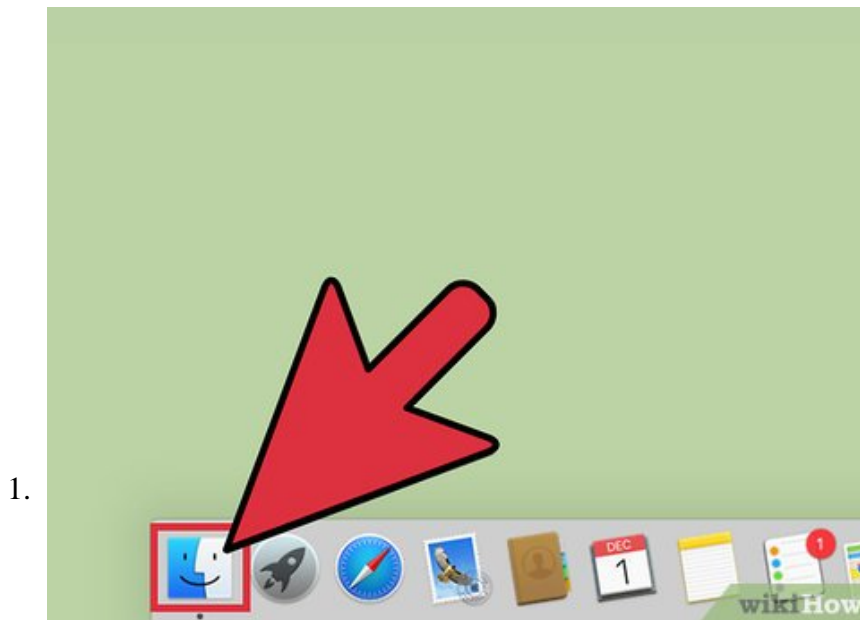


How to Zip a PowerPoint File

To zip a PowerPoint file, open the file's location? Right-click on the file? Click on 'Compress'. Click . Finder is a blue icon with a smiling face at the bottom of your screen.

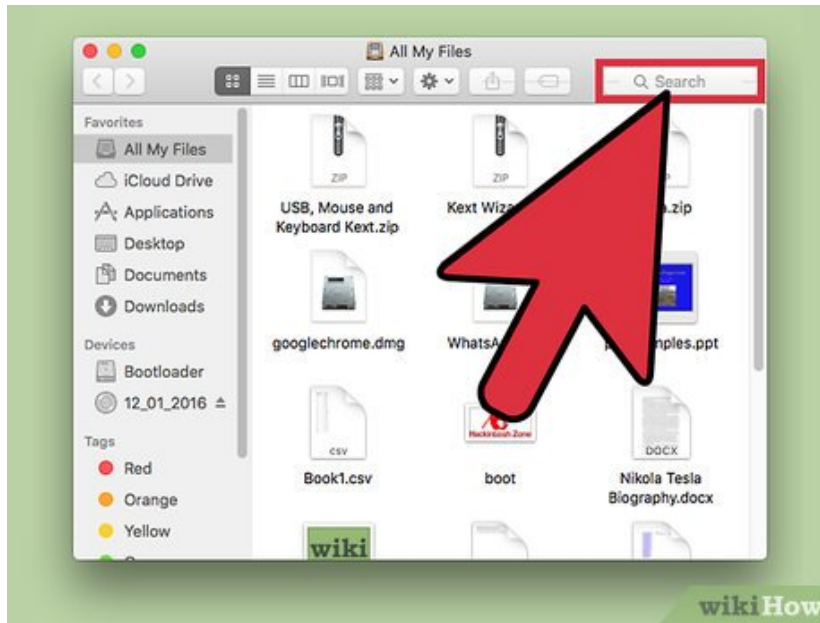
Method 1 of 2:

