

Power Point Slide Tips for Web Conferencing

One of the most common questions asked about using PowerPoint slides in Web conferences is *"Why does it take my slides so long to load?"*

The brief simple answer is that the slide is a large file which takes a long time to receive on a dial-up (approximately one second for every 3KB). The cause of the large file size is generally either from the use of complex backgrounds for slides, or the use of large picture images in slides. When people create PowerPoint presentations, the focus is often on how nice the slides look, as much as what they are communicating. For example, the background images that come with PowerPoint may be used to add some color or interest. However, these backgrounds are actually very large files, many greater than 1MB in size. Also, you may have inserted a large bitmap image such as a picture into one or more of your slides.

Using gradient backgrounds or plain color backgrounds for your slides will solve the first problem as these types of backgrounds require only a few bytes.

Using images saved in a format that conserves file size may solve the second problem. If large images are imported into a slide and scaled to a smaller size, the file size is not reduced to match the visual size of the image. You need to copy the re-sized image to your clipboard, paste it into a paint program such as Microsoft Paint, save it, and then insert the newly saved file into the slide. This process reduces the file size of the slide, yet nothing is lost visually.

You can also conserve file size by using **more efficient image formats such as .gif and .jpg** formats instead of the rather inefficient .bmp format. However, some images may not show as well in these formats due to loss of color information or blurring.

You can see how big your slides are by moving your mouse over the navigation buttons when using the Isoph Web Conference PowerPoint utility. When your mouse is placed over the right arrow (Next Slide) button, a tool-tip appears detailing the slide's uncompressed file size. **Try to create slides that are 50kB or less.**