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
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Extract files or objects from a PowerPoint file

PowerPoint for Office 365, PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, More...

If you want to separately use files or objects from a PowerPoint presentation, such as videos, photos, or sounds, you can extract them by converting the presentation to a "zipped" file folder. Note, however, that you can't extract PDFs or .dotx files.

The following procedure works on PCs, but not on Macs.

Tip: We recommend that you make a copy of your presentation first, and then do the following procedure on the copy. This ensures that your original presentation is preserved.

Before you do this procedure, make sure File Explorer is set so that it shows file names with file extensions.

Set File Explorer to show file extensions

The steps to set File Explorer (previously called Windows Explorer) to show file names with file extensions differs, depending on which version of Windows you have.

If you're using Windows 10 or Windows 8:

- In File Explorer, on the **View** menu, in the **Show/hide** group, select the **File name extensions** check box.

If you're using Windows 7, Windows Vista, or Windows XP:

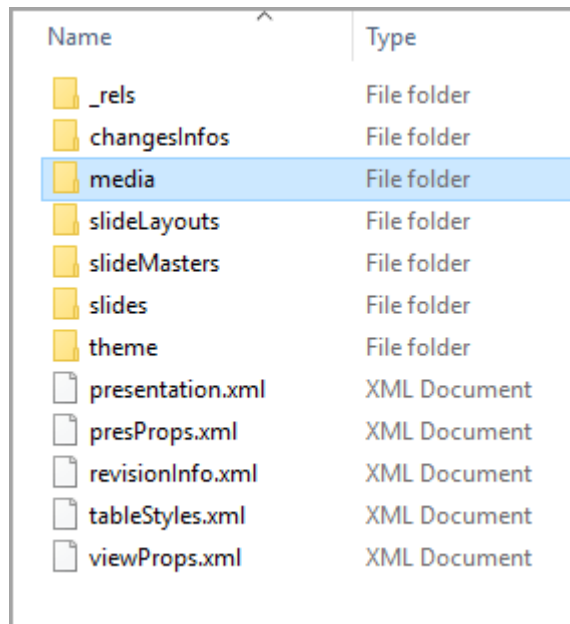
1. In Windows Explorer, click **Folder and Search Options**. In Windows 7, this is under **Organize**. In Windows Vista and Windows XP, on the **Tools** menu, click **Folder Options**.
2. On the **View** tab, under **Files and Folders**, clear the check box for **Hide extensions for known file types**.
3. Click **OK**.

Open a presentation as a folder

To open a presentation as a folder, use Explorer to navigate to the folder containing the presentation that you want, and then do the following:

1. Click the presentation that you want, right-click it, and then click **Rename**.
2. Change the file extension (**.pptx**) to **.zip**. Press Enter to set the name, then click **Yes** in the **Rename** dialog box.
3. Double-click the zipped file to open an Explorer window for the content files.

The zipped file contains several folders, many of which contain information such as XML code or properties. Objects such as videos, sound files, or pictures are found in the **ppt** folder, in the **media** subfolder.



Name	Type
_rels	File folder
changesInfos	File folder
media	File folder
slideLayouts	File folder
slideMasters	File folder
slides	File folder
theme	File folder
presentation.xml	XML Document
presProps.xml	XML Document
revisionInfo.xml	XML Document
tableStyles.xml	XML Document
viewProps.xml	XML Document

Restore the original presentation

To restore the original presentation, repeat steps 1 and 2 in the procedure above, this time changing the file extension from **.zip** to **.pptx**.

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