Mac



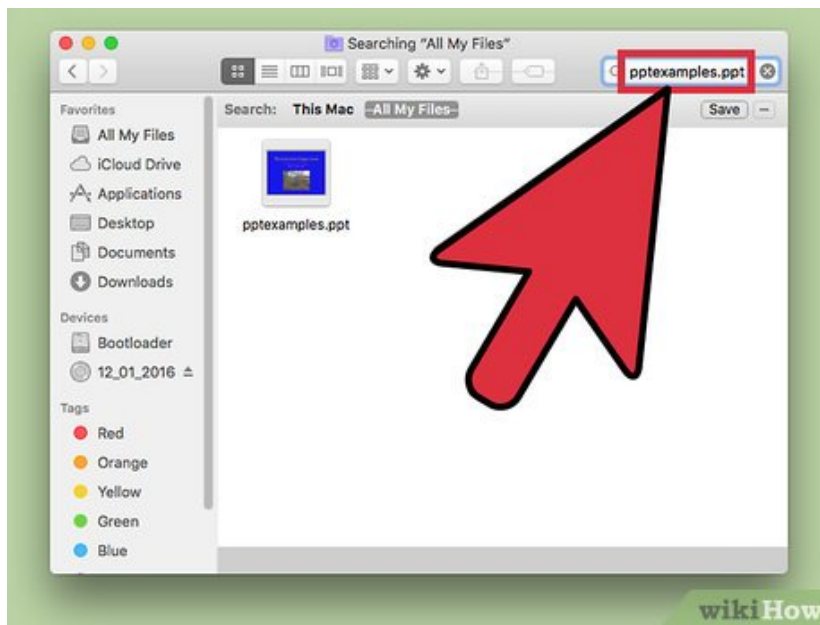
Click **Finder** . Finder is a blue icon with a smiling face at the bottom of your screen.

2.



Click on the Search Bar. It is located in the upper-right hand in Finder.

3.



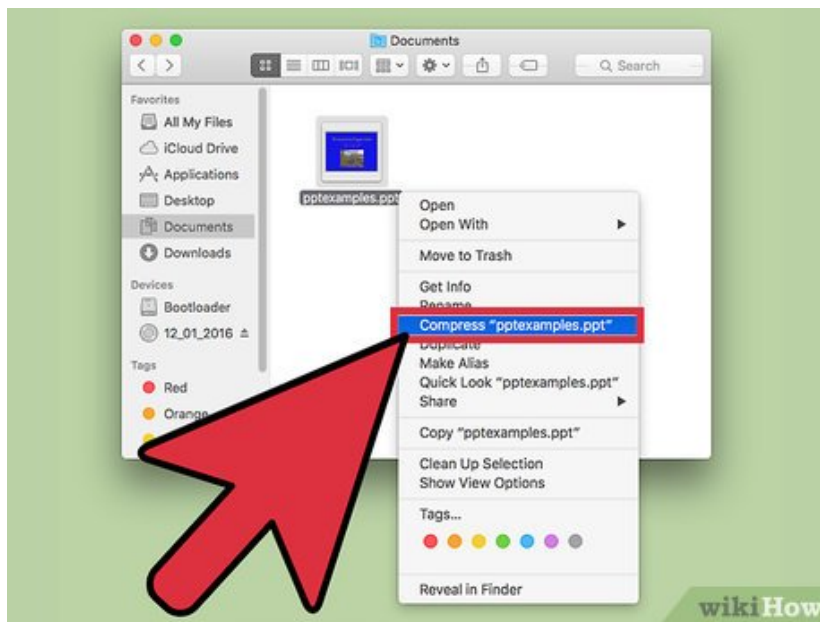
Type in the name of the PowerPoint file you want to zip.

4.



