

## Compressing Documents: A Guide to Saving Space in Your Portfolio

Students are currently allotted 200 MB of storage space for uploading files into Tk20 (see “Creating Artifacts” tutorial). For most students, this will be plenty of space to store the files you wish to include in your portfolio. However, files such as images, videos, and PowerPoint presentations can quickly diminish the 200 MB storage limit. For this reason, you will want to follow these instructions for some simple tips on how to compress large files and save space in your Tk20 presentation portfolio. Instructions apply to both PC and Mac computers.

### 1) Compressing PowerPoint Presentations

For instructions on how to compress files created in **Microsoft PowerPoint 2010**:

<http://office.microsoft.com/en-us/powerpoint-help/compress-your-media-files-HA010382163.aspx>

For instructions on how to compress files created in **PowerPoint 2011 for Mac**:

<http://mac2.microsoft.com/help/office/14/en-us/powerpoint/item/9af0fa1b-3333-48c3-995f-2b13a809a393>

For instructions on how to compress files created in **Keynote**:

<http://support.apple.com/kb/PH6095>

### 2) Compressing Images

For instructions on how to compress images using **Microsoft Office Picture Manager**:

<http://office.microsoft.com/en-us/help/compress-a-picture-HP001018672.aspx>

For instructions on how to compress images using **Preview 5.x (for Mac)**:

<http://support.apple.com/kb/PH5936>

### 3) Compressing Videos

The recommended method for including video in your portfolio without diminishing storage space is achieved by embedding the video. Please see “Embedding Images and Video” tutorial:

<http://coe.unm.edu/uploads/docs/coe-main/tk20/PORT-Embedding-Images-and-Video.pdf>