How To Reduce PowerPoint File Size

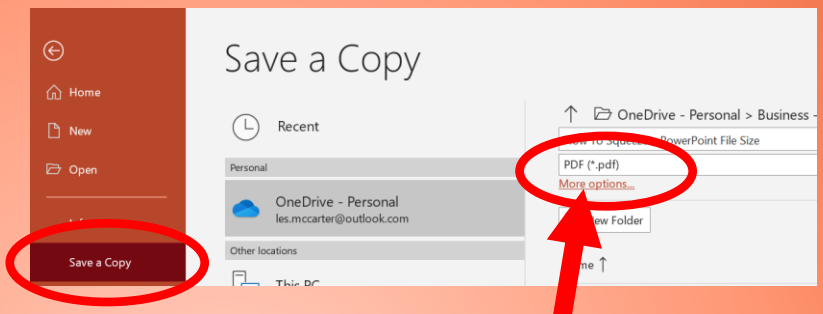
For Office 365 on Windows PC

#1 Store in the Cloud and send a Link

(Does not "shrink" the file, but makes it easily emailed)

#2 Save as a PDF

1. Go to File menu
2. SAVE A COPY
3. Change file type to PDF
4. Save

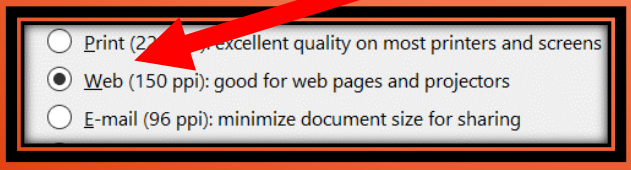


#3 Save as a PDF, but with MORE OPTIONS & select "Minimum Size"



#4 Reduce Image Resolution

1. Select any photo image
2. Go to Menu: PICTURE FORMAT
3. Click COMPRESS PICTURE
4. Select: Delete Cropped Areas
5. Make sure it is APPLY ONLY TO THIS PICTURE is OFF!
6. Choose Quality Size (recommend "WEB 150 PPI")



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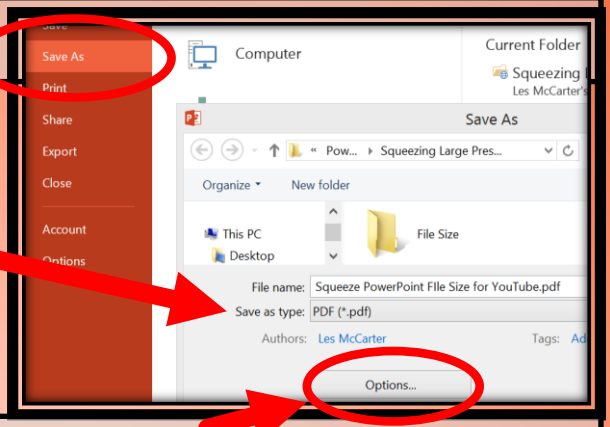
For PowerPoint 2013 on a Windows PC

#1 Store in the Cloud and send a Link

(Does not "shrink" the file, but makes it easily emailed)

#2 Save as a PDF

1. Go to File menu
2. SAVE AS
3. Change file type to PDF
4. Save

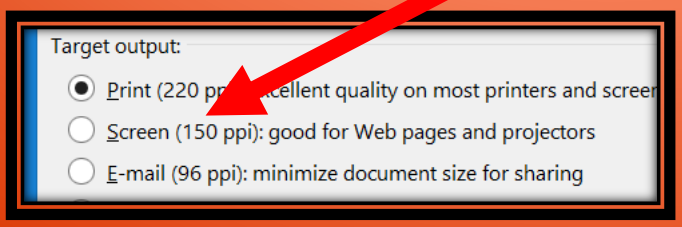


#3 Save as a PDF, but with MORE OPTIONS & select "Minimum Size"



#4 Reduce Image Resolution

1. Select any photo image
2. Go to Menu: PICTURE FORMAT
3. Click COMPRESS PICTURE
4. Select: Delete Cropped Areas
5. Make sure it is APPLY ONLY TO THIS PICTURE is OFF!
6. Choose Quality Size (recommend "SCREEN 150 PPI")



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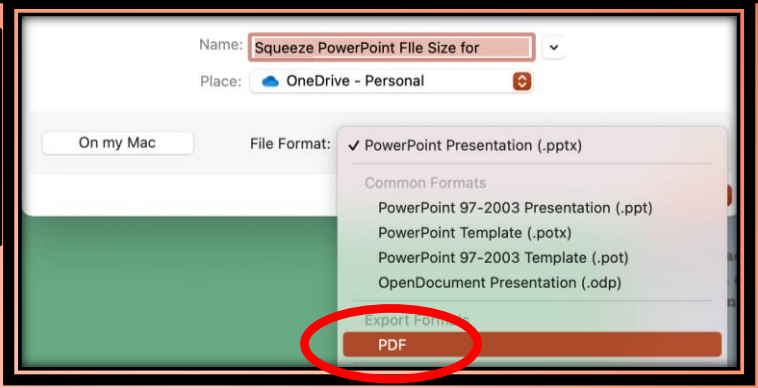
For Office 365 on an Apple Mac

#1 Store in the Cloud and send a Link

(Does not "shrink" the file, but makes it easily emailed)

#2 Save as a PDF

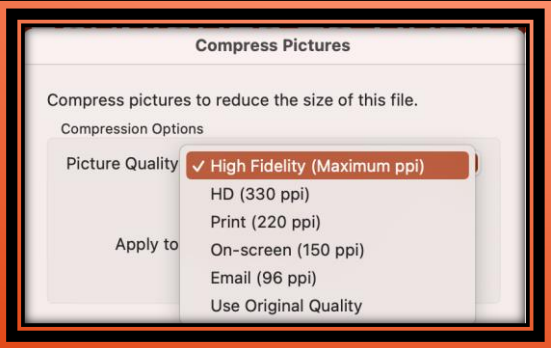
1. Go to File on Mac OS
2. SAVE A COPY
3. Change FILE FORMAT to PDF
4. Save



NOTE: Mac Office 365 does NOT have options for different PDF quality sizes.

#3 Reduce Image Resolution

1. Select any photo image
2. Go to Menu: PICTURE FORMAT
3. Click COMPRESS PICTURE
4. Select: Delete Cropped Areas
5. Select ALL PICTURES IN THIS FILE
6. Choose Quality Size (recommend "On-Screen 150 PPI")



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