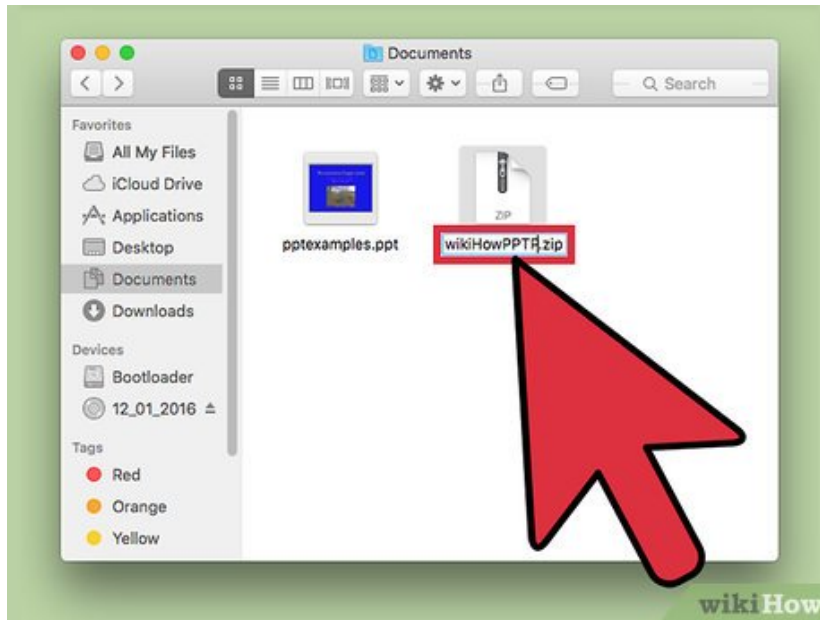
CTRL + Click on the file.

5.



Click on "Compress [your_filename]".

6.



Enter a new name (optional). Normally, two files cannot share the same name. However, since your original Powerpoint file and new compressed file are two different types of files, they can share the same name.

7.

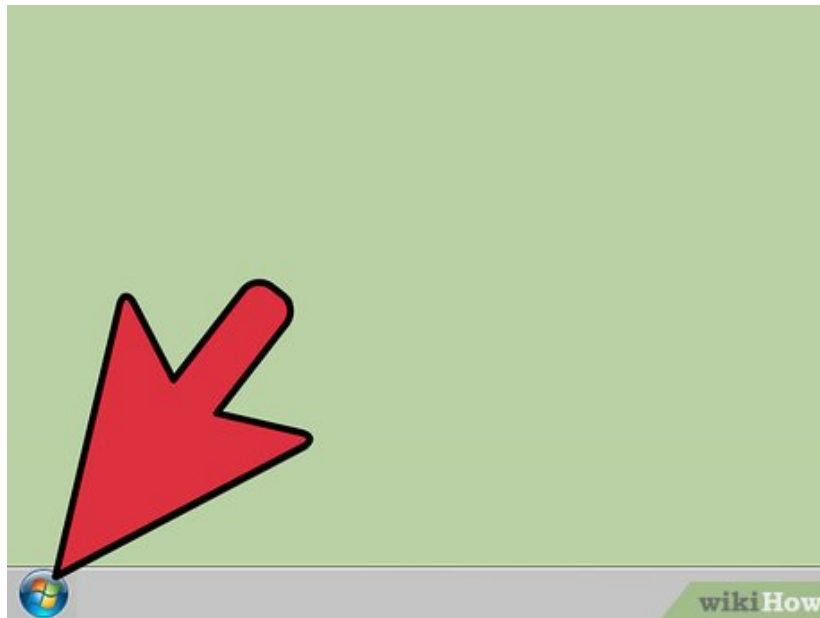


Press **Return**.

Method 2 of 2:

Windows

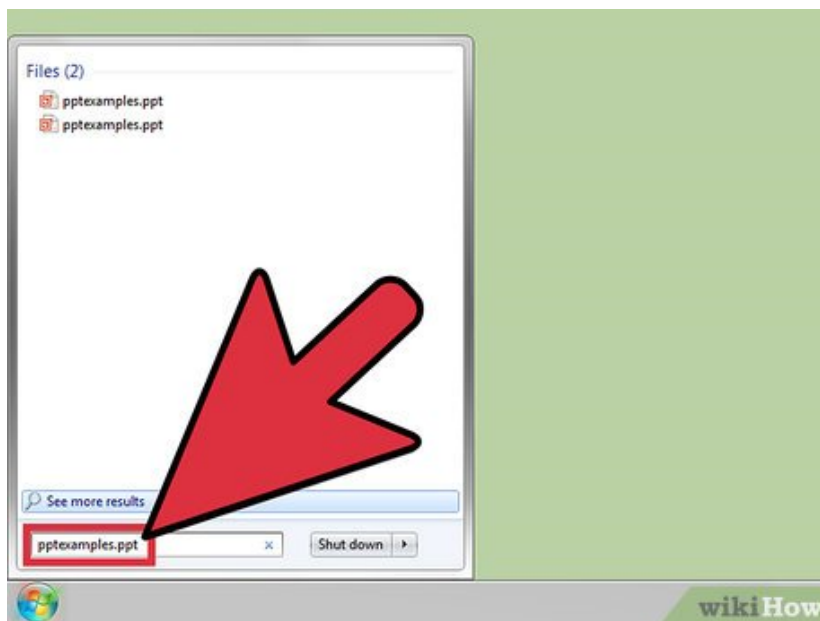
1.



