

## Compress Powerpoint File for Emailing

1. Open Powerpoint file
2. Click once on any picture/graphic to select it
3. Go to Format Tab on Ribbon
4. Click on 'Compress Picture'
5. Under 'Compression Options'
  - a. Uncheck 'Apply only to this picture'
6. Under Resolution:
  - a. Choose: 'E-mail (96ppi) minimize document for sharing'

The screenshot shows the Microsoft PowerPoint interface with the 'Format' tab selected. The 'Compress Pictures' dialog box is open, displaying the following options:

- Compression options:
  - Apply only to this picture!
  - Delete cropped areas of pictures
- Resolution:
  - High fidelity: preserves quality of the original picture
  - HD (330 ppi): good quality for high-definition (HD) displays
  - Print (220 ppi): excellent quality on most printers and screens
  - Web (150 ppi): good for web pages and projectors
  - E-mail (96 ppi): minimize document size for sharing
  - Use default resolution

The background slide is titled 'Pressures on Biodiversity' and lists four principal pressures identified by the United Nations:

- 4 principal pressures identified by the United Nations:
  - Habitat loss and degradation
  - Overharvesting of organisms
  - Invasive species
  - Climate change

The slide also features a graphic titled 'Global Biodiversity Outlook 4' with a grid of images and logos for UNEP, Convention on Biological Diversity, and Aichi Biodiversity Targets.