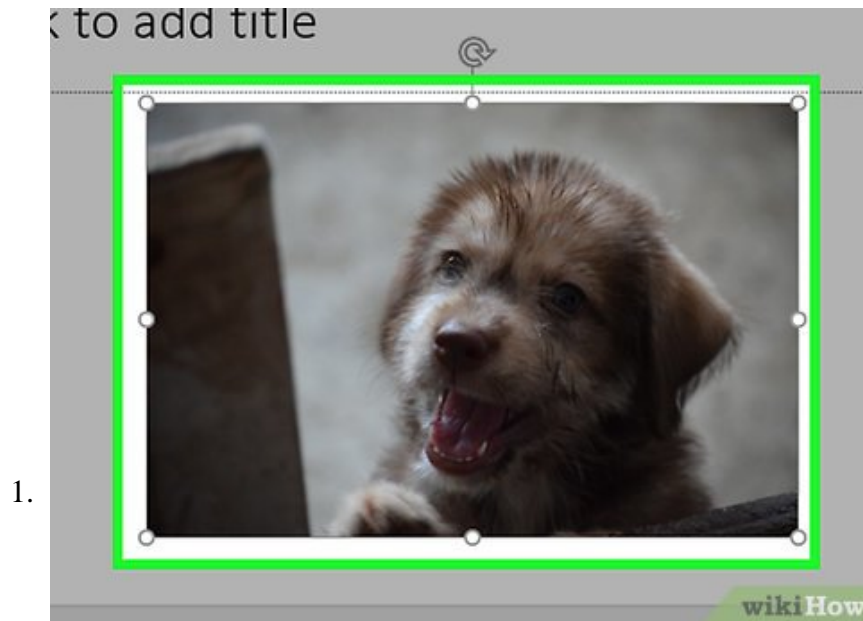


How to Reduce Powerpoint File Size

This wikiHow teaches you how to lower a PowerPoint presentation file's size by compressing its images on a Windows or Mac computer, or by clearing the editing data on a Windows computer. There is currently no option to delete the editing...

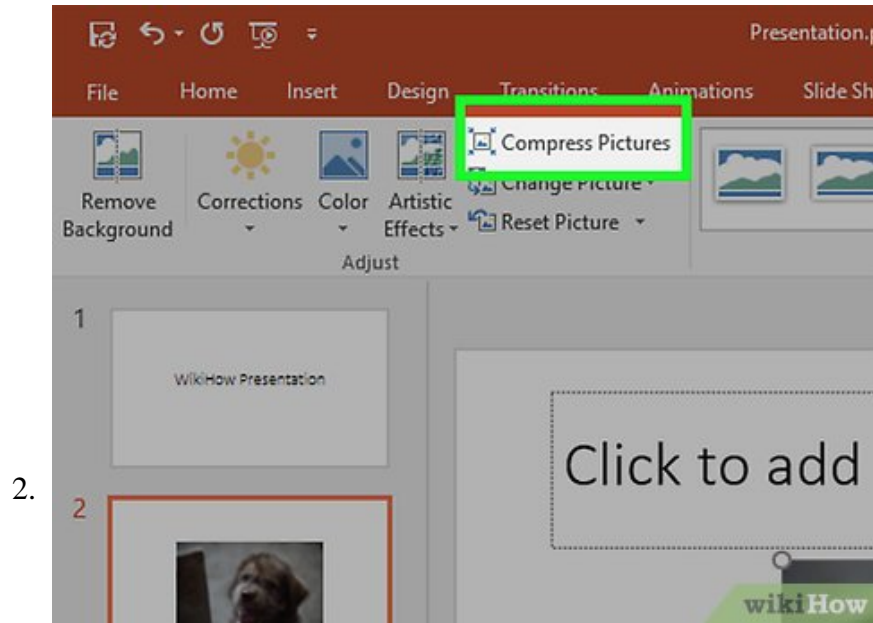
Method 1 of 3:

