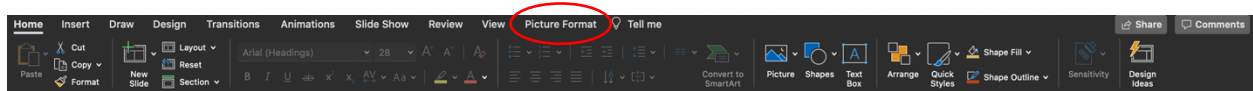


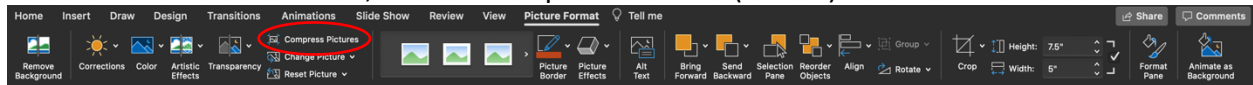
## Using PowerPoint's Image Compression Option

With a PowerPoint presentation open, select any image within the presentation.

With an image selected, click on Picture Format (circled) in the top menu bar.

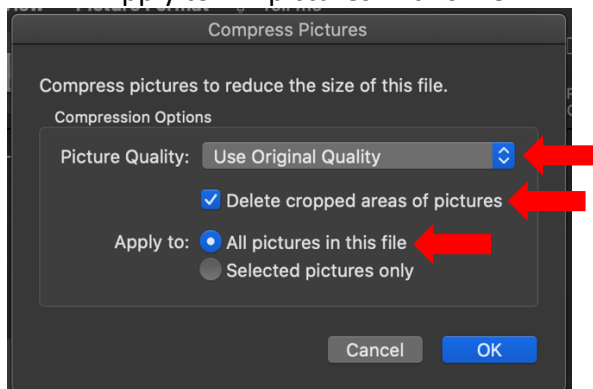


In the Picture Format menu, click on Compress Pictures (circled)



With the Compress Pictures dialogue open, use the settings as shown by the arrows

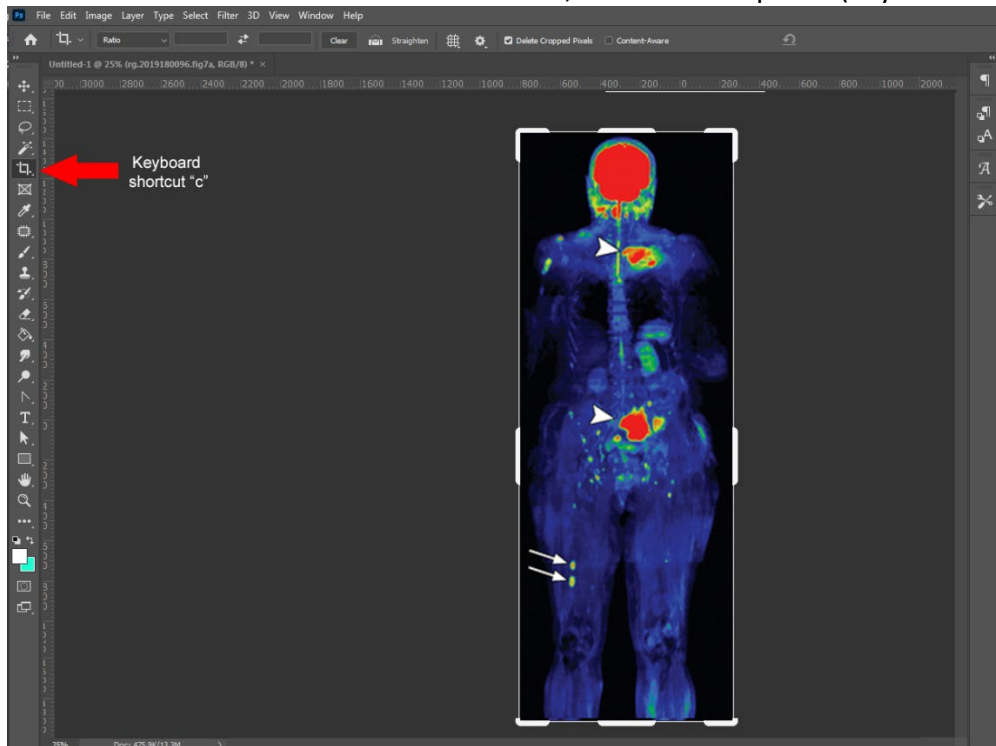
- Picture Quality: Use Original Quality
- Delete cropped areas of pictures
- Apply to: All pictures in this file



