

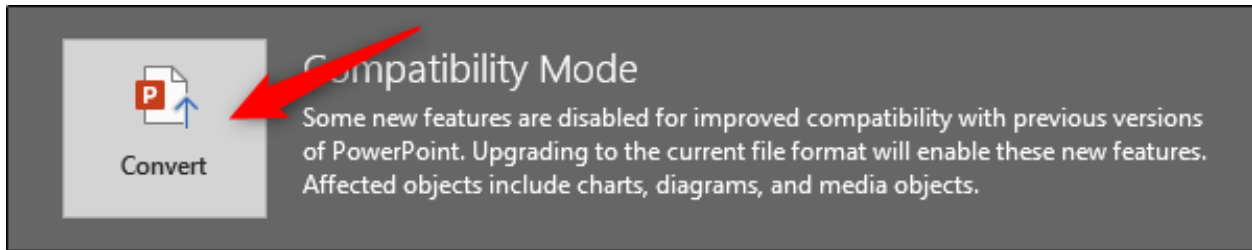


HOW TO REDUCE PPT FILE SIZE

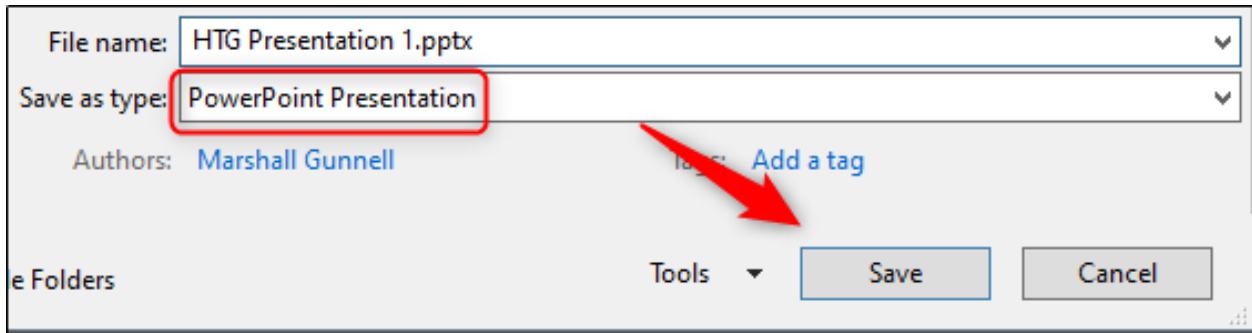
OPTION 1: CONVERT YOUR PRESENTATION TO THE PPTX FORMAT

Convert your PPT to PPTX will compresses all of the content within the presentation and you'll notice a decrease in the file size.

To convert the file, open PPT file (if not already open), click the "File" tab, and then click "convert."



Windows File Explorer will appear. You'll notice the Save As type is set as "PowerPoint Presentation." This is the PPTX file type. Click "Save."



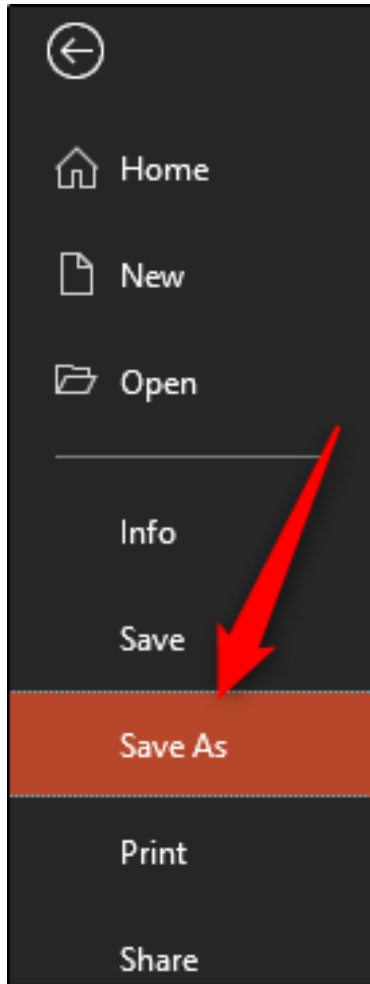
Your PPT file will now be converted to a PPTX file. As you can see, the size of the file has been reduced.

| | | | |
|--------------------|-------------------|---------------------|----------|
| HTG Presentation 2 | 6/11/2019 3:06 PM | Microsoft PowerP... | 3,000 KB |
| HTG Presentation 3 | 6/11/2019 3:14 PM | Microsoft PowerP... | 2,665 KB |