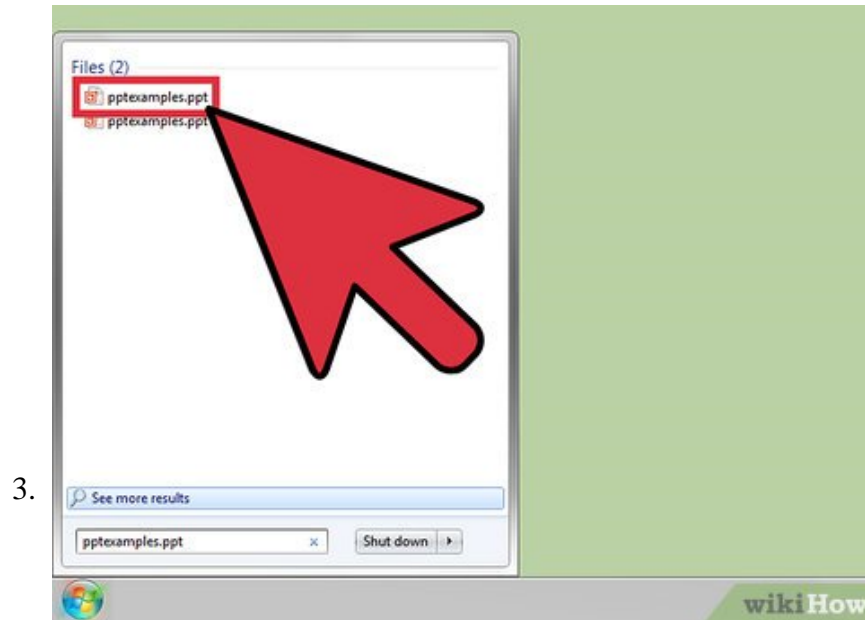
Click **Start**. It is located in the lower-left corner of your screen.

1. In Windows 8, press **Windows**. It is on the bottom-left of your keyboard and looks like a window.

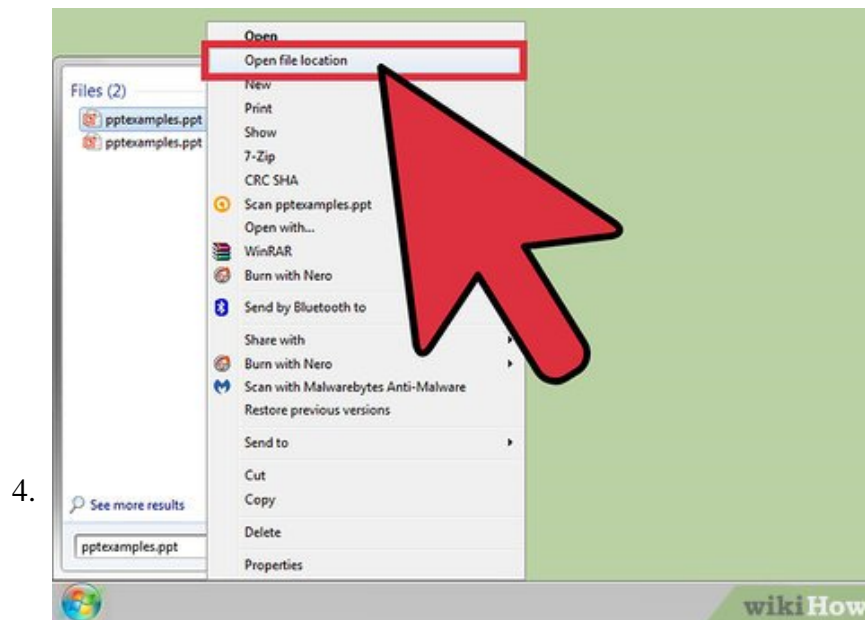
2.



