How to Reduce the Size of a PowerPoint File

PowerPoint file they are usually very large files when the 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, the select the E-Mail option below (Screen option if you want posted to a website), then click OK

| | Compress Pictures |
|---------|---|
| | Compression options: |
| Uncheck | < 🔲 Apply only to this picture |
| | Delete cropped areas of pictures |
| | Target output: |
| | Print (220 ppi): excellent quality on most printers and screens |
| Select | Screen (150 ppi): good for Web pages and projectors |
| Ocicci | E-mail (96 ppi): minimize document size for sharing |
| | Use document resolution |
| | CICK OK Cancel |
| | |

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.