Compressing Images on Windows

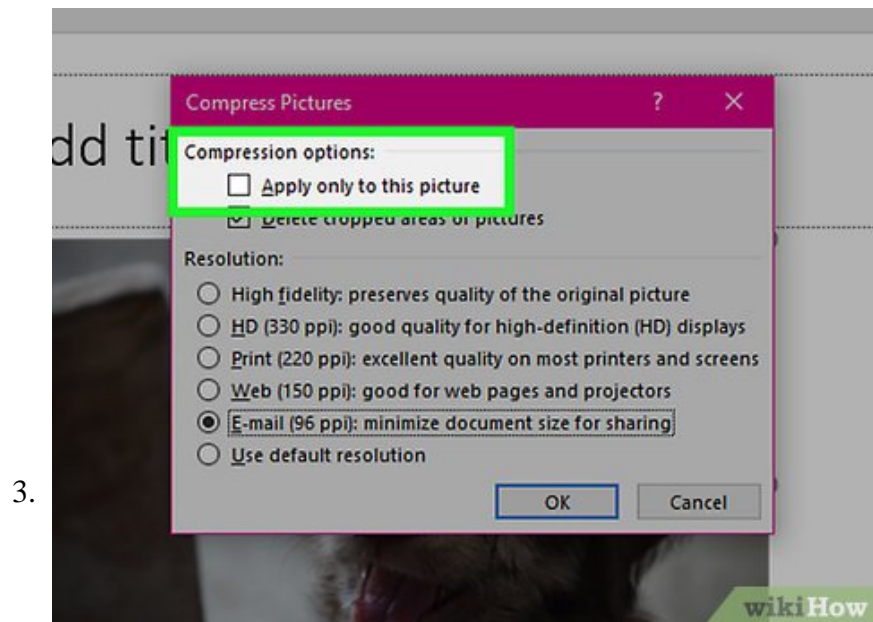


Double-click an image. Doing so will open the **Format** tab at the top of the PowerPoint window.

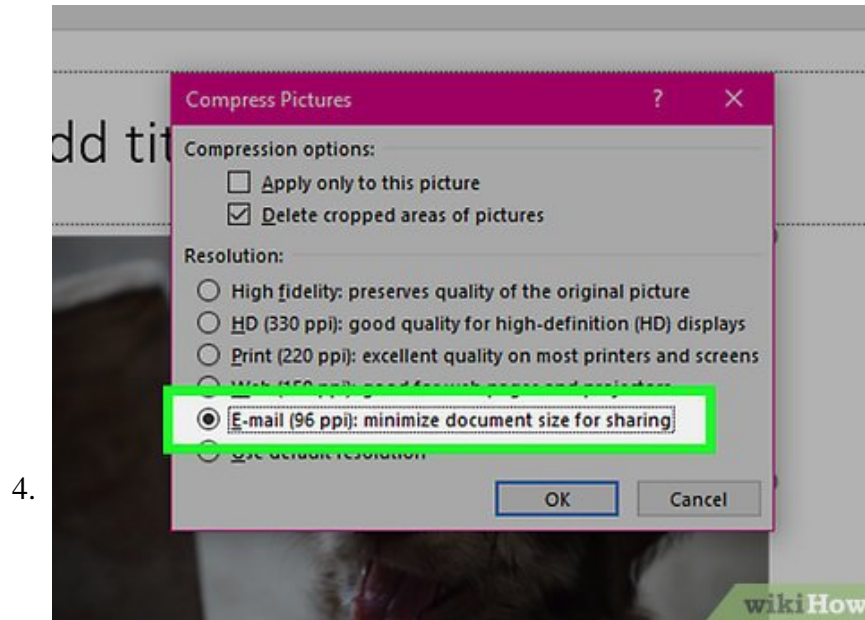
1. If your PowerPoint file isn't yet open, first open it by double-clicking it.
2. It doesn't matter which picture you double-click, since all of them will open the appropriate tab.



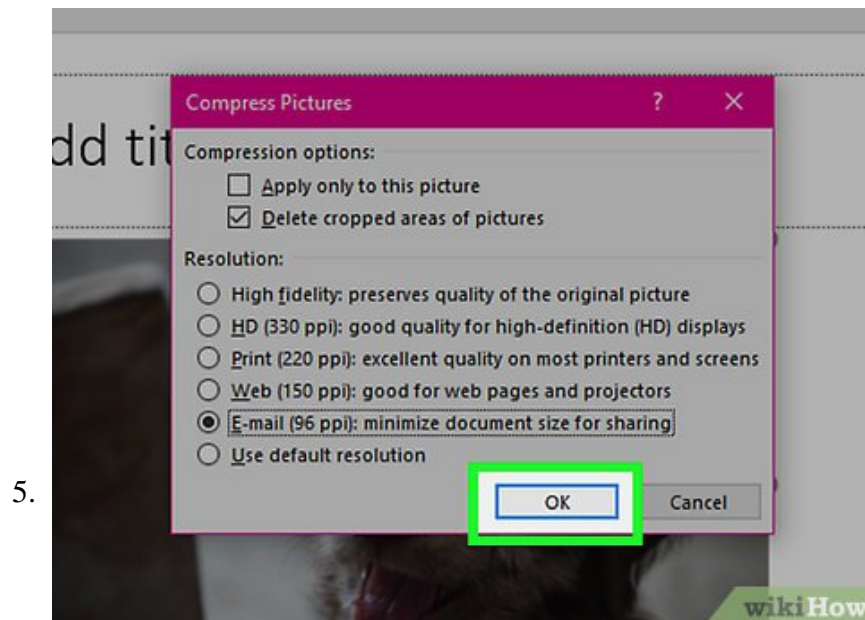
Click **Compress Pictures**. This option is just below the **Transitions** tab. Clicking it will invoke a pop-up window.



