

Steps to Compressing Power Point Files

Step 1. Turn off fast saves

On the **Tools** menu along the top of the screen, click **Options**.

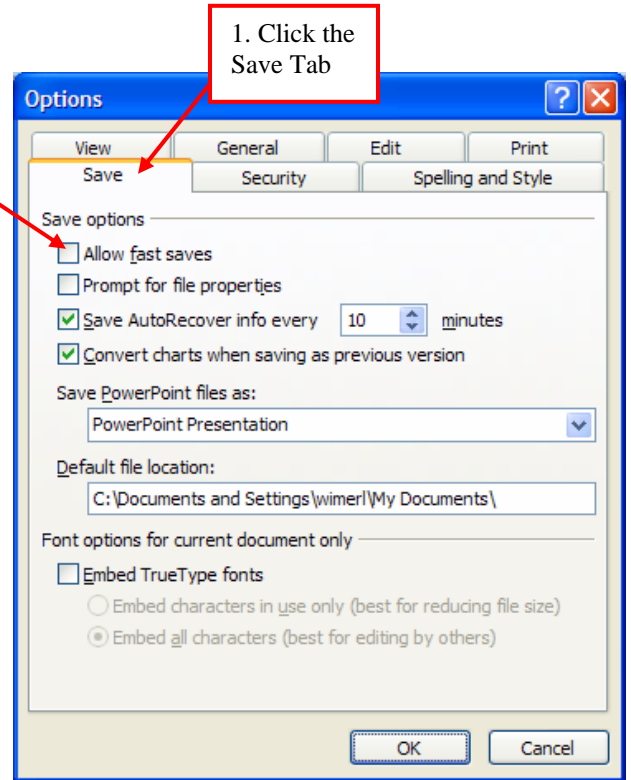
Doing this forces PowerPoint to remove excess data from your presentation file each time you save.

NOTE

After you've turned off fast saves, save your presentation again under a new name. On the **File** menu, click **Save As**, type a name for the new version of your presentation in the **File** namebox, and then click **OK**.

Before proceeding to the next step, if you plan on using your power point 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.

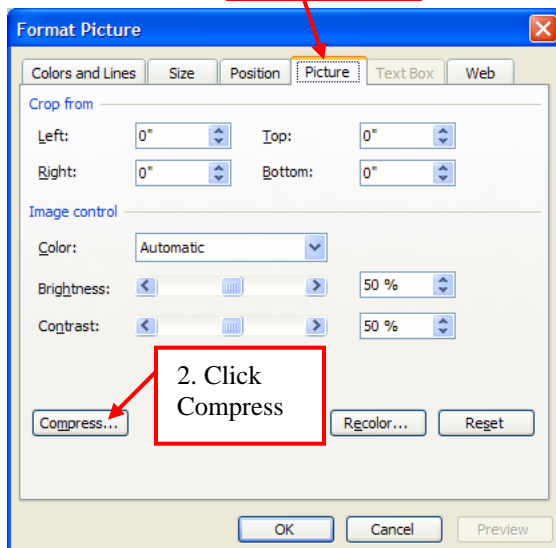
2. Click the box in front of **Allow fast saves** to *Uncheck* the box, then click **OK**



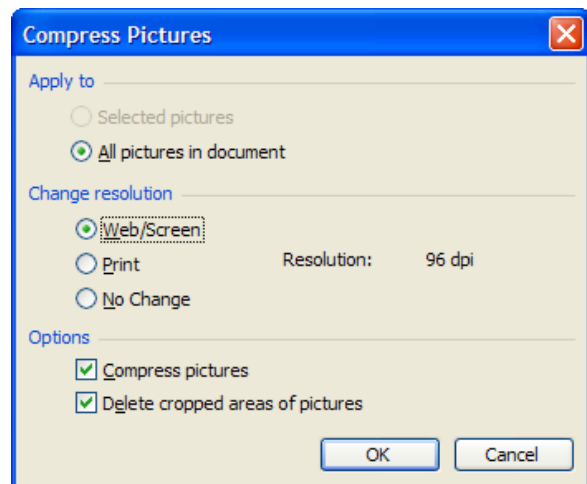
Step 2. Reduce Image Size

Right-click any picture on any slide, and then click **Format Picture** on the shortcut menu.

1. Choose the picture tab



3. Once you have clicked **Compress**, change your **Compress Picture** options to match the image below.



4. If the pop-up box to the right appears, click **Apply**.