Type in the name of the PowerPoint file you want to zip.

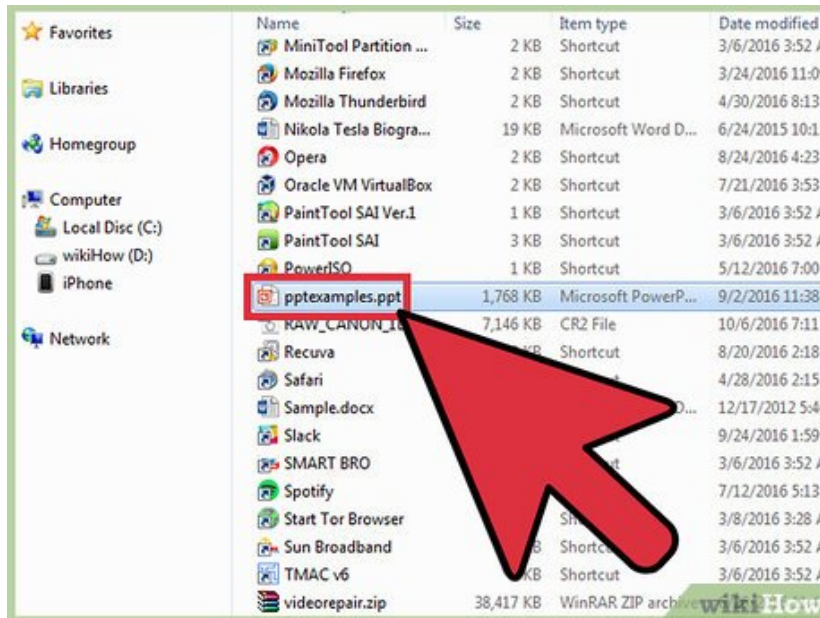


Right-click the file.



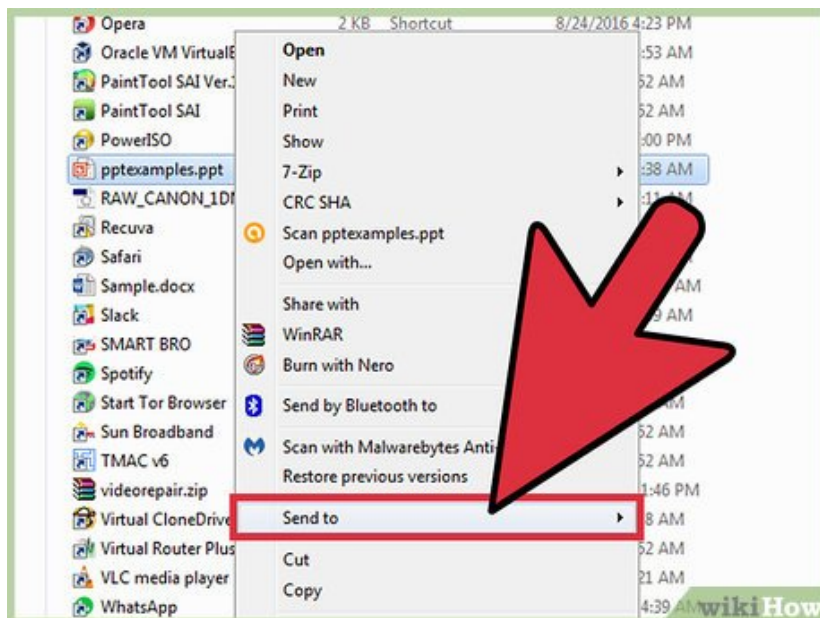
Click on "Open File Location".