Uncheck the "Apply only to this picture" box. It's the first option at the top of the Compress Pictures window. Disabling this option will ensure that all pictures in your presentation are compressed.^[1]



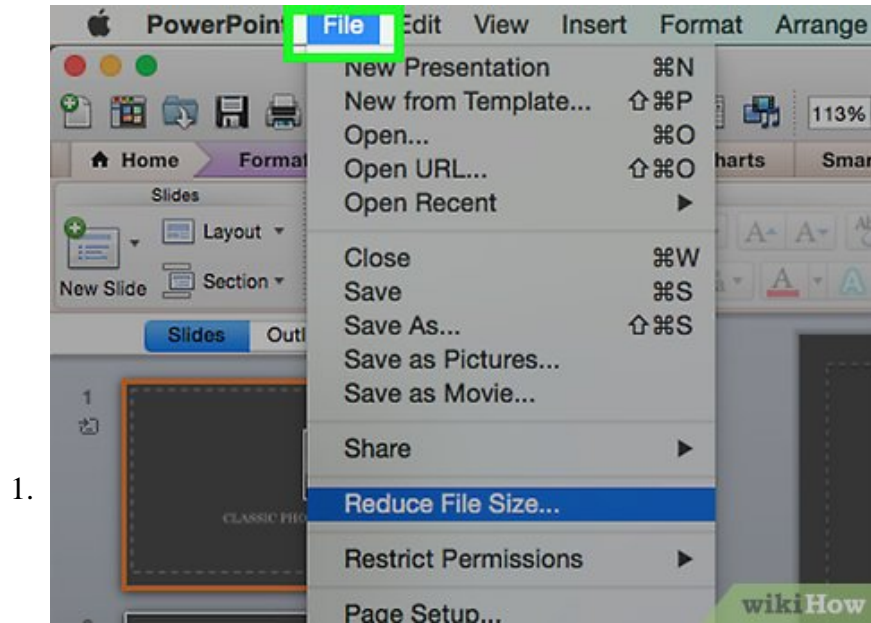
Click the **E-mail (96 ppi)** option. This option is near the bottom of the Compress Pictures window.



Click **OK**. Doing so will apply the compression settings to all images in your PowerPoint file, thereby reducing its overall size.

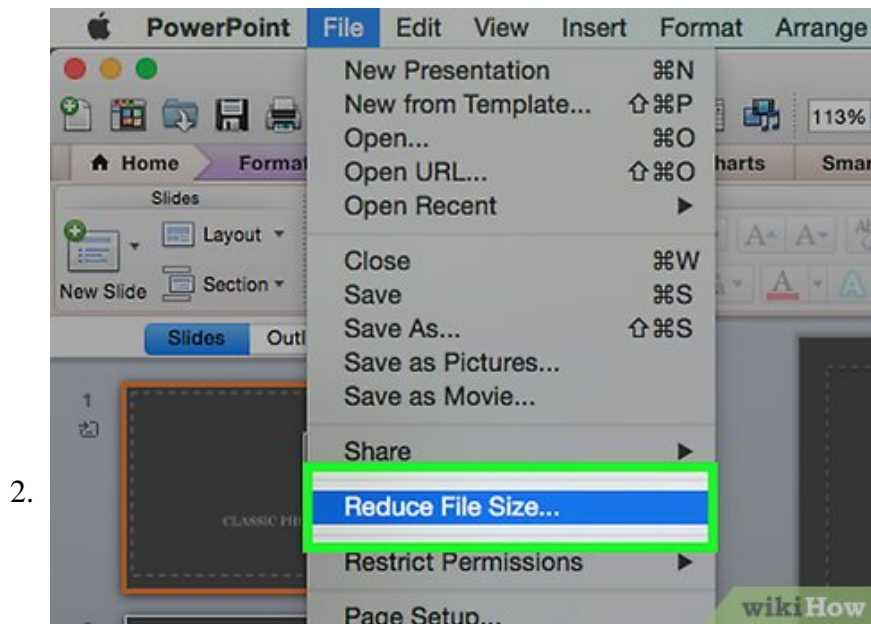
Method 2 of 3:

