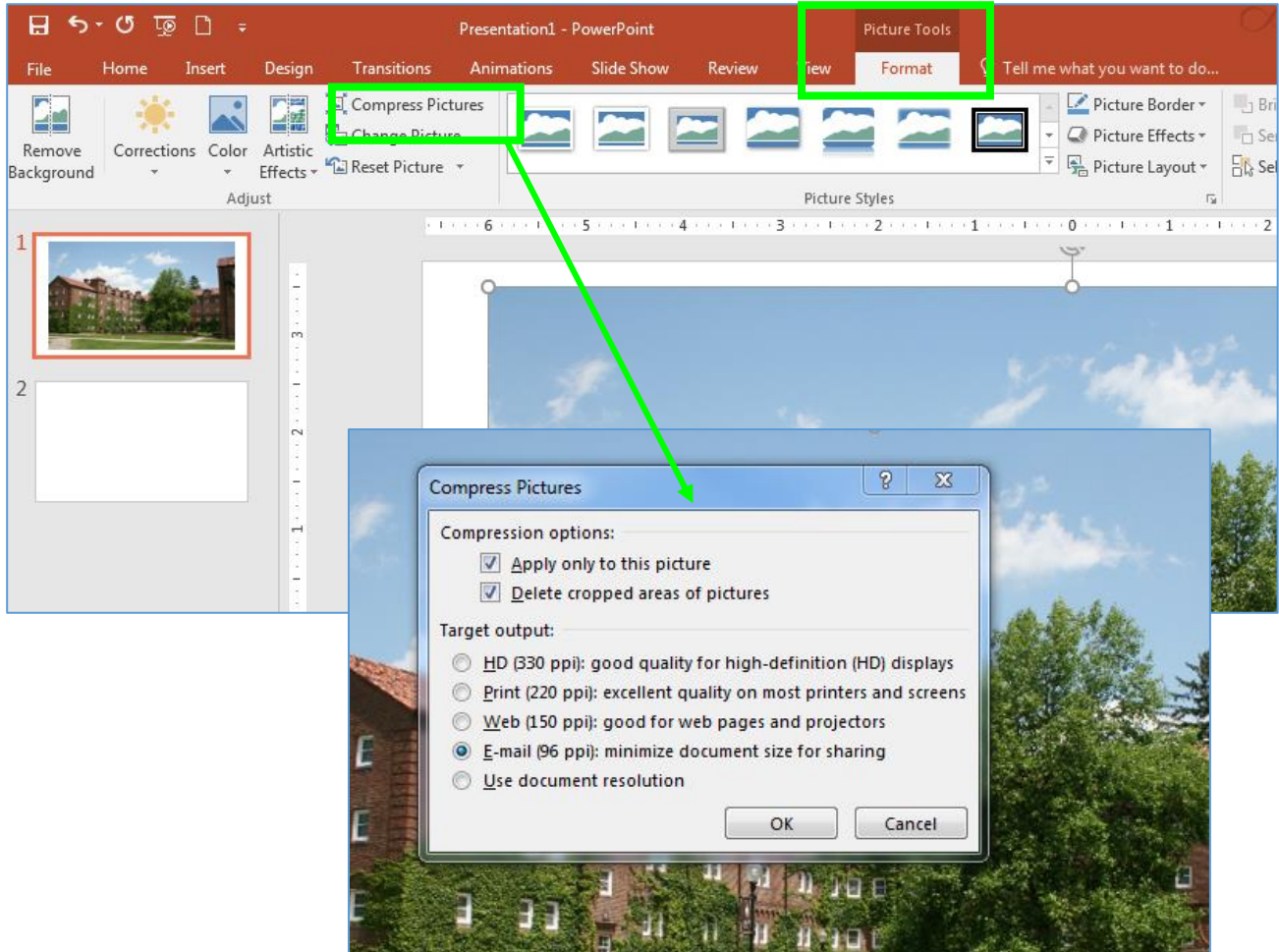



How to reduce the file size of a PowerPoint with Images and/or Audio

To reduce the size of your images:

1. Select your image
2. Click on the Picture Tools Tab
3. Click on Compress Picture
4. Select the Web or email resolution and click OK
5. Repeat with other pictures in your PowerPoint
6. Save your PowerPoint



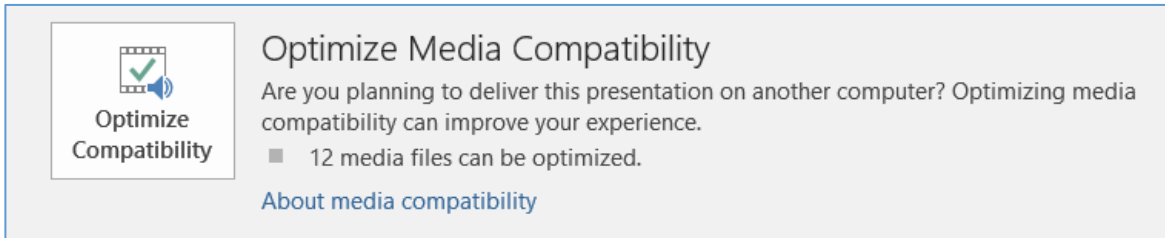
7. Open the folder you saved the PowerPoint in and view in the Details view to see the file size or right click on the file and go to properties to see the file size. Notice the difference in the file size of the PowerPoints before I compressed it (Example 1) and after (Example 2).

| | | |
|--|----------|-----------|
|  Example 1.pptx | 8,695 KB | Microsoft |
|  Example_2.pptx | 1,770 KB | Microsoft |

Click on File and on the info page

To avoid audio or video playback issues in PowerPoint, you can optimize media files you've inserted into your presentation for compatibility on other devices.

If the media in your presentation was inserted in a format that might have compatibility issues when played on another device, the Optimize Compatibility option will appear. If it doesn't appear, you don't have compatibility issues and are ready to share.



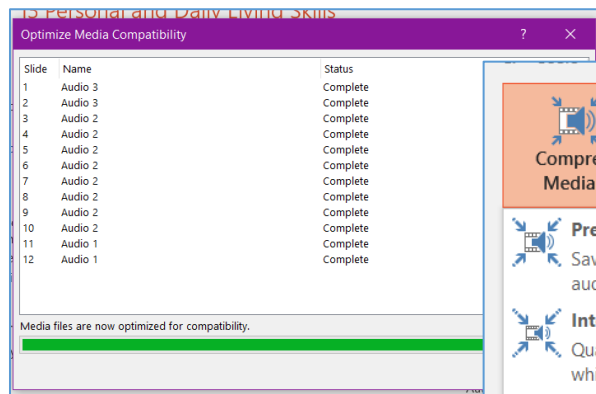
Optimize Media Compatibility
Are you planning to deliver this presentation on another computer? Optimizing media compatibility can improve your experience.
■ 12 media files can be optimized.
[About media compatibility](#)

Click on **Optimize Compatibility***. PowerPoint will improve any media that requires optimization.

Click on the close button

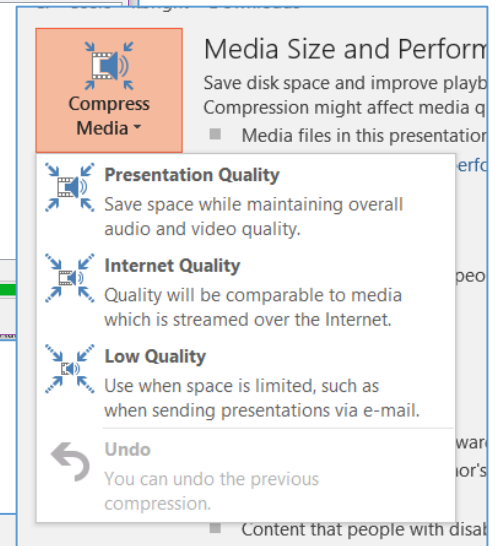
Next click on **Compress Media**
Select **Internet Quality**

