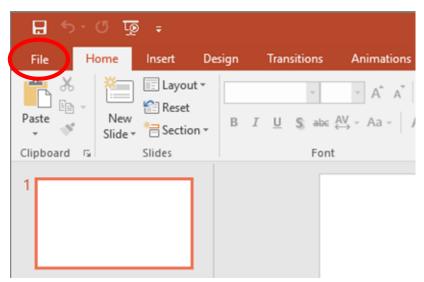
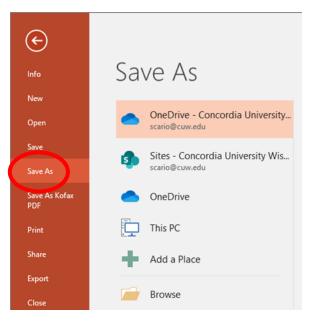
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Compress Images in PowerPoint (so it can be sent through Email)

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*.

Save As		8
← → * ↑ * >	→ Quick access → Quick access	Q
Organize 🔻		?
📌 Quick access	Frequent folders (9)	^
Microsoft Power		
This PC	Pictures This PC This PC This PC This PC This PC	
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	✓ Recent files (2)	~
File name:		~
Save as type: P	owerPoint Presentation	~
Authors: 0	Cario, Stephen D Tags: Add a tag Title: Add a title	
∧ Hide Folders	Tools Save Cancel	

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

Compress Pictures	? 🛛		
Compression options: Apply only to this picture			
Delete cropped areas of pictures			
Target output: <u>H</u> D (330 ppi): good quality for high-definition (HD) displays <u>P</u> rint (220 ppi): excellent quality on most printers and screens <u>W</u> eb (150 ppi): good for web pages and projectors <u>E</u> -mail (96 ppi): minimize document size for sharing			
O Use document resolution	Cancel		