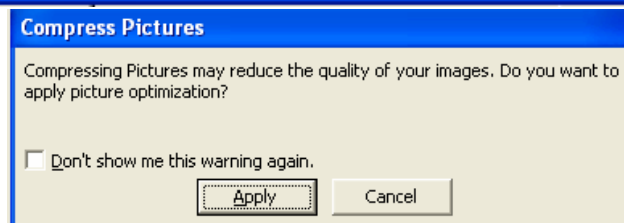
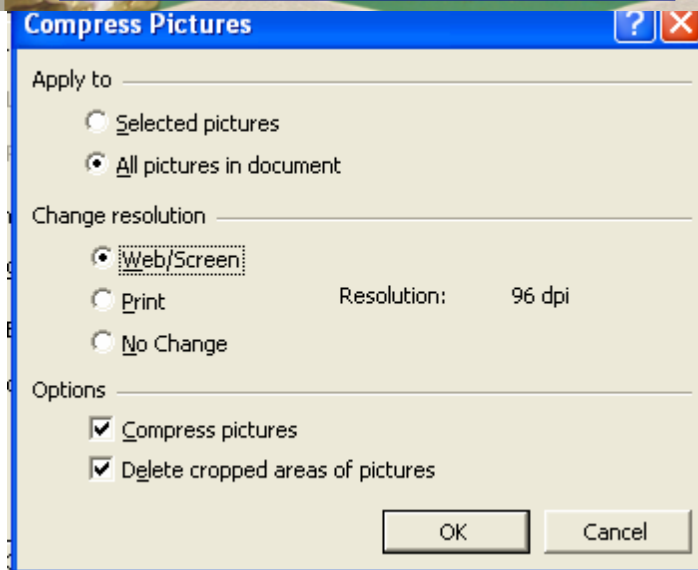
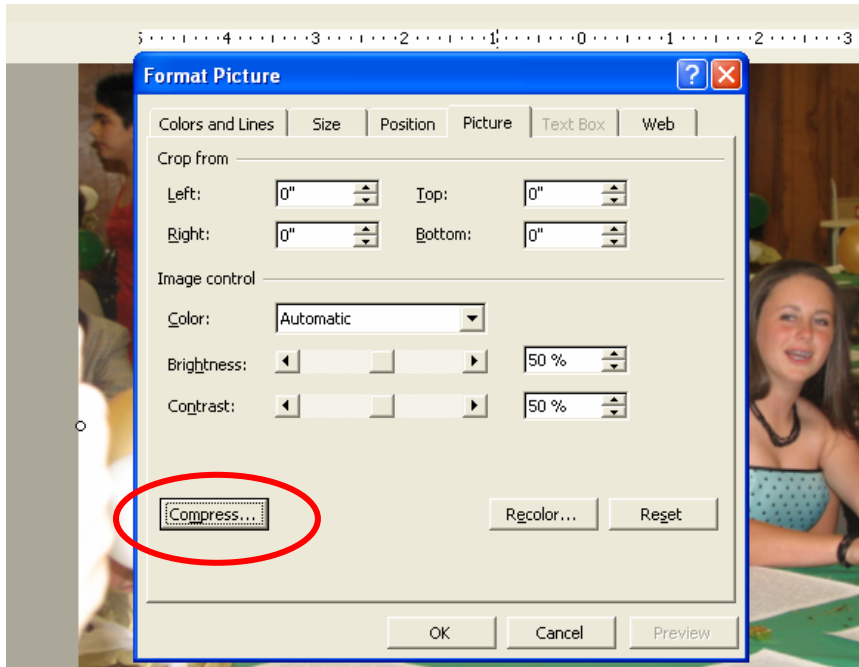


Compressing a PowerPoint Slideshow

- Open the PowerPoint slideshow.
- Right-click on the first picture in the slideshow. Choose **Format Picture**. Click the **Picture** tab and then click the **Compress** button.
- Under Apply to, compress ALL the pictures in the presentation by clicking **All pictures in document**.
- Under **Change resolution**, click **Web/Screen** since mine will be used for such.
- Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
- Click **OK**.
- If prompted, click **Apply** in the Compress Pictures dialog box. PowerPoint compresses the picture or pictures for you automatically. Click **OK**.
- Save presentation to new filename – Ex: Compressed Follies 2009.



Note: These instructions work for PowerPoint 2002, 2003, XP. Is available in Word 2007 – just different steps.