Your Powerpoint may or may not compress further



| Slide | Name | Status |
|-------|---------|----------|
| 1 | Audio 3 | Complete |
| 2 | Audio 3 | Complete |
| 3 | Audio 2 | Complete |
| 4 | Audio 2 | Complete |
| 5 | Audio 2 | Complete |
| 6 | Audio 2 | Complete |
| 7 | Audio 2 | Complete |
| 8 | Audio 2 | Complete |
| 9 | Audio 2 | Complete |
| 10 | Audio 2 | Complete |
| 11 | Audio 1 | Complete |
| 12 | Audio 1 | Complete |

Media files are now optimized for compatibility.



Media Size and Performance
Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.
■ Media files in this presentation are 31 MB.

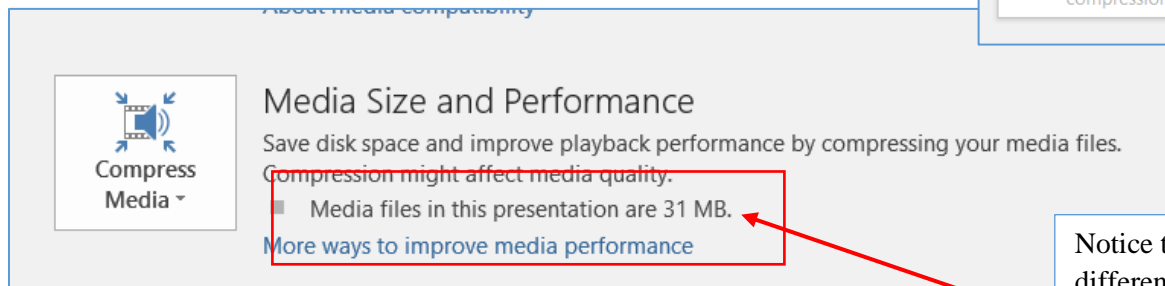
Compress Media

Presentation Quality
Save space while maintaining overall audio and video quality.

Internet Quality
Quality will be comparable to media which is streamed over the Internet.

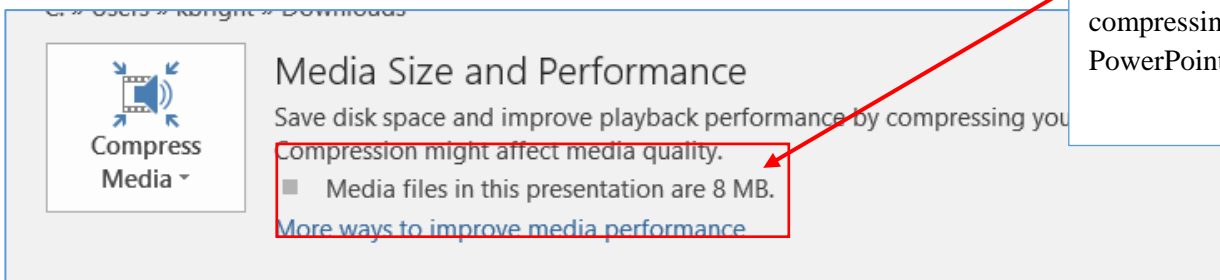
Low Quality
Use when space is limited, such as when sending presentations via e-mail.

Undo
You can undo the previous compression.



Media Size and Performance
Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.
■ Media files in this presentation are 31 MB.
[More ways to improve media performance](#)

Notice the size difference after optimizing and compressing the PowerPoint



Media Size and Performance
Save disk space and improve playback performance by compressing your media files. Compression might affect media quality.
■ Media files in this presentation are 8 MB.
[More ways to improve media performance](#)