

PRESENTATION UPLOAD INSTRUCTIONS

Following are the instructions for uploading your presentation to a file transfer site in case it is too large to email.

Instructions for uploading Presentations:

- Go to: http://www.tech-4-you.com/secureloads_file/
- Click **Login** on the top right corner
- Type in User Name: **escspeaker**
- Type in Password: **123456**
- Click: **Login**
- Click on: **TMAF** then **201** then =
- Click on the **Upload** link then the **Browse** button
- Find your file on your hard drive and click it then click on **Open**
- Click the **Upload** button
- Make sure you name the file with your company name. If you are submitting a revised presentation make sure you put version number in the title.

PRESENTATION TIPS

Here are some tips and tricks to prune down your Microsoft Office® PowerPoint files ...

Keep file size down from the start:

1. **Turn off PowerPoint's fast saves** to strip excess data from your presentation files each time you save. Go to **Tools**, click **Options**, click the **Save** tab, and then clear the **Allow fast saves** check box. Then save your presentation again under a new name.
2. **Cut down on embedded fonts and pictures.** Check the font file size first – some newer ones are huge – and embed only the fonts you need. Likewise, don't copy and paste or drag images from other programs into your presentation. Doing so creates an image linked to an embedded object which can't be compressed. Instead click **Insert** then **Picture**, and then click **From File**. Or, to shrink such embedded objects: right-click on the image, select **Grouping** and click **Ungroup**. Immediately right-click the image again, point to **Grouping** and then click **Regroup**.
3. **Keep your PowerPoint images smaller** than 1024 × 768 pixels. To compress larger images in PowerPoint 2002 and later, right-click the picture and select **Format Picture**. Click the **Picture** tab then **Compress, Apply to**, then choose either **Selected pictures** or **All pictures in document**. Under **Change resolution** click **Web/Screen** or **Print** depending on how your presentation will be used. Finally, under **Options** select both the **Compress pictures** and **Delete cropped areas of pictures** check boxes.

Share without maxing out 'reviewers' inboxes prior to submission:

1. **When using PowerPoint 'Review' feature** – in PowerPoint 2002 under **File, Send To, Mail Recipient (for Review)** – review and merge changes often to keep file size down. If you're the sender, open the presentation and click **Yes** to merge changes. Apply what you want to retain, then click **End Review** on the **Reviewing** toolbar and save the presentation.
2. **Compress your files** to eliminate redundant data. Personal computers with Windows® XP and Windows Vista® Business have built-in compression abilities. Simply right-click on the file or folder you want to compress, choose **Send To** from the drop-down menu, then **Compressed (zipped) Folder**.