Compressing Images on Mac

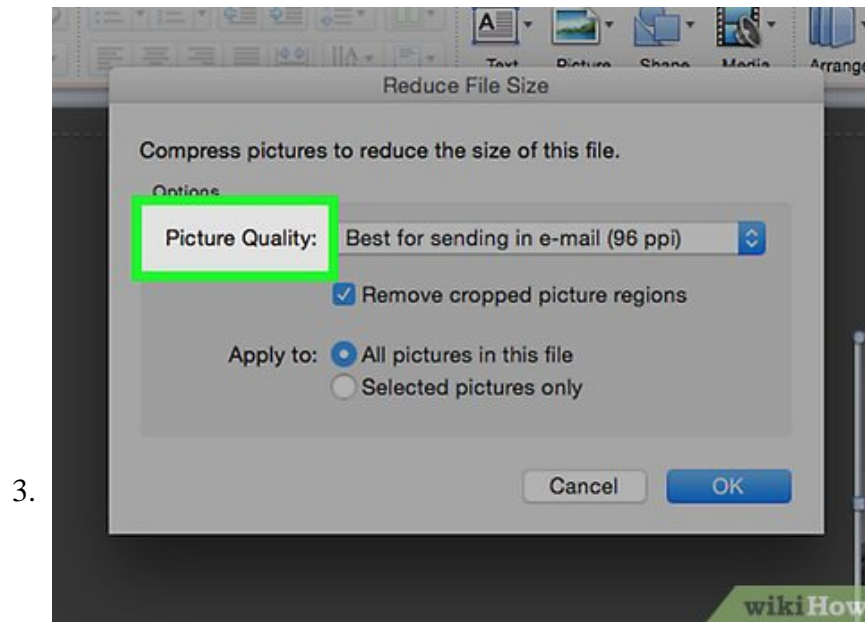


Click **File**. This menu item is in the far-left corner of your Mac's menu bar at the top of the screen.^[2]

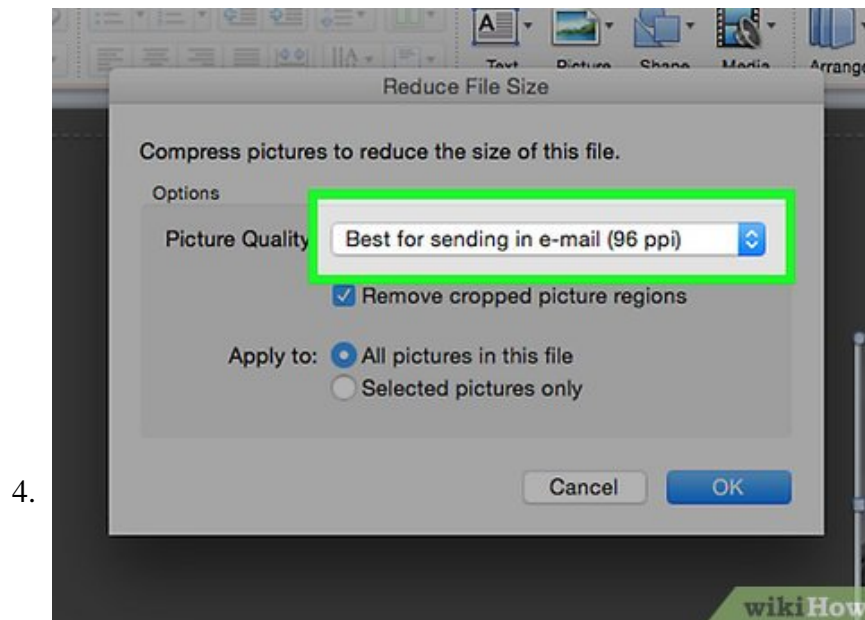
1. If your PowerPoint file isn't yet open, first open it by double-clicking it.



