

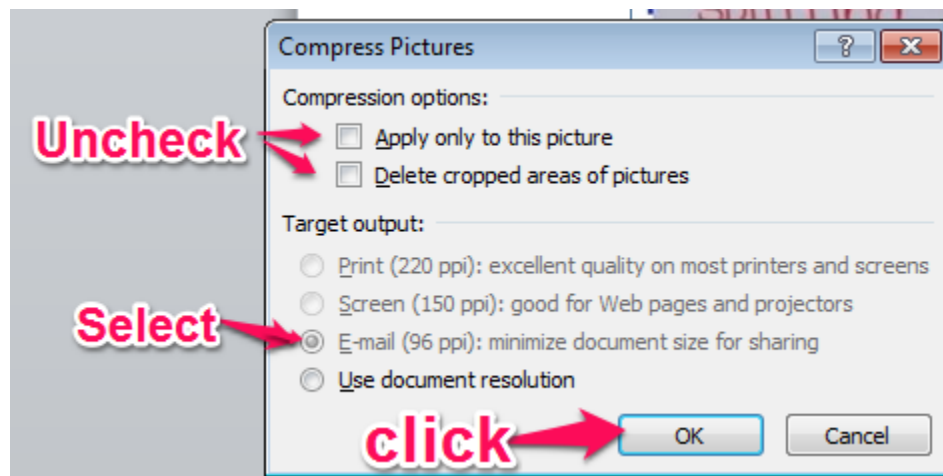
How to Reduce the Size of a PowerPoint File

PowerPoint files are usually very large when they contain pictures or graphics. When emailed they can clog up many folk's mailboxes or can take too long to open in websites. It is relatively easy to make the file size smaller without compromising the quality.

Click the picture or pictures that you want to compress. Under **Picture Tools**, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**. If you do not see the **Picture Tools** and **Format** tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the **Format** tab.



Since you want to make the entire PowerPoint smaller, uncheck both compression options, then select the **E-Mail** option below (Screen option if you want posted to a website), then click **OK**



Compression changes are made when you close this dialog box and the changes can be seen in your document immediately. If the results are unsatisfactory, you can undo the changes.