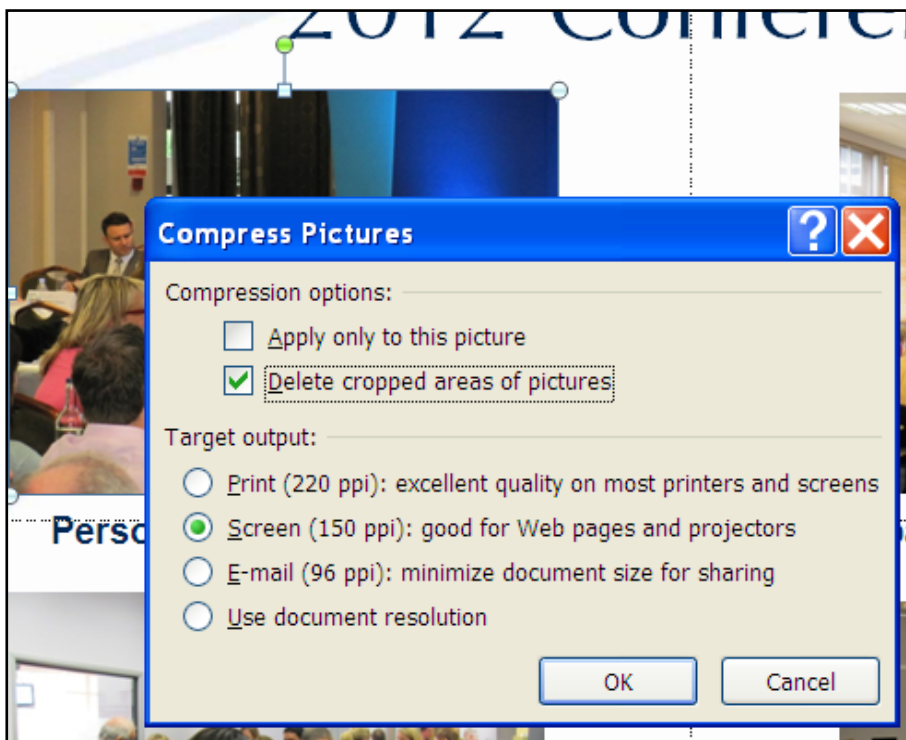
If you import hi-resolution photographs into PowerPoint the overall files size will be large and the file will take time to open. PowerPoint works at screen resolution (approximately 150dpi) and therefore the in-built picture compression software can help reduce the overall file size which will allow your presentation to load quicker and play more smoothly.

1. Open your presentation and go to the slide where any picture is

2. Click on an image and the Picture Tools – Format toolbar should appear



3. Choose “Compress Pictures” and a dropbox will appear. **Uncheck** “Apply only to this picture” and **check** “Delete cropped areas of pictures” and target output set to “Screen (150ppi)”. Click OK to continue
4. PowerPoint will now compress all the image files in your presentation and dramatically reduce the file size. Once completed choose “File” and “Save As” and save your file as a copy or v2 so that you still have the original file if you need to go back to it.



Any queries please contact our events team on 0151 649 3600