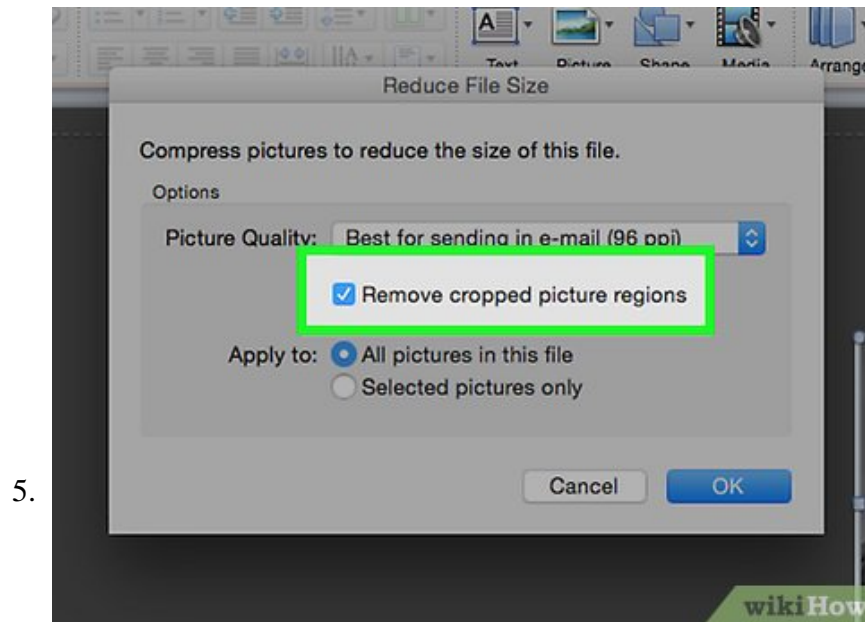
Click **Reduce File Size**. It's toward the bottom of the drop-down menu.



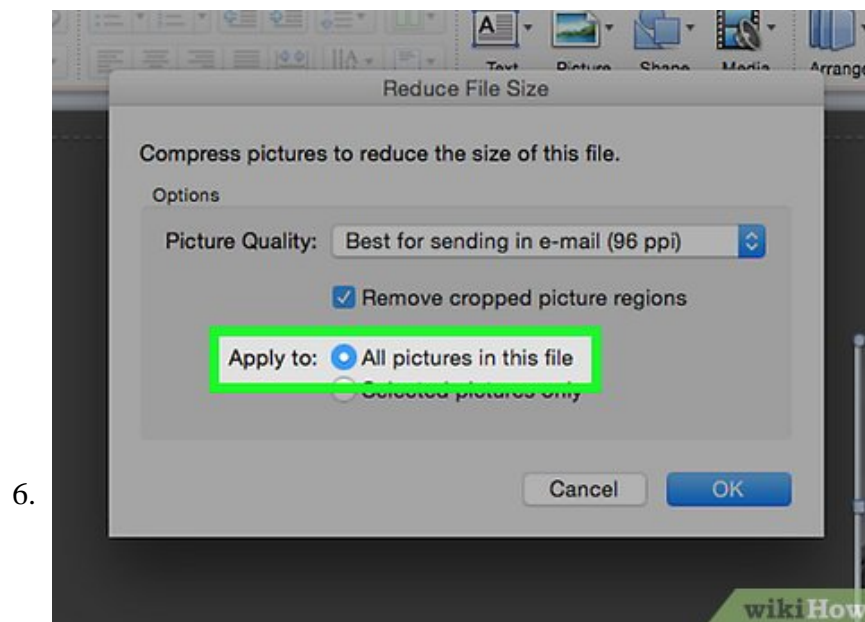
Click **Picture Quality**. Doing so will invoke a drop-down menu.



