

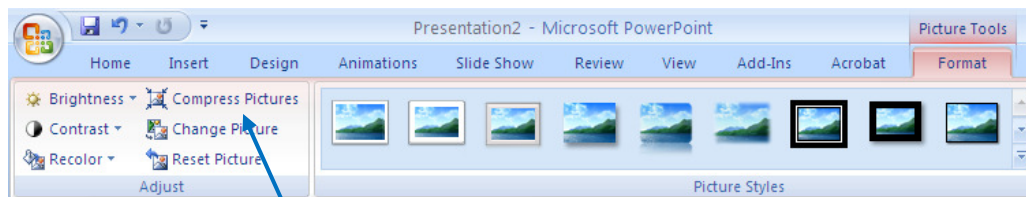
Steps to Compressing PowerPoint Files

NOTE

If you plan on using your PowerPoint for anything other than the web, it's a good idea to save another copy of your presentation before continuing. Some of the following steps make irreversible changes to your presentation. You'll want a backup copy of your slide show.

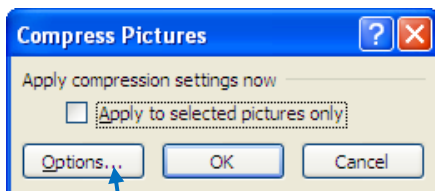
Reduce Image Size

Select any picture on any slide and make sure that the "Format" tab for Picture Tools is selected at the top of the screen. In the "Format" tab, click on "Compress Pictures" near the top left.



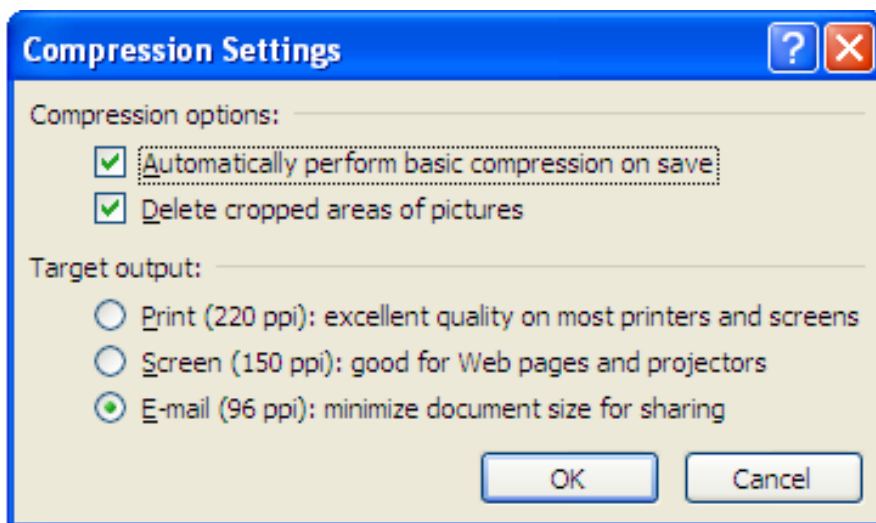
1. Click Compress Pictures

The box below will appear; click Options.



2. Click Options

3. Change the Compression Settings to match the image to the right.



Click OK in the Compression Settings box and then in the Compress Pictures box to apply changes.