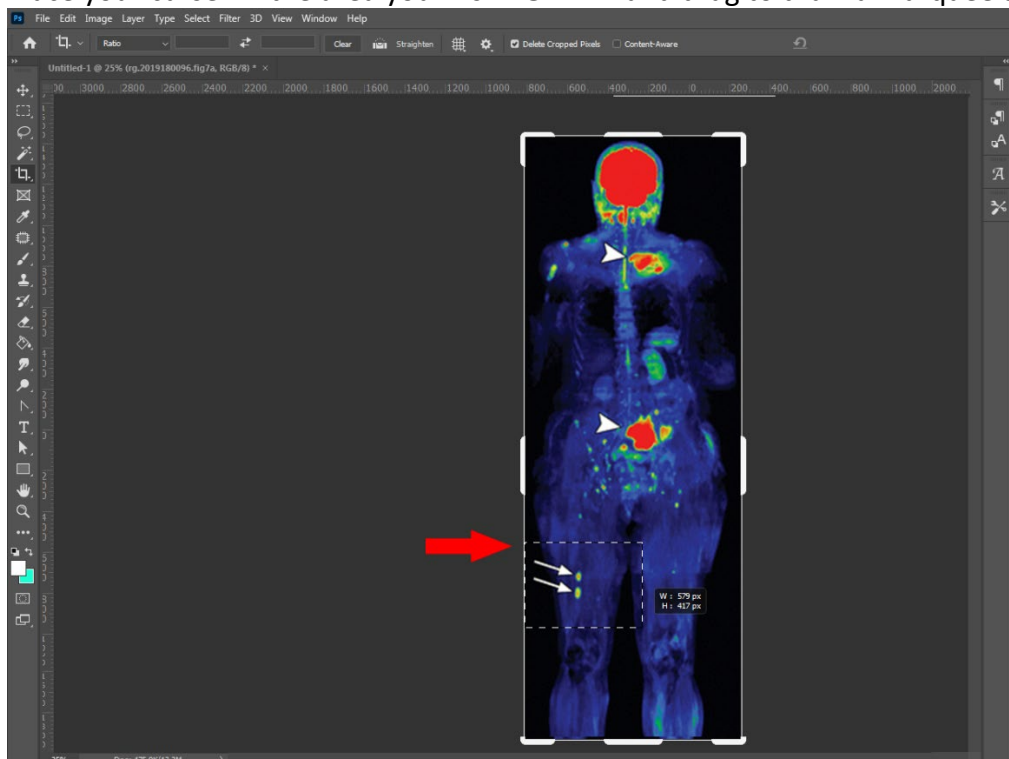
Save and close the presentation.

## Using Photoshop's Cropping Tool

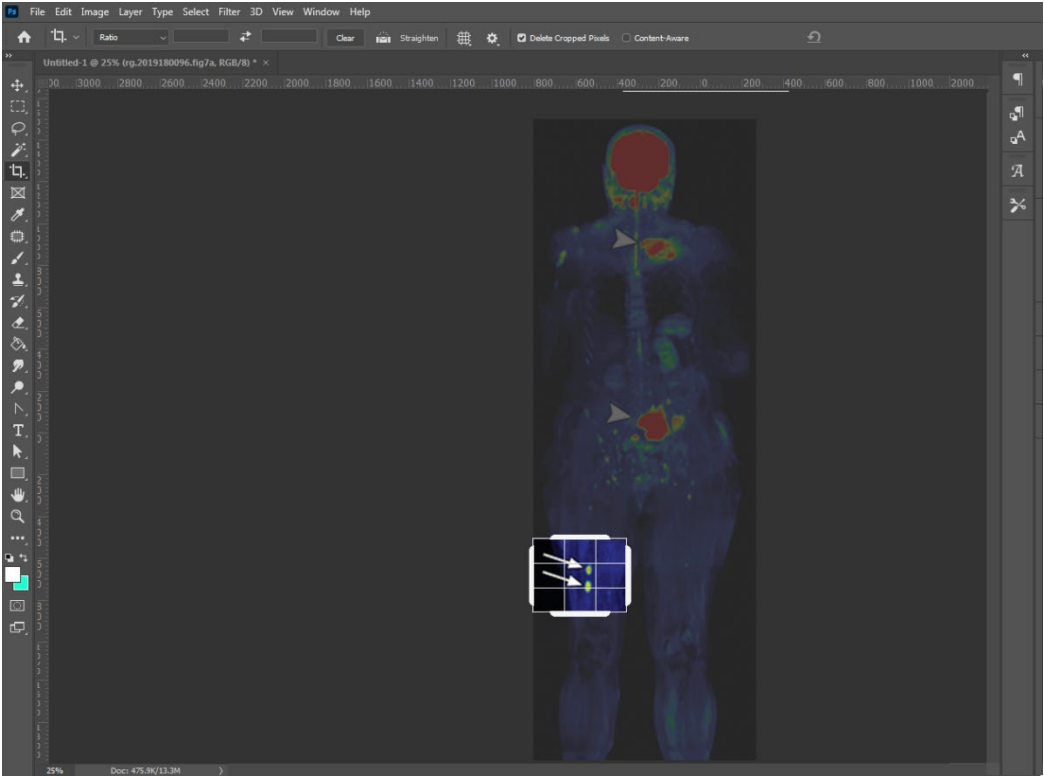
In the toolbar on the left side of the screen, select the crop tool (keyboard shortcut "c").