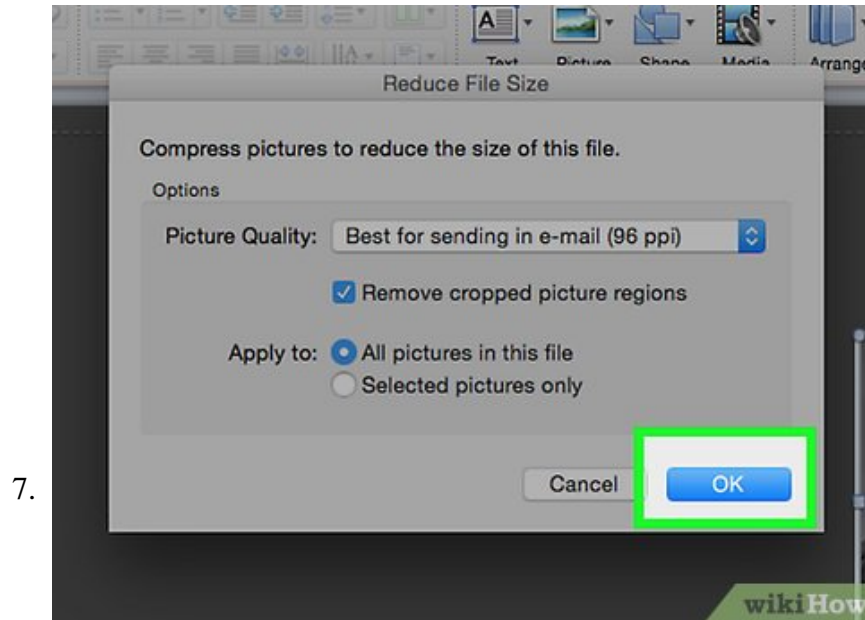
Click **Best for sending in e-mail**. This option will reduce the quality of all images in your PowerPoint file to 96 ppi, which is a generally lower resolution than most images' defaults.



Click the **Delete cropped areas out of pictures** box. Doing so will ensure that any unused data will be removed from your presentation.



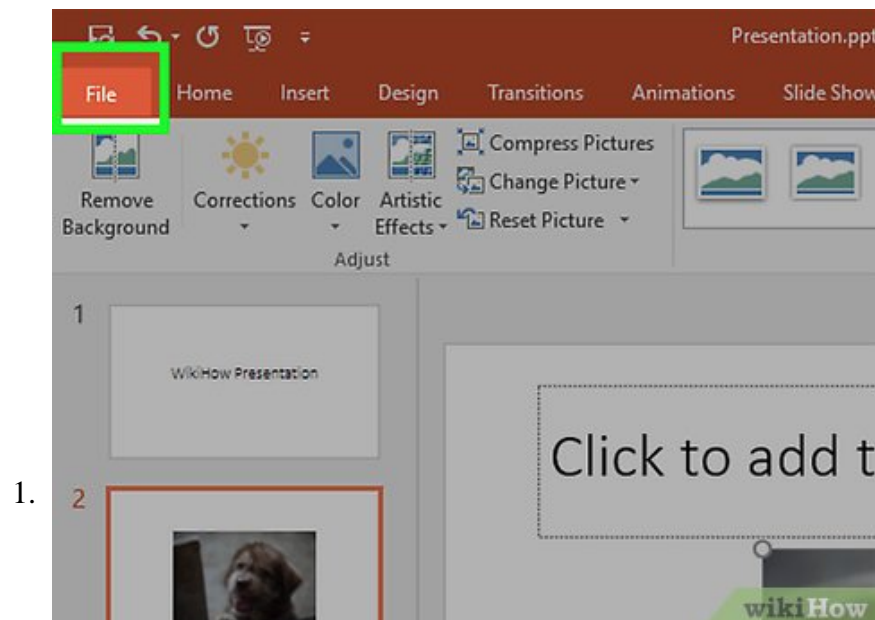
Check the **All pictures in this file** box. This option applies your changes to every image in the presentation.



Click **OK**. This will drastically lower your PowerPoint file's size.

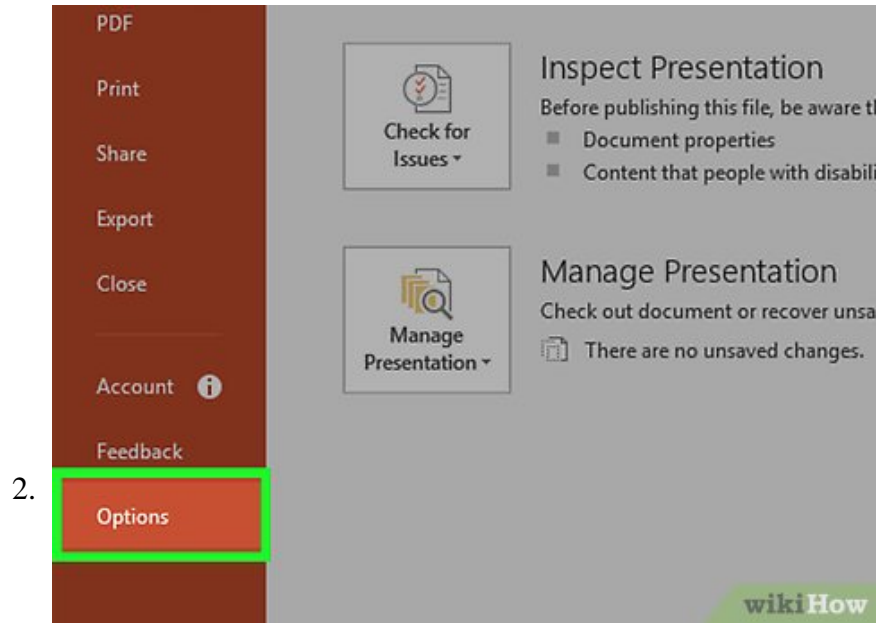
Method 3 of 3:

Removing Edit Data on Windows

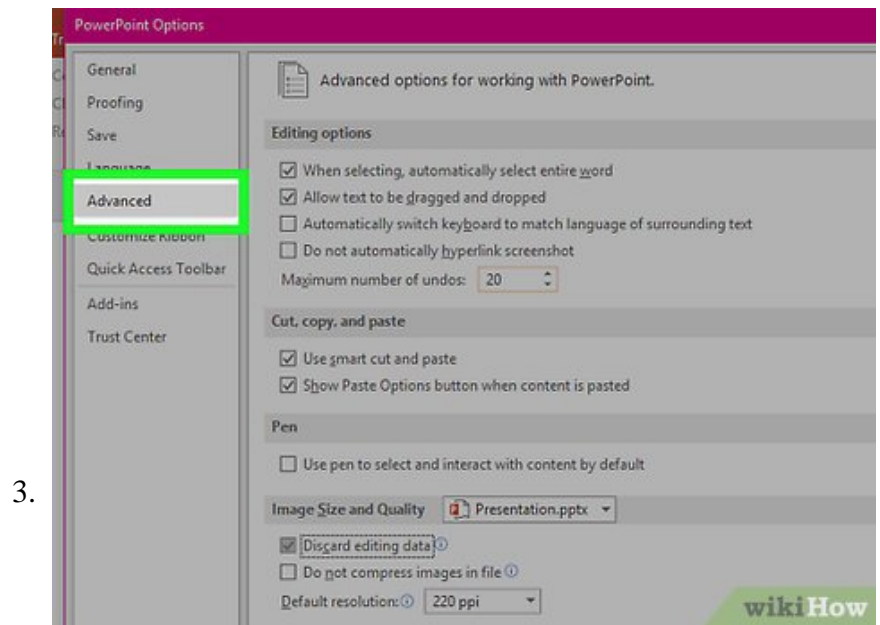


Click the **File** tab. It's on the far-left side of the PowerPoint window's top row of options.

1. If your PowerPoint file isn't yet open, first open it by double-clicking it.

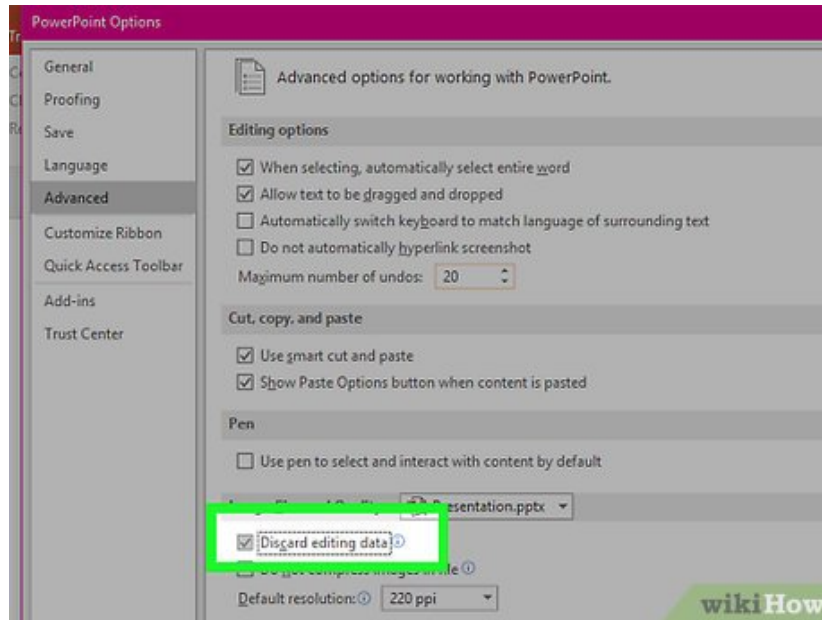


Click **Options**. This tab is at the bottom of the list of options on the left side of the window.



