## Reducing file size in PowerPoint

If your work has a lot of uncompressed (large) images, they can greatly increase your file's size.

Reducing your file's size is important when transferring your files to Blackboard or through the Turnitin system. For example, Turnitin has a maximum file size limit of 20mb.

The simplest way to reduce your file's size in PowerPoint is to use the **'Compress Pictures'** option.

Open your PowerPoint file.

Highlight an image within your presentation.



Select 'Format' tab from the ribbon bar.

Click the 'Compress Pictures' option.



Click 'Options...'



Change the target output settings to 'Email (96 ppi)'.

## Click 'OK'.

Compression Settings	8 X
Compression options:	
Automatically perform basic compression on s	ave
Delete cropped areas of pictures	
Target output:	
Print (220 ppi): excellent quality on most print	ers and screens
Screen (150 ppi): good for Web pages and pr	ojectors
E-mail (96 ppi): minimize document size for shared and the state of	aring )
, ок	Cancel

## Click 'OK'



Finally please re-save the file either with the same name (which will overwrite the original) or with a new name that indicates the now reduced file size.

Here is an example of the same file, one is the original file (1,131 KB) and the other is the compressed version (210KB).

Name	Date modified	Туре	Size
🌗 My Received Files	25/03/2010 09:09	File Folder	
TEST Presentation compress	31/12/2013 15:35	Microsoft Office P	210 KB
TEST Presentation 1	31/12/2013 15:29	Microsoft Office P	1,131 KB

Note: the compressed file is <u>5 times</u> smaller than original uncompressed file.