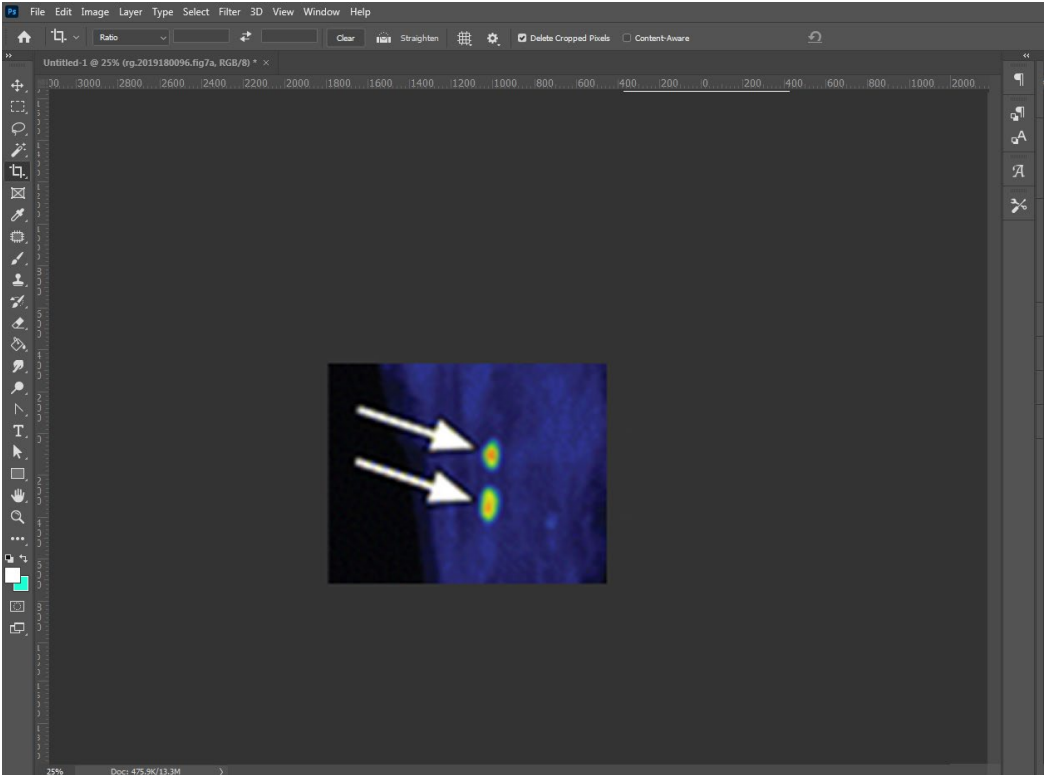
Place your cursor in the area you wish **TO KEEP** and drag to draw a marquee around the area.