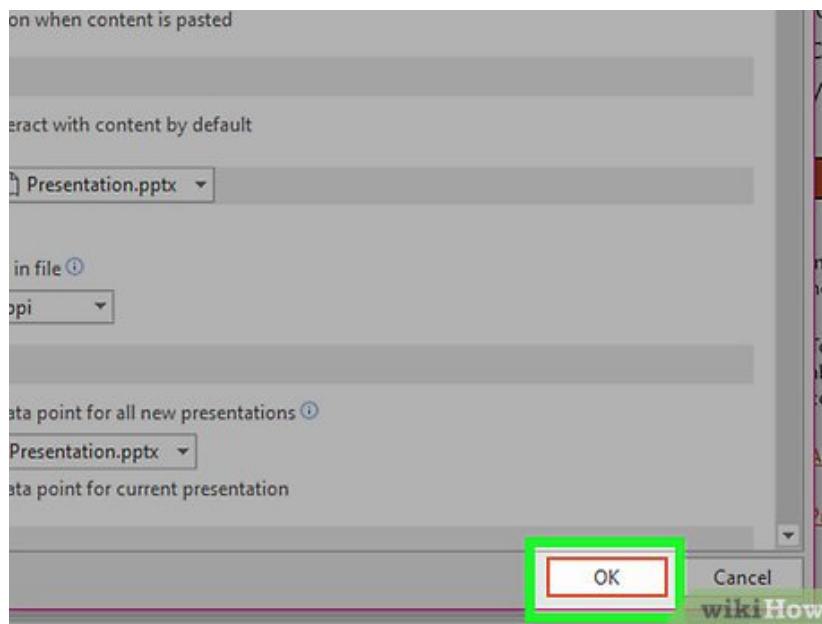
Click **Advanced**. You'll see this option near the middle of the left-hand column of options.

4.

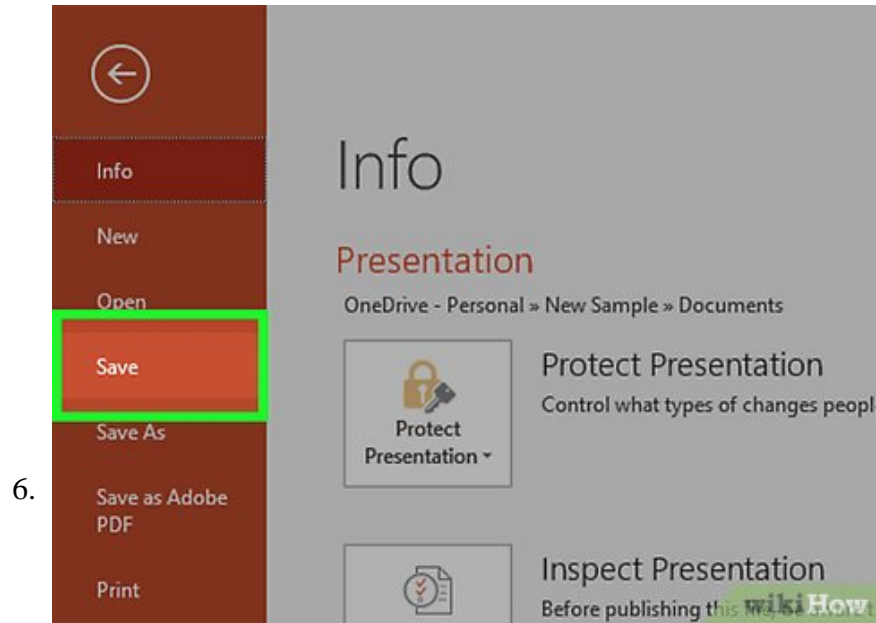


Check the **Discard editing data** box. It's below the "Image Size and Quality" heading, which is about halfway down the window. This option removes excess information from your PowerPoint presentation.

5.



Click **OK**. This button is at the bottom of the window.



Click the "Save" icon. It's the square in the top-left corner of the screen. Doing so will save your changes and apply the "discard editing data" changes to your presentation, which may lower the overall file size.

You finished reading the article "**How to Reduce Powerpoint File Size**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.