

Word, Excel & Microsoft 365 | Easy | 2 min read

PowerPoint: file too big? How to compress images

A presentation that is too big to email is usually full of large photos. Compressing the pictures can shrink the file dramatically, often with little visible difference on screen.

Compress pictures

1. Click any picture in the deck.
2. Click the **Picture Format** tab.
3. Click **Compress Pictures**.
4. Untick **Apply only to this picture**, so that all pictures are done together.
5. Tick **Delete cropped areas of pictures**. This throws away the parts you cropped out and cannot be undone after you save.
6. Choose a resolution. **Web (150 ppi)** is a good everyday choice. **Email (96 ppi)** gives the smallest file but looks rougher if projected on a large screen.
7. Click **OK**, then save.

Check the file size

Open File Explorer, right-click the file, choose **Properties** and read the **Size** line. Compare it with the earlier number. Always keep a copy of the original for the best quality images, in case you need to print later.

Other ways to shrink it

- **Videos:** click **File**, then **Info**, and look for **Compress Media**. It only shows if the deck has video or audio.
- **Remove unused slides** and old, hidden ones.
- **Change the default:** go to **File, Options, Advanced** and look under **Image Size and Quality**. You can set the default picture resolution there.
- **Avoid pasting huge pictures:** a photo straight from a phone camera is far bigger than any slide needs.
- **Share a link instead:** upload to OneDrive or SharePoint and send a link in your email. Our guide on sharing files safely explains how.
- **Save as PDF:** if people only need to read it, a PDF is much smaller.

Common problems

- **Pictures look fuzzy:** you probably chose too low a resolution. Reopen the original and try Web (150 ppi).
- **The file is still huge:** embedded videos or fonts could be the cause.
- **Mac:** **Picture Format**, then **Compress Pictures** is in the same place.

When to get more help

If a deck is still huge or will not email, contact us. We can help you find what is making it so large.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.