Press the "Return" key twice or double click the mouse inside of the crop area to crop image

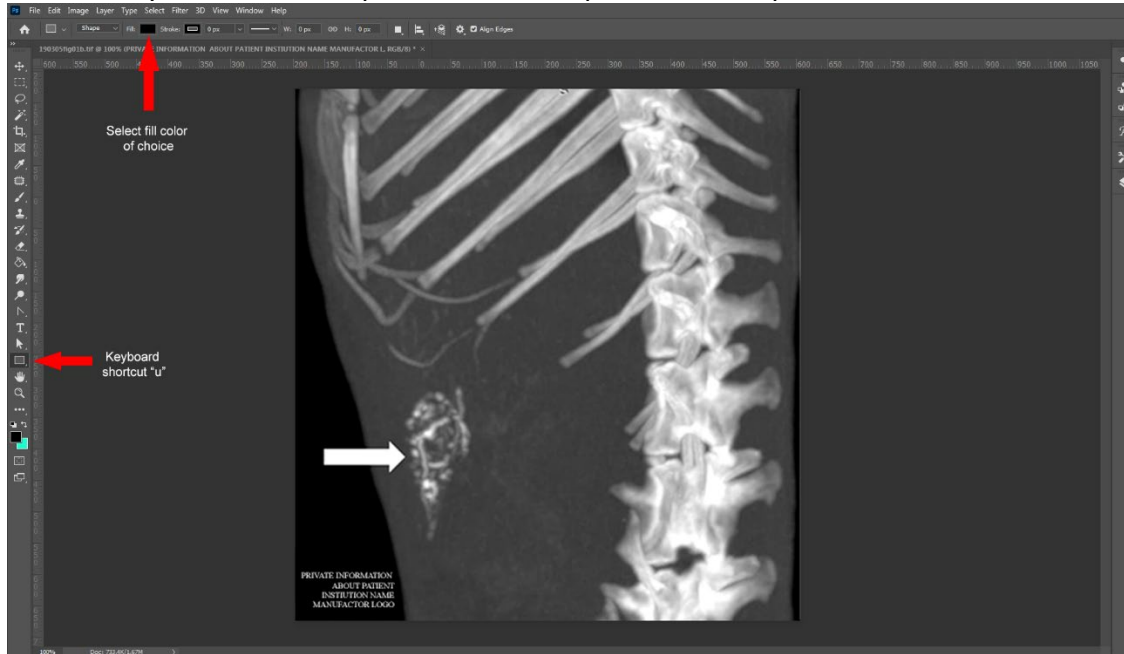


The final file should look like this:

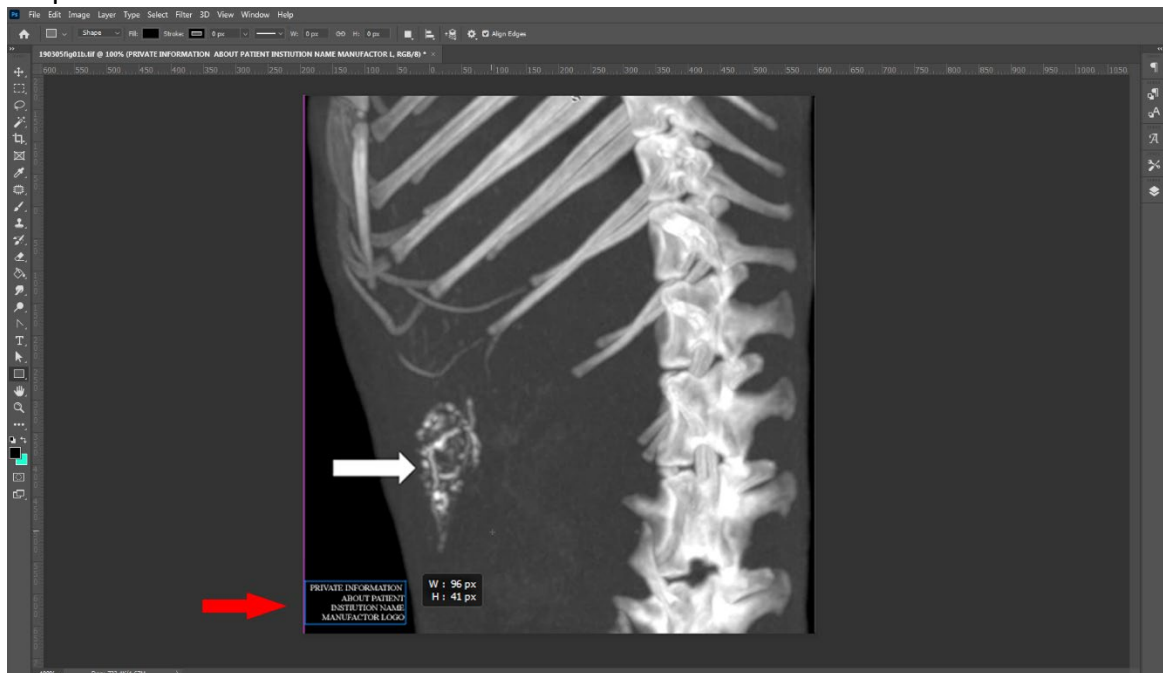


## Using Photoshop to “black out” an area of an image

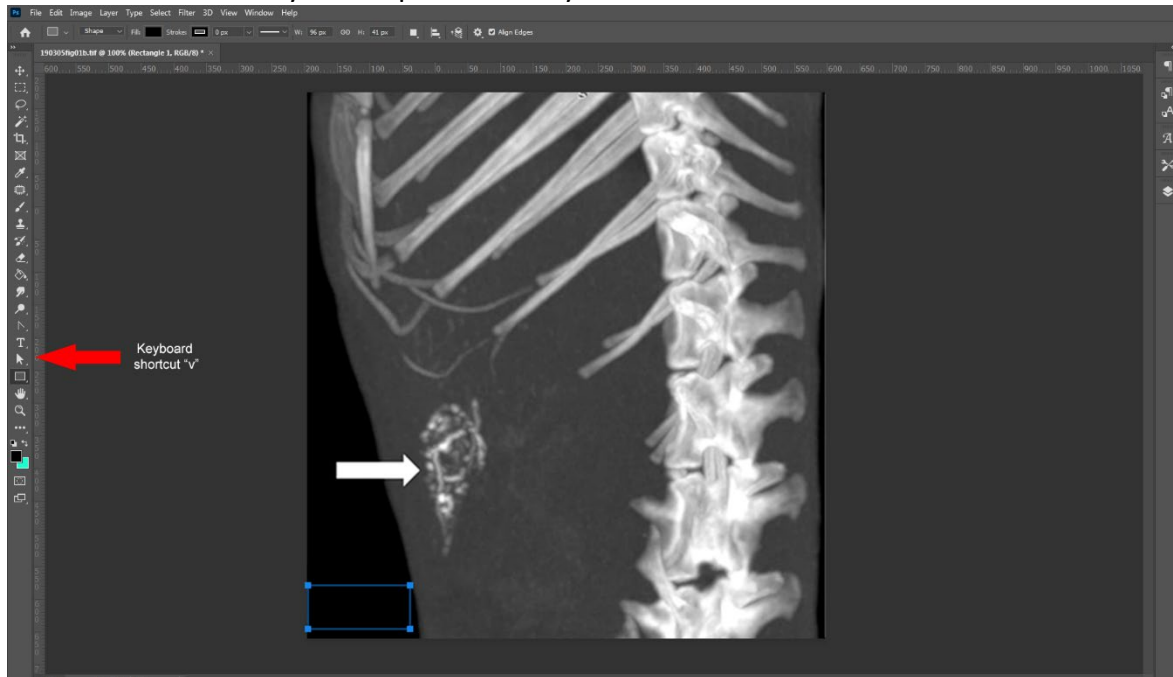
In the toolbar on the left side of the screen, select the rectangle tool (keyboard shortcut “u”) and select your desired shape color in the top toolbar Fill option menu.



