Having a problem submitting your assignment/project?

The size of your file may be too large.

What can you do?

FLIP!
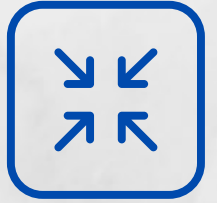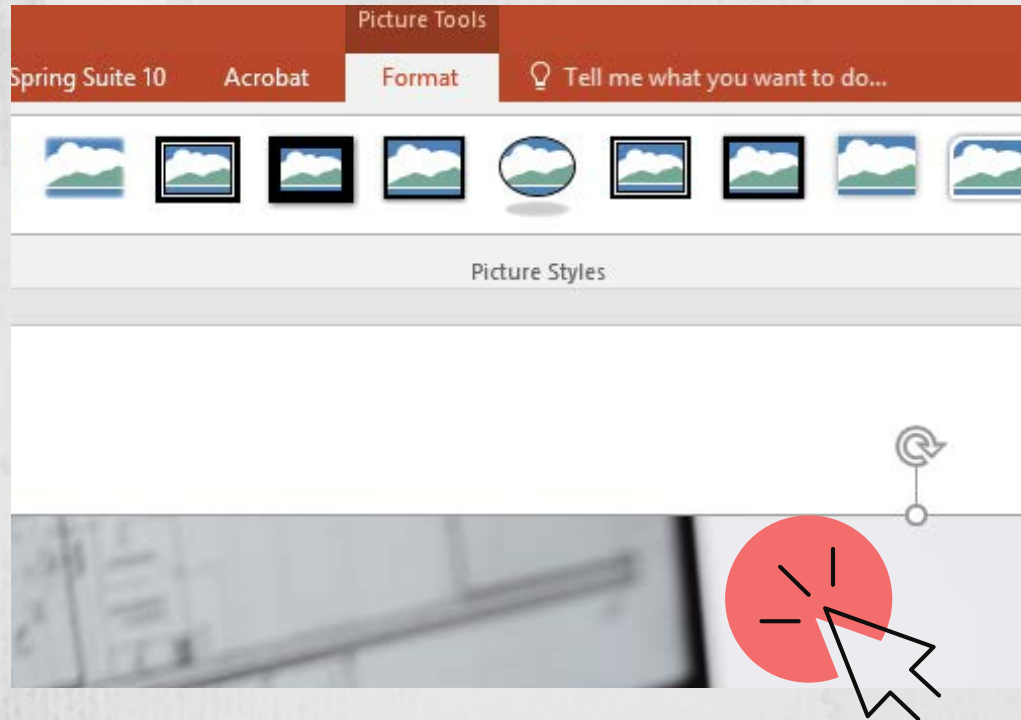
What can you do to reduce the size of an image you use in a Powerpoint presentation?

QUICK TIPS

1 When you double-click on the image, the **Picture Tools** menu opens in the **Format** area of the Powerpoint menu.

Picture Tools

Spring Suite 10   Acrobat   Format   Tell me what you want to do...

Picture Styles

2 You can reduce the file size of your image by clicking the **Compress Picture** option in this menu.

Presentation1 - PowerPoint (Product Activation Failed)

