

# Shrink PowerPoint Files

## Problem

Pictures added to PowerPoint are added in a non-optimized form. Consequently, large images added to PowerPoint result in a large file size.

## Solution

In Microsoft Office XP/2002/2003, use the “compress pictures” feature. Mac Office does **NOT** have this feature (grmph).

Open PowerPoint, go to View (menu) > Toolbars (submenu) > Picture (menu item). On the resultant toolbar, click the picture icon with four arrows pointing inward. In the “compress pictures” windows set as needed.

- NOTE <<\*

Users have been known to keep ***original*** images in PowerPoint for later extraction and insertion into Word for publication documents. Thus, encourage and inform users to plan accordingly in advance.

## More / Related Info:

[How to Optimize, Shrink, or Compress Powerpoint Presentations](#)

[Reduce the Size of PowerPoint Files](#)

[PowerPoint 2002 Tips and Tricks](#)

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Revision #1

Created Thu, Nov 9, 2006 1:52 PM by Postovoit, Philip

Updated Thu, Nov 9, 2006 1:52 PM by Postovoit, Philip