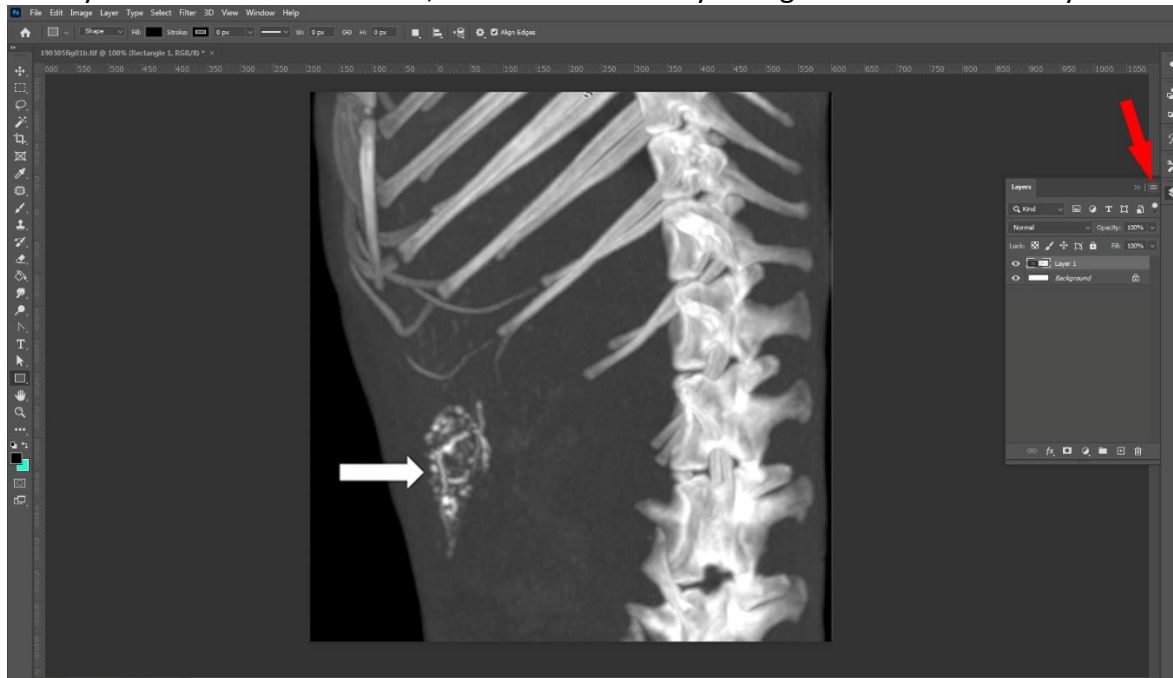
Place your cursor in the area you wish to cover and click and drag your mouse to create a shape.



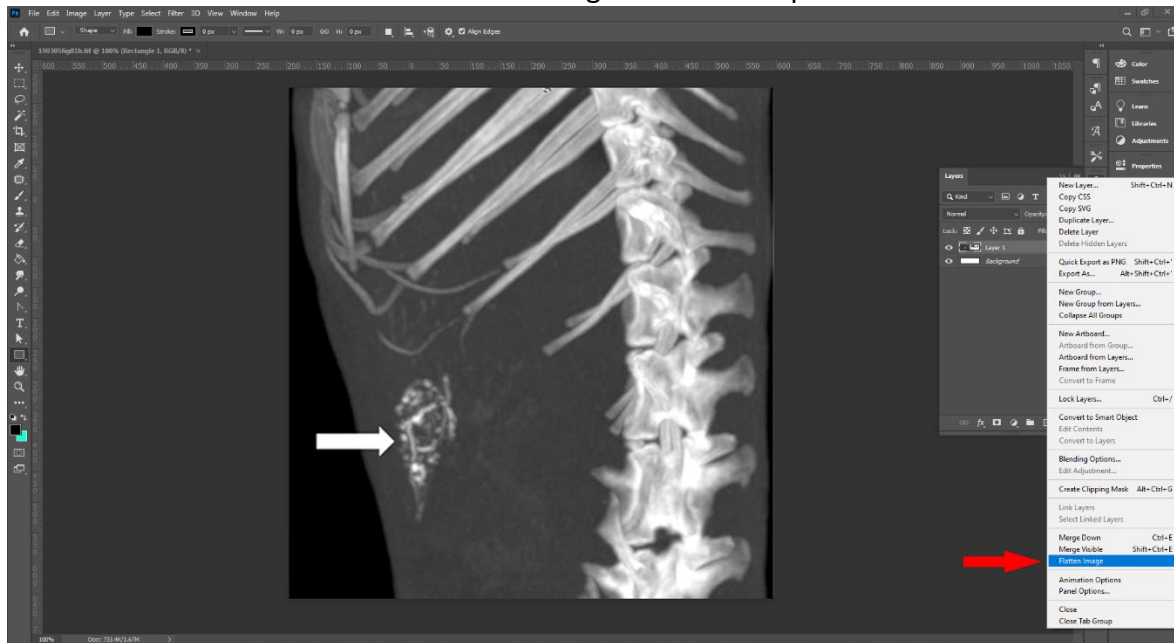
If you need to position your shape over the area use the direct selection tool or keyboard shortcut “v” to move your shape to where you want it.



Once you have covered the area, find the toolbar on your right and click on the layer tab.



Click on the menu bar and select Flatten Image from the dropdown menu.



The final file should look like this:

