How To Compress Your Powerpoints in Office 2007

1. Open your PPT file
2. Click the SAVE floppy icon in the upper left hand corner

3. Click the Tools drop down menu besides the save button

4. Select Compress Pictures
5. Click **Options**

6. Check **Automatically perform basic compression on save**

7. Check **Delete cropped areas of pictures**

8. Check the appropriate target output (print, screen, or email)

9. Click **OK**
10. Click **OK** to the *Apply compression settings now dialog*

11. Save file to different file name (ex: my_report_compressed.ppt)