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.

- N O T E <<*
  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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