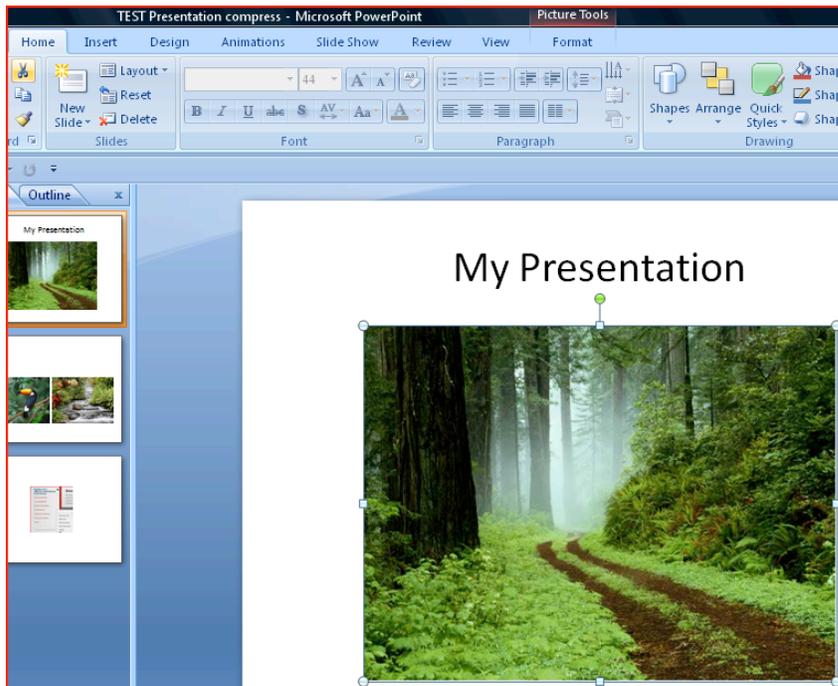# Reducing file size in PowerPoint

If your work has a lot of uncompressed (large) images, they can greatly increase your file's size.

Reducing your file's size is important when transferring your files to Blackboard or through the Turnitin system. For example, Turnitin has a maximum file size limit of 20mb.

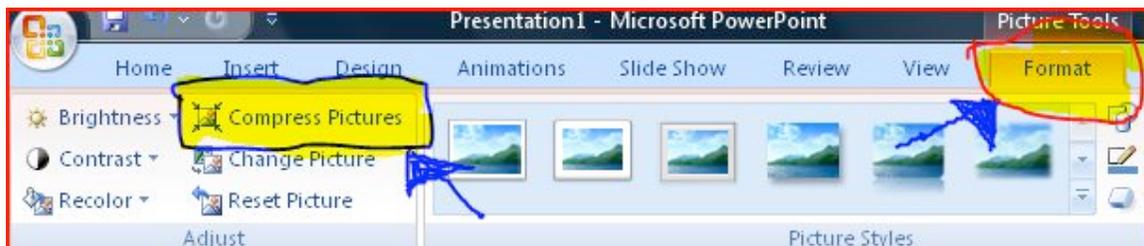The simplest way to reduce your file's size in PowerPoint is to use the 'Compress Pictures' option.

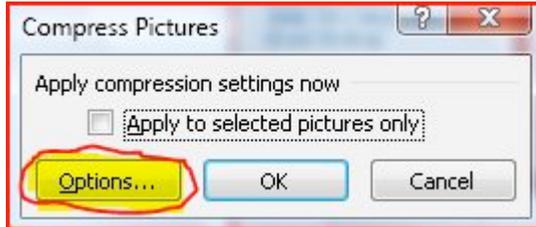Open your PowerPoint file.

Highlight an image within your presentation.

Select 'Format' tab from the ribbon bar.
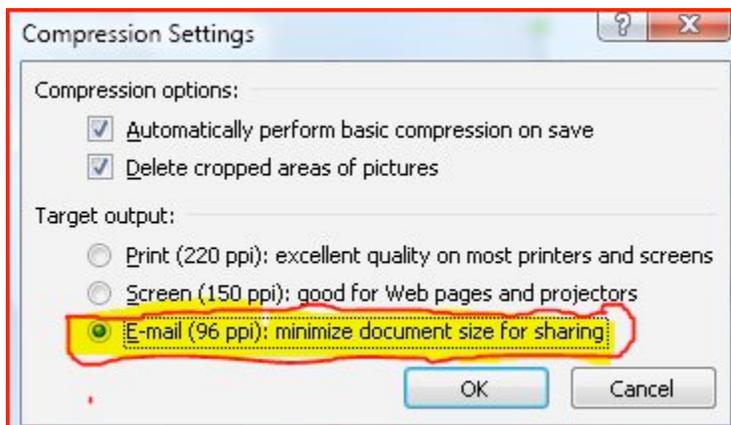
Click the 'Compress Pictures' option.

Click '**Options...**'
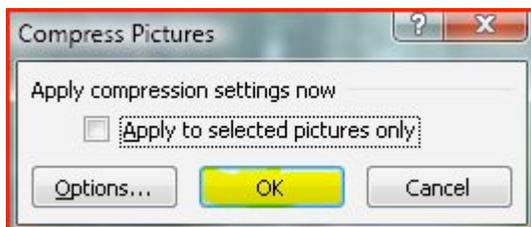

Change the target output settings to '**Email (96 ppi)**'.

Click **'OK'**.

Click **'OK'**

Finally please re-save the file either with the same name (which will overwrite the original) or with a new name that indicates the now reduced file size.

Here is an example of the same file, one is the original file (1,131 KB) and the other is the compressed version (210KB).

Note: the compressed file is <u>5 times</u> smaller than original uncompressed file.