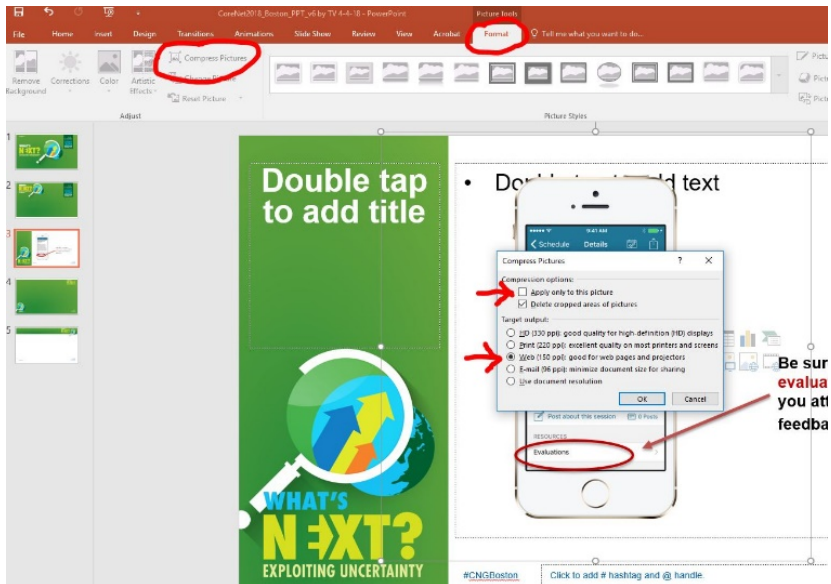


How do I reduce the size of a PowerPoint file in Windows?

1. Double-click an image. Doing so will open the Format tab at the top of the PowerPoint window. ...
2. Click Compress Pictures. This option is just below the Transitions tab ...
3. Uncheck the "Apply only to this picture" box. ...
4. Click the Web/Projector (150 ppi) option. ...
5. Click OK and Save as a new reduced file for upload.



In PowerPoint 2016 for Mac do the following:

1. Click on an image - any image will do.
2. Select "Picture Format"
3. Select "Compress Pictures"
4. Select the picture quality from the dropdown. (150 ppi)
5. Ensure "Delete cropped areas of pictures" is selected.
6. Apply to: All pictures on this file.
6. Click OK and Save as a new reduced file for upload.

