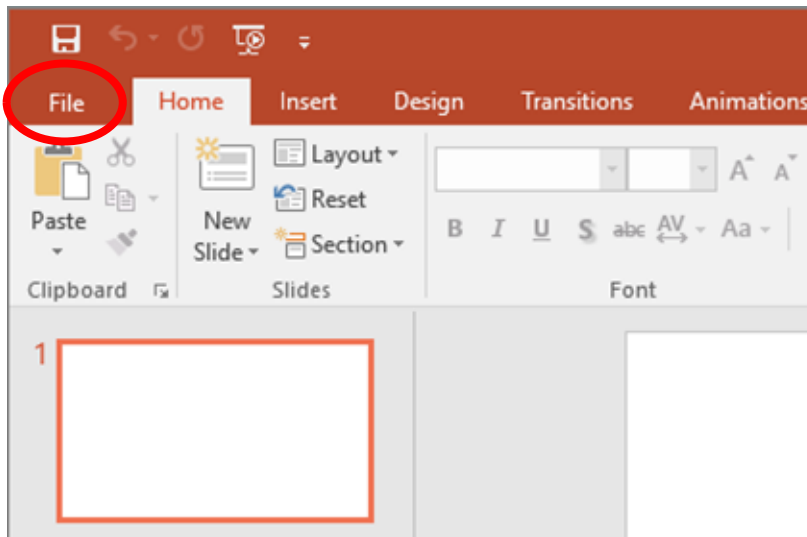


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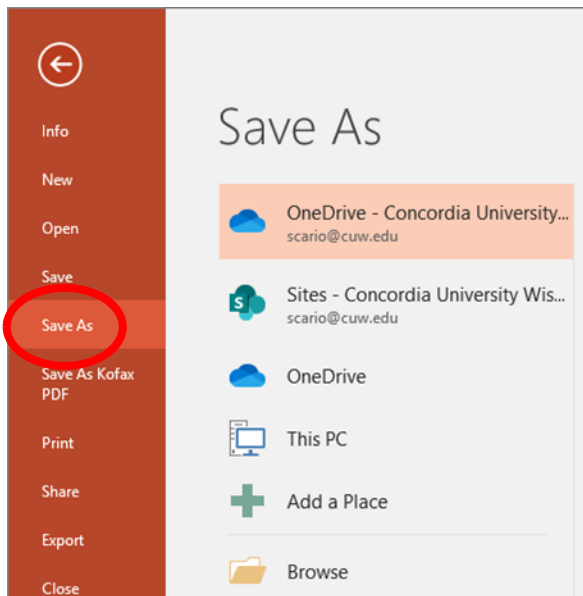
WISCONSIN & ANN ARBOR

Compress Images in PowerPoint (so it can be sent through Email)

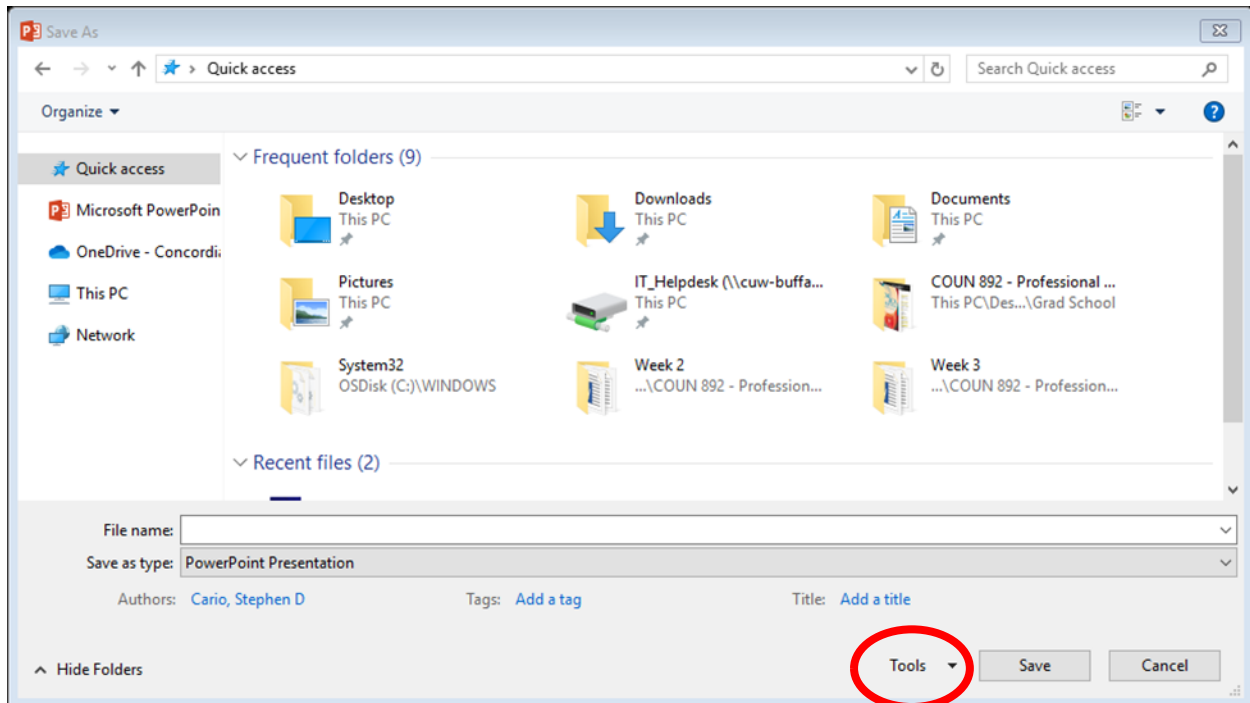
1. Select *File*.



2. Select *Save As*. Choose a location to save the file.



3. Enter the name you would like to call the file. Select *Tools*, and then in the drop-down menu select *Compress pictures*.



4. Check *Delete cropped areas of pictures*. Select *Email* as the target output. Click *Ok*. Save the file.

