

# Crop Pictures to Reduce File Size and Remove Unwanted Features

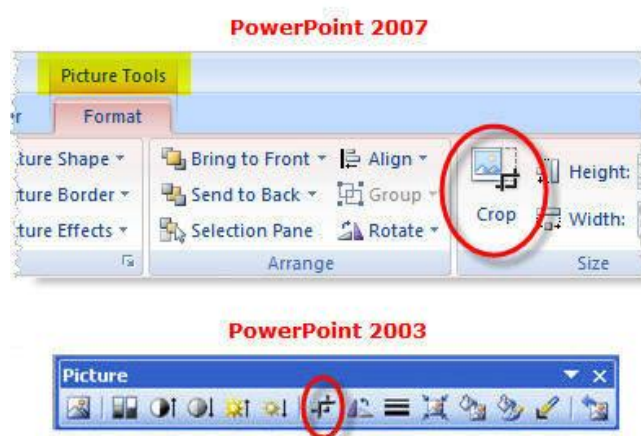
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## 1. Photo to be cropped



The example photo shown is much larger than the actual slide. In fact, you cannot even see the slide any longer. This photo was inserted into PowerPoint just as it was downloaded from the camera. It has not been optimized in any way.

## 2. Select the Picture on the Slide



1. Click on the picture to select it.
2. Click on the **Crop** button on the ribbon.

**Note** - If the Crop button does not appear, click the *Picture Tools* button above the ribbon.

### 3 Crop Unwanted Areas from the Picture



1. Remove an unwanted area from the *sides* of the picture by dragging the cropping selection handle in the centre of the picture on that side. Likewise, drag the centre selection handle on the top or bottom of the picture to crop those areas.
2. Remove unwanted areas from the sides and the top/bottom **at the same time** by dragging the *corner* selection handle.
3. Once you have finished cropping the picture, move the picture to the desired location on the slide by placing the mouse in the centre of the picture and dragging it. The mouse pointer becomes a four-headed arrow indicating that this is a "move" arrow.

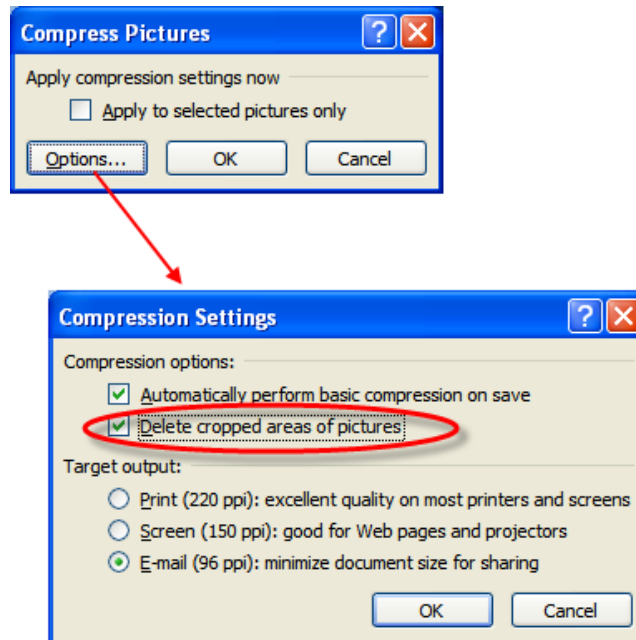
## 4. Restore Cropped Area to Picture



If you realize that you have cropped something out of the picture by mistake, you can easily restore the cropped area.

1. Click on the picture to select it.
2. Click on the *Crop* tool to activate that feature.
3. Drag the cropping selection handle to reveal the area that had been previously cropped from the picture.

## 5 Delete Cropped Areas and Compress Pictures



Cropping pictures in PowerPoint does not reduce the overall file size of the presentation. Although the cropped areas are not seen, they are still present, but hidden.

One further step can be taken -- to delete the unwanted portions of the original photo. This is done when you compress the photos in the presentation, which also reduces file size.

1. Select the picture.
2. Click the *Compress* button on the ribbon.
3. In the *Compress Pictures* dialog box, leave the box unchecked to apply settings to all pictures.
4. Click the **Options...** button.
5. In the *Compression Settings* dialog box, select the option *Delete cropped areas of pictures*.
6. Select the Target output size -- Email or Screen options are the best choices.
7. Click **OK** twice, to complete.

## 6 The Cropped Picture and Completed Slide



The cropped picture is now ready and placed in the desired location on the slide. Add a title and the slide is complete.