Design   Transitions   Animations   Slide Show   Review   View

Compress Pictures
Change Picture
Artistic   Reset Picture

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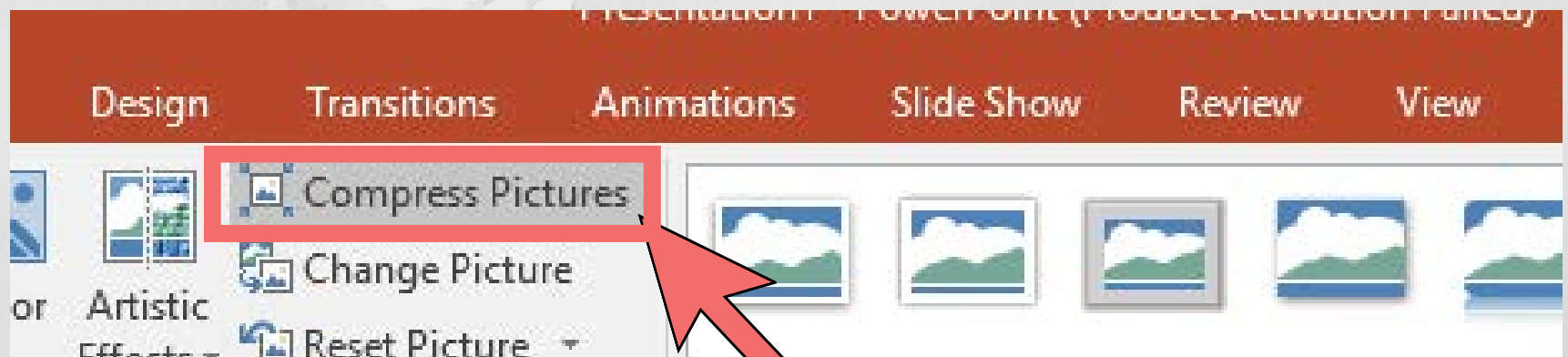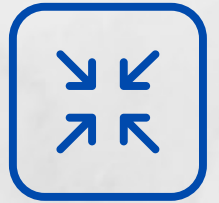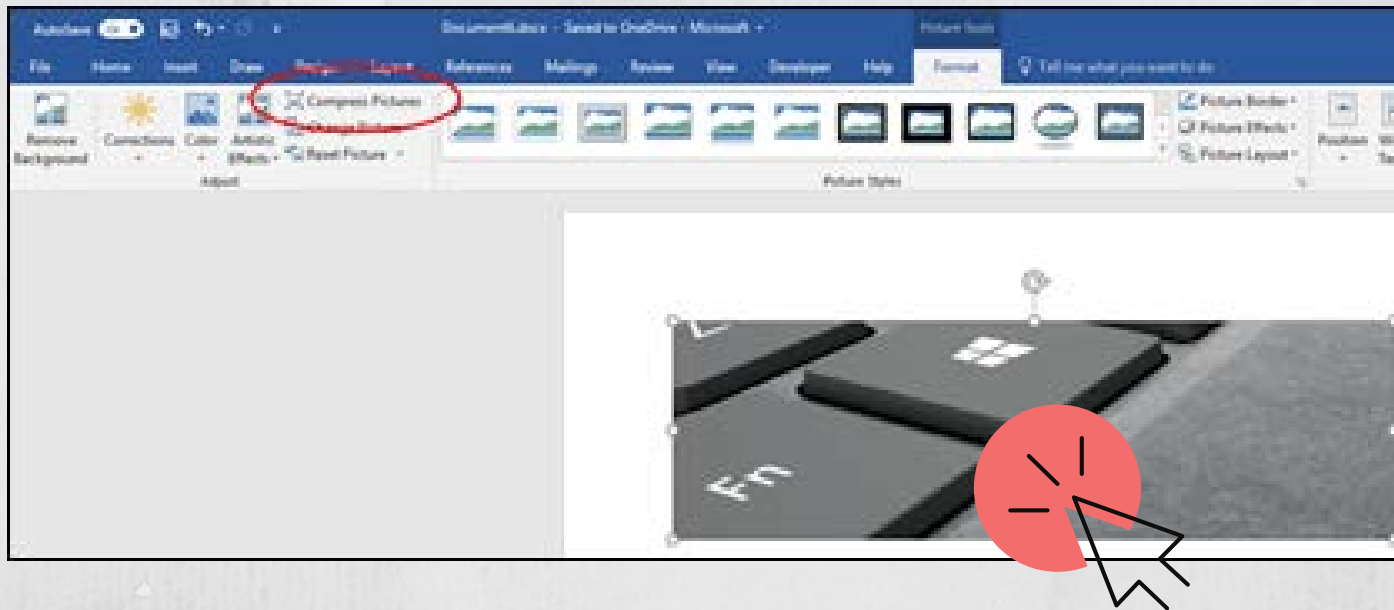# What can you do to reduce the size of an image you use in a Word document?
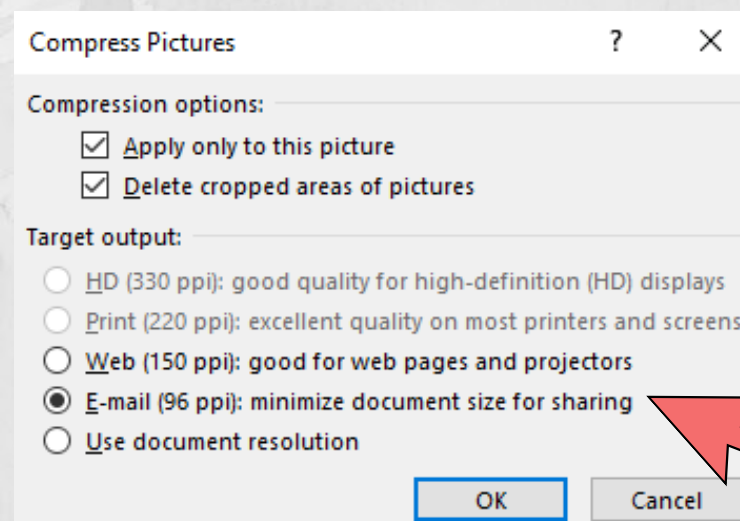
QUICK TIPS