5.

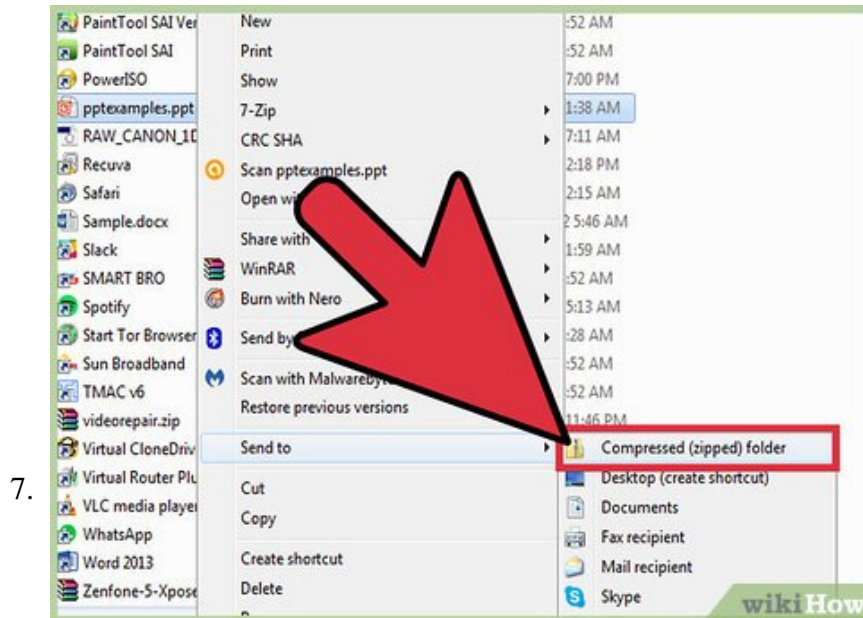


Right-click the PowerPoint file.

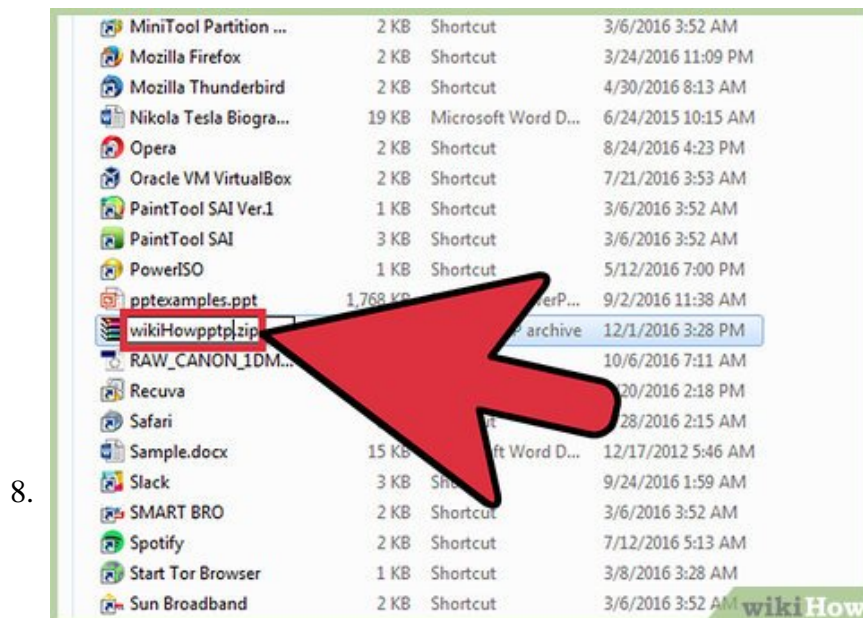
6.



Hover your mouse over "Send To".



Click on "Compressed (zipped) Folder".



Enter a new name (optional). Normally, two files cannot share the same name. However, since your original Powerpoint file and new compressed file are two different types of files, they can share the same name.

9.



Press **Enter** .

You finished reading the article "**How to Zip a PowerPoint File**" 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.