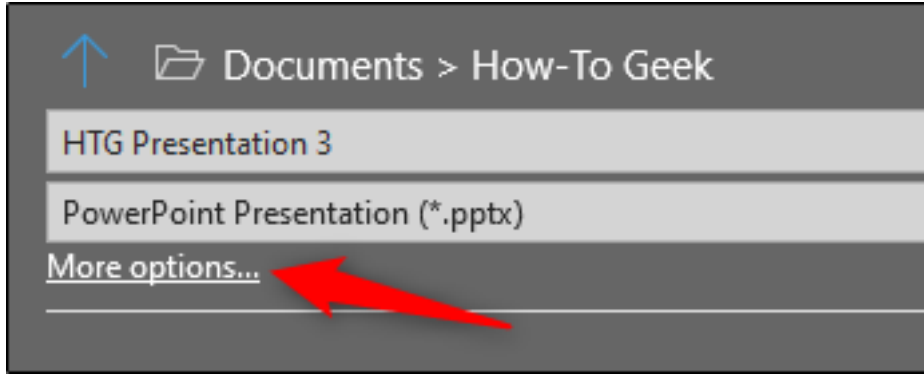


OPTION 2: COMPRESS ALL OF THE IMAGES IN YOUR PRESENTATION

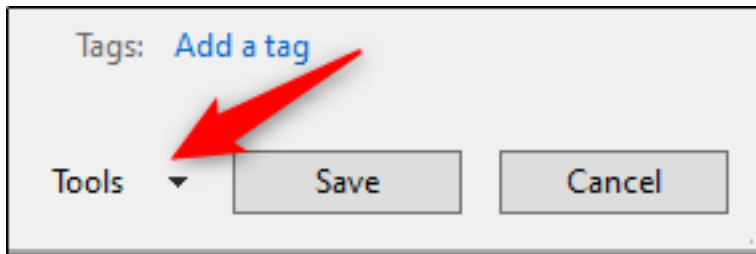
Open your presentation, head over to the “File” tab, and then select “Save As” in the left-hand pane.



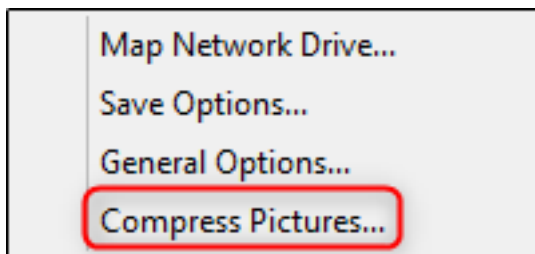
Next, select “More Options,” which you’ll find under the area where you would name your file and choose the file type.



The “Save As” window will appear—this time with a few extra options available to you. Next to the “Save” button, click “Tools.”



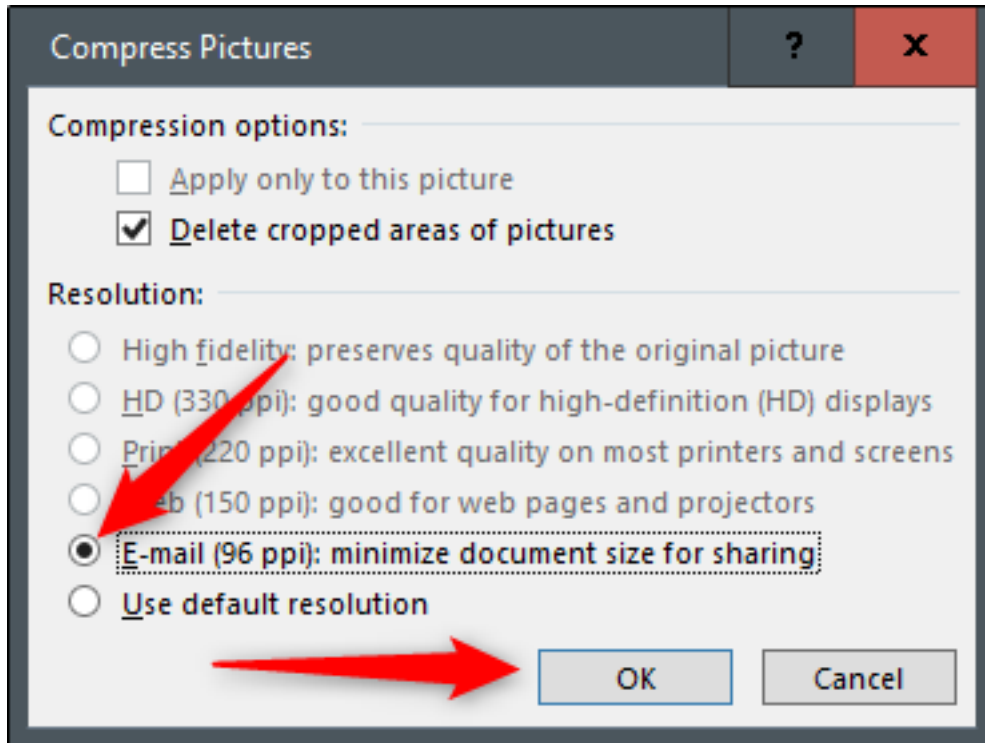
In the drop-down menu that appears, select “Compress Pictures.”



The “Compress Pictures” window will appear. Here, you can choose the resolution type of the images (based on PPI) in the presentation. You’ll also notice that you’re not able to select the “Apply only to this picture” option in the “Compression Options” group. That’s because, due to the way we accessed this tool, this option isn’t available.

Note: If you do want to compress a single picture, select it and then head to Picture Tools Format > Compress Pictures.

Once you’re happy with your selection, click “OK.”



Be sure to save your presentation afterward.