How to Shrink Your PowerPoint Size

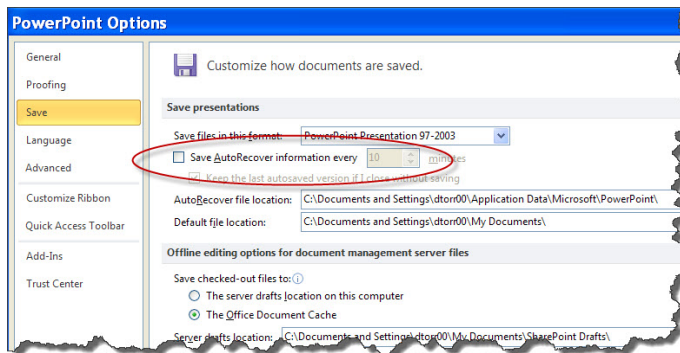Below are three tips to shrink the size of your PowerPoint.

1) Disable Fast Saves/Auto Recover

Fast saves (or Auto Recover, depending on your version of PowerPoint) has rescued many of us from losing content we forgot to save by manually hitting the Save button. But, that convenience adds to the overall size of your PowerPoint.

To turn this feature off in older versions of PowerPoint:

- Click **Options** from the **Tools** menu.
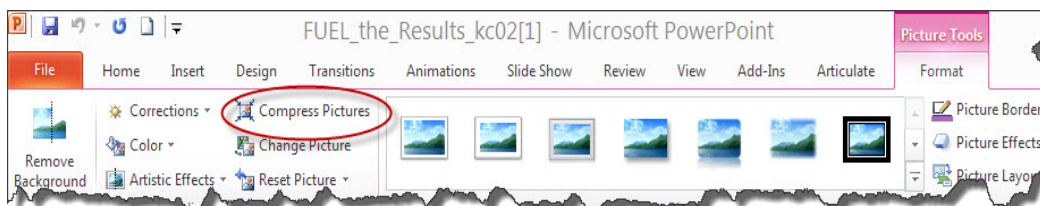- Click the **Save** tab and clear the **Allow fast saves** check box.
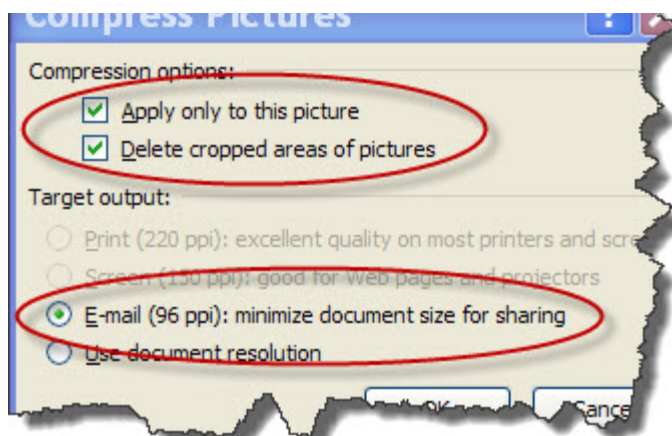

In PowerPoint 2010:

- Click **Options** from the **File** menu.
- Click **Save** and uncheck the **Auto Recover** option.
- Next, save your presentation under a new name.

2) Compress your images

Compressing your images makes a big impact on file size. PowerPoint 2002 and later can compress images and shrink your file size back down to "normal" proportions. (Most PowerPoint images don't need to be larger than 1024 × 768 pixels anyway.)

Give it a try: right-click your image, then click Format Picture on the shortcut menu. In the Format dialog box, click the Picture tab,

and then click Compress.

Under Apply to, you have some options:

To compress only the current image, click

Apply only to this picture box. To compress all the images in your presentation, un-click Apply only to this picture box.

Now be sure to check the *Delete cropped areas of pictures* option to reduce the overall size of the presentation. Also select the appropriate target output.

If you are using PowerPoint 2007, you can compress all pictures that have been added to your presentation by clicking on Format then Compress Pictures. In addition, if you know your PowerPoint is never going to make it to big screen glory, you can also select Screen or Email in Target output for further shrinking.

Watch for embedded objects, pasted or dragged graphics

If possible, bring images into PowerPoint by doing the following: On the Insert menu, point to Picture, and then click From File.

When you copy and paste (or drag) an image or a graphic that includes an image from another program into PowerPoint, PowerPoint may create an embedded OLE object. The OLE object includes a Windows® Metafile (WMF) picture of the image. PowerPoint normally compresses images very efficiently, but it can't compress images in WMFs, so copying and pasting or dragging images into your files can make your files quite large.

Embedded objects are easy to shrink. After you no longer need to edit the image (by double-clicking it), do the following: Right-click the image, point to Grouping on the shortcut menu, and then click Ungroup. Next, immediately right-click the image again, point to Grouping on the shortcut menu, and then click Regroup. Ungrouping throws away the OLE data and leaves just the picture — in a form that PowerPoint can now compress.

Incidentally, it's okay to copy and paste images from one slide to another within PowerPoint. PowerPoint stores only one copy of the image no matter how many times you use it, so reusing an image can actually help keep your file sizes down.