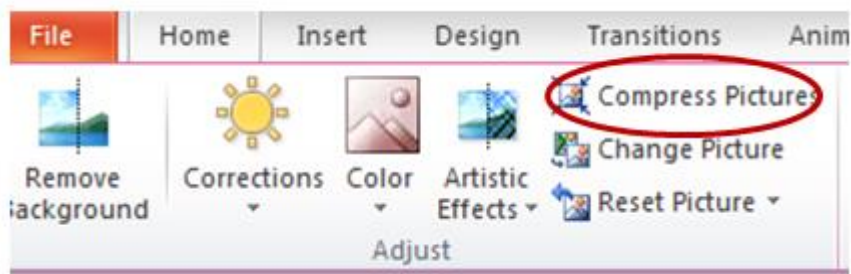


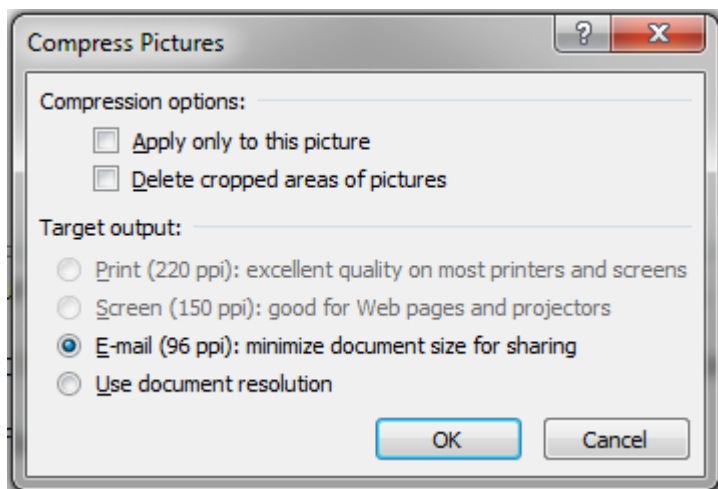
## Compress Pictures in PowerPoint 2016 for PC:

First, simply choose an image (any one will do) to edit with PowerPoint Picture Tools (all you have to do is double-click the image to open this view).

Next, select the Compress Pictures option to the left of the tool bar.




The resulting popup will give you the option to compress the size of the image you selected (with the Email option being the smallest). By unchecking the “Apply only to this picture” option, you can reduce the size of all the images in your desk. Just be sure to consider how your presentation will be used when making your selection.



That's all there is to it! Resave your presentation and you'll see your PowerPoint file has been shrunk down to a much more manageable level. It's as simple as that.

## Compress pictures in PowerPoint 2016 for Mac:

1. To compress all pictures in your presentation, click **File > Compress Pictures**.

To compress only selected pictures, hold down SHIFT, click the pictures you want to compress, and then click Compress Pictures  on the Picture Format tab.

2. Select one of the following in the Picture Quality box:

To compress pictures for	Do this
Printing	Click Print (220 ppi).
Viewing on screen	Click On-screen (150 ppi).
Sending in an email message	<b>Click Email (96 ppi).</b>
Keeping the current resolution and minimizing changes to the picture	Click Use original quality.

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