1 When you double-click on the image, the **Picture Tools** menu opens in the **Format** area of the Word menu.
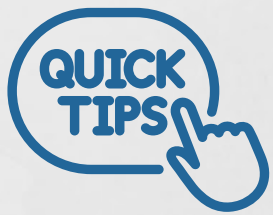

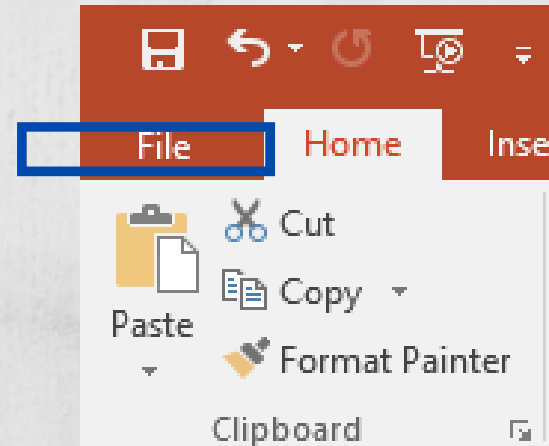**2** You can reduce the file size of your image by clicking the **Compress Picture** option in this menu.
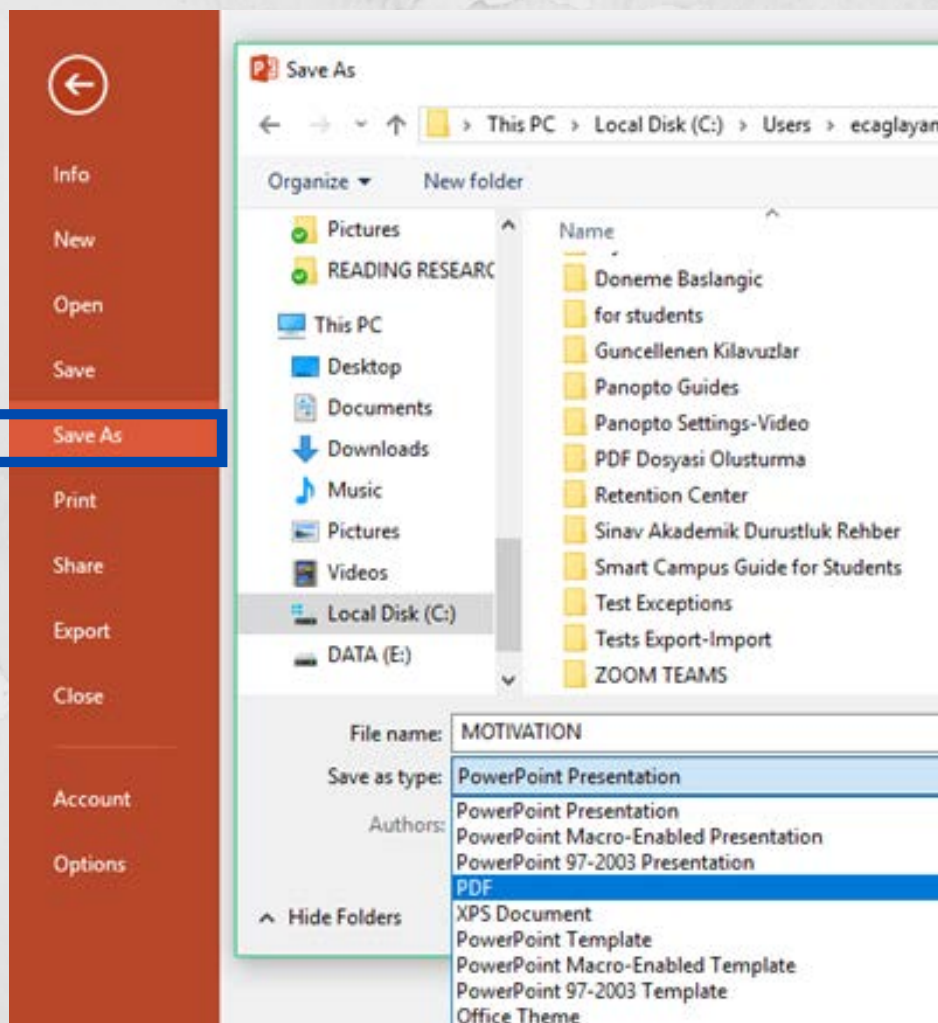

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If you save your PPT files as PDF, the size will be less.

QUICK TIPS

1 To save your PPT files as PDF, click the File tab in the menu.

2

Click the Save As option in the menu, select the PDF from the drop-down list and save it.

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