

Reduce the size of your PowerPoint files

Applies to: Microsoft Office PowerPoint 2003 and later

There are quite a few reasons why your files might get huge. We're going to look at why it happens, how you can fix it, and what you can do to prevent it from happening again.

Turn off fast saves

First off, you'll need to do a little setup in PowerPoint. On the **Tools** menu, click **Options**, click the **Save** tab, and then clear the **Allow fast saves** check box. Doing this forces PowerPoint to remove excess data from your presentation file each time you save.

After you've turned off fast saves, save your presentation again under a new name. On the **File** menu, click **Save As**, type a name for the new version of your presentation in the **File name** box, and then click **OK**.

In fact, it's a good idea to save another copy of your presentation before continuing. Some of the following steps make irreversible changes to your presentation. You'll want a backup copy of your slide show.

Watch out for oversize image files

In most cases, images don't need to be much larger than 1024 x 768 pixels (see [What resolution should I make my images for PowerPoint slide shows?](#) to learn why). If your images are larger than this, your PowerPoint files are probably bigger than they need to be.

PowerPoint 2002 and later can compress images and remove unneeded data:

1. Right-click the picture, and then click **Format Picture** on the shortcut menu.
2. In the **Format** dialog box, click the **Picture** tab, and then click **Compress**.
3. Under **Apply to**, do one of the following:

To compress just the current picture, click **Selected pictures**.

To compress all the pictures in your presentation, click **All pictures in document**.

4. Under Change resolution, do one of the following:

If your presentation will be used for a screen show, click **Web/Screen**.

If you plan to distribute your presentation as printed pages, click **Print**.

5. Under Options, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
6. Click **OK**.
7. If prompted, click **Apply** in the **Compress Pictures** dialog box.

PowerPoint compresses the picture or pictures for you automatically.

If you use PowerPoint 2000 or earlier, do the following for each image that you want to **compress**:

1. Click the picture to select it.
2. On the **Edit** menu, click **Copy**.

3. Again on the Edit menu, click Paste Special.
4. Do one of the following:

For most images, such as photos and scans, click JPG.

For images with large areas of flat color, or that contain important text or fine details, click PNG.

Note: JPG files are usually smaller, but JPG's "lossy" compression can blur thin lines and other fine detail, or leave "artifacts" (stray odd-colored pixels) around